



# UNIVERSITY of SAN CARLOS

## Code of Conduct for Carolinian Students

### Section 1. GENERAL BEHAVIOR

Each student of the University is expected to act as a mature Christian, to conduct himself/herself with dignity and deportment, and to uphold the moral standards, inside and outside of the Catholic University. *The Code of Ethics for Students is found in Appendix 2 to guide the students to become morally upright Carolinians.* When he/she enrolls and is accepted, a contract is established whereby he/she submits himself/herself and agrees to comply with the rules of the University. Upon enrollment, he/she assumes all the responsibilities appertaining to his/her status as a student, specifically, toward the administration, faculty, and the student body.

The USC school ID is issued to each student at the time of his/her initial enrollment at the university.

Every student is required to wear his/her USC school ID inside its premises and to present it to any person in authority upon demand.

- Its validity is for five (5) years subject to validation every term.
- It is required for the following purposes:
  - entry to all university campuses;
  - use of university facilities including recreational facilities;
  - transacting business with university officers, e.g. payment and verification of school accounts at the Finance division;
  - admission to certain programs, convocations, fora, etc.

A Carolinian is expected to: present a neat, clean, and respectable image at all times even outside the campus

### Section 2. SCHOOL ATTIRE/DECORUM

- Male and female students are required to wear the proper school uniform according to the specifications and standards set by the University.
- Students are expected to be reasonably neat in appearance and maintain dignity in their manner of dressing, avoiding attire and decorum deemed inappropriate in a school environment.
- For female students, skirts must cover the knee; also, the pair of pants for both genders must be straight-cut.
- The P.E. uniform must be strictly worn only during P.E. classes.

### Section 3. STUDENT RIGHTS

The university abides by the universal declaration of human rights which emphasizes equal privilege to any individual regardless of gender, ethnic/cultural background, socio economic status, religion, or sexual orientation. As such, the university is committed to upholding and protecting the rights and fundamental freedom of every student enrolled.

Every student then, regardless of his/her academic program, has the right to:

1. have equal access and avail themselves of the services and facilities provided by the university;
2. freely participate in university affairs and activities, both academic and non-academic;
3. organize and join registered school organizations;
4. be treated fairly and with respect by teachers, employee or staff in the university, and fellow students;
5. be informed regarding school policies and regulations which may directly or indirectly affect them before such matters are adopted (*article IV section 1, Bill of Rights, Supreme Student Council Manual*);
6. access one's own academic and financial records;
7. seek explanation of his/her own grades from his/her teachers;
8. be informed of any complaints against him/her and to answer these in a proper forum;
9. file complaints against a fellow student, teacher, or any employee of the university;
10. have freedom of opinion and expression through appropriate means and medium;
11. peaceably assemble to express legitimate concerns;
12. have a safe and secure environment;
13. receive competent instruction and a relevant education to insure his/her development (*article IV section 1, Bill of Rights, Supreme Student Council Manual*);
14. freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations;
15. be free from involuntary contributions, except those approved by their own College/School/Department, organizations or societies;
16. exercise such rights as are granted him/her by the Constitution, and prevailing laws.

"In the exercise of these rights and freedom, everyone shall be subject only to such limitations as are determined by law solely for the purpose of securing due recognition and respect for the rights and freedoms of others and of meeting the just requirements of morality, public order and the general welfare of all" (Article 29, UN Universal Declaration of Human Rights, 1948).

Among the recognized limitations on student's rights are the following duties and obligations of the student to:

1. exert his/her utmost initiative to develop his/her potential for service, particularly pursuing an education suited to his/her abilities, in order that he/she may become an asset to his/her family and to society;
2. uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;
3. promote and maintain the peace and tranquility of the school by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff, and other school personnel;
4. participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his/her community and in the attainment of a just, compassionate, and orderly society;
5. exercise his/her rights responsibly in the knowledge that he/she is answerable for any infringement or violation of the public welfare and of the rights of others (Section 15, Education Act of 1982);
6. respect the academic freedom of institutions of higher learning as embodied in Section 5(2), Article XIV of the 1987 Constitution