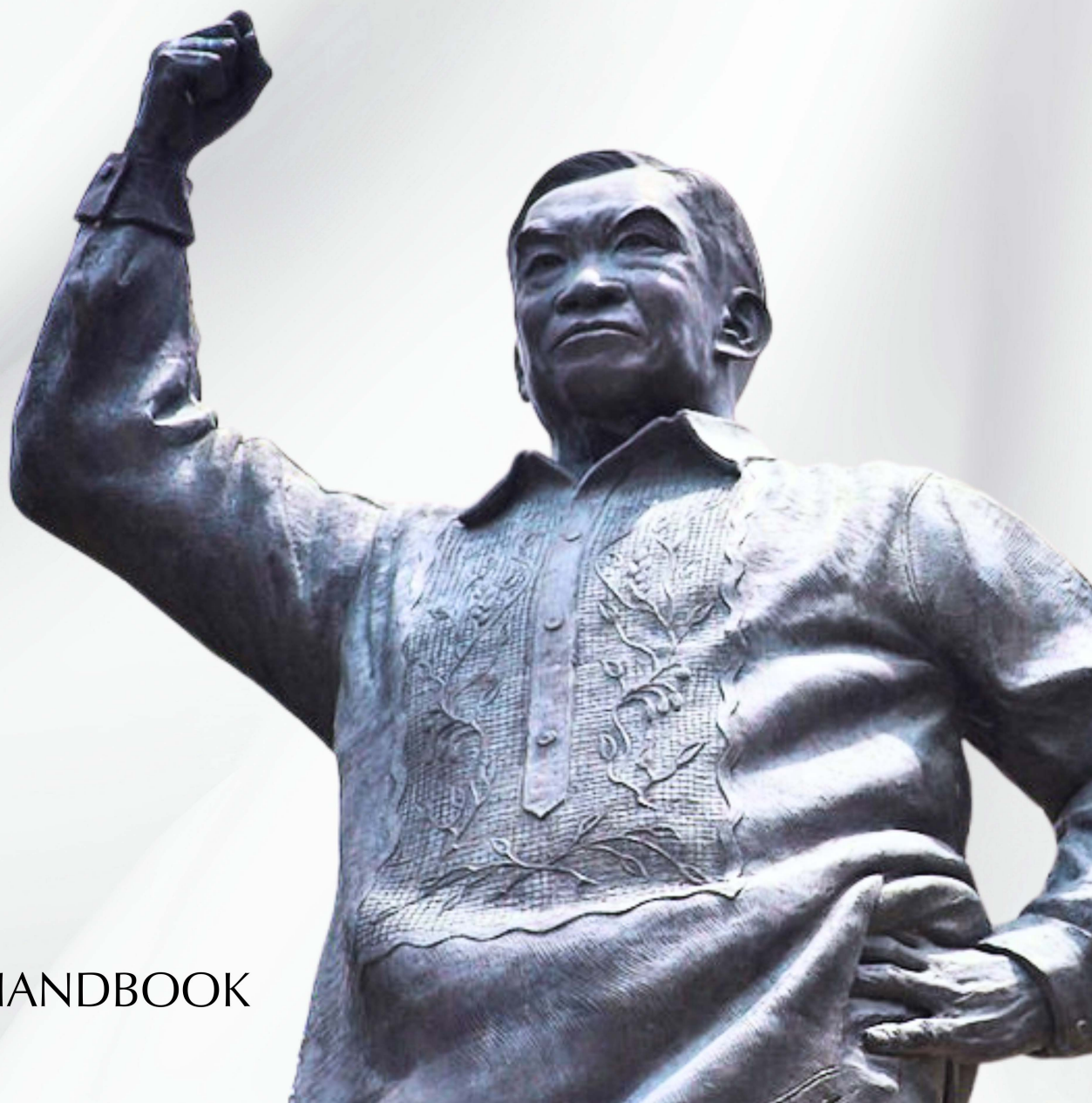




LPU - ST. CABRINI
School of Health Sciences

Learn Different Live Different



STUDENT HANDBOOK



LPU-ST. CABRINI SCHOOL OF HEALTH SCIENCES, INC.
Km. 60 Maharlika Highway, Poblacion 2,
Sto. Tomas, Batangas

STUDENT HANDBOOK
Ninth Revision
2023

Personal Copy of:

Acknowledgement for Receipt of Student Handbook

I, _____, a _____
(Name) (Program)

student under the _____ with student
(College)

number _____ hereby acknowledge the receipt of the copy of the LPU-St. Cabrini School of Health Sciences, Inc. Student Handbook which contains important information of the policies of the institution.

Further, upon receipt hereof, I understand that I am responsible to familiarize myself to its contents and agree to abide by all the policies included herein. Furthermore, I understand that LPU – St. Cabrini School of Health Sciences, Inc. may change, add, or delete any policies or provisions in this handbook whenever necessary depending on management’s judgment and discretion.

Moreover, I acknowledge and understand that this Student Handbook supersedes and replaces any and all prior handbooks or materials previously distributed. Other policies which are inconsistent herewith are deemed repealed or modified.

To acknowledge receipt hereof, I have here unto affixed my signature this _____ at LPU - St. Cabrini School of Health and Sciences, Inc., National
(date)

Highway, Brgy. Makiling, Calamba City Laguna.

SIGNATURE ABOVE PRINTED NAME

Contact Number: _____

Date Signed: _____

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**LPU- ST CABRINI School of Health Sciences, Inc.
Km 54. National Highway, Brgy. Makiling, Calamba City, Laguna**

BOARD OF TRUSTEES

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President

Chief Academic Officer

Deputy, Chief Academic Officer

Chief Learning Officer

**Chief Innovation Officer/Executive Director,
Office of Student Affairs and Services**

Chief Treasury Officer

Chief Finance Officer

Chief Digital Officer

Chief Operating Officer /

Director, Human Resource

Management and Development Office

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Dr. Ryan Jeffrey P. Curbano
Ms. Joy Marie J. Jusayan
Dr. Leonor Tiu

Chief International Relations Officer
Chief Quality Officer
Chief Culture Officer
OIC, Registrar's Office

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Dr. Malen M. Gellido
Dr. Leonor N. Tiu
Ms. Danica Villasanta

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Dean, College of Medicine
Vice Dean, College of Medicine
Director, Library Services
**Associate Director, Institutional Social
Responsibility Office**
OIC, Guidance and Counselling Services
**Director, Palaestra Consortio and
Industry Linkage**
**Associate Director, Office of Student
Affairs and Services**
**OIC, Research Publication and
Intellectual Property**
Director, BEING Skills

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Ms. Joy Marie J. Jusayan

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**Program Chair, BS Medical Laboratory
Science**

Ms. Julie Marison B. Lanzuela

Program Chair, BS Nursing

NON-ACADEMIC DEPARTMENT

Dr. Neil P. Balba
Dr. Francis K. Ashipaoloye
Ms. Joy Marie J. Jusayan
Ms. Marites C. Marasigan

Data Privacy Officer
Head, Campus Ministry
Director, Customer Experience
**Director, Materials Management Office/
Pollution Control Officer**
Safety Officer
Consultant, Purchasing Office
**Director, Management Information
Systems**

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Mr. Wilzon A. Vitug
Ms. Hazel N. Mea
Ms. Lily P. Sabalvaro
Ms. Evangeline A. Roquim

Engr. Renee M. Taña

Community Relations Officer (Marketing)
Director, Marketing
Director, Sports and Athletics
Coordinator, Health Services
Director, Accounting and Payroll
Services
Director, Physical Plant and Facilities
Office

Message from the President

Welcome to the LPU-St. Cabrini School of Health Sciences, Inc. community! As you embark on your educational journey, I want to extend a warm greeting and share some words of encouragement.

Your decision to pursue education at our institution is a testament to your ambition, curiosity, and thirst for knowledge. We are delighted to have you as part of our community, and we are committed to providing you with productive and meaningful experience.

Education is not confined to the walls of a classroom. We offer a diverse array of extracurricular activities and organizations that provide opportunities for personal growth, leadership development, and exploration of new interests. I strongly encourage you to get involved in these activities, as they will enhance your college experience and help you develop important skills beyond academics. Embrace the chance to expand your horizons, discover new passions, and forge lifelong friendships.

I wish you a fulfilling and successful academic year. May your time here be marked by intellectual growth, personal discovery, and the forging of lifelong connections. Believe in yourself, embrace new challenges, and remember that you have the power to make a difference. We are here to support and guide you every step of the way.

**PETER P. LAUREL
President**

Institutional Prayer

**Our Almighty God, together we humble ourselves
before You asking for Your wisdom and guidance.**

**We beg that You enable us to do the best so we can
be true to our core values and philosophy.**

**Bless us as we commit ourselves to enable others
to learn different and live different.**

**Please see us through this day and help us realize
Your purpose for us in our commitment to
Veritas et Fortitudo, Pro Deo et Patria.**

Amen.

Lyceum of the Philippines University Hymn

**Lyceum ng Pilipinas
Tanglaw ng puso't diwa
Pamana mo'y bubuhayin
Ningning mo'y di magmamaliw**

**Landas ka ng karunungan
Mithi mo'y katotohanan
Sagisag mo'y dakila
Lyceum na mahal**

**Lyceum ng Pilipinas
Tibay at pananalig
Timbulan ka ng pag-asa
Liwanag na walang maliw**

Refrain:

**Damdamin mo'y Makabayan
Pugad ka ng kagitingan
Diwa mo ay dakila
Lyceum na mahal**

Repeat Refrain:

(Lyceum na minamahal)

ARTICLE I
**EDUCATIONAL
PHILOSOPHY**

LPU-St. Cabrini School of Health Sciences, Inc., an institution of higher learning inspired by the ideals of Philippine President Jose P. Laurel, is committed to the advancement of his philosophy and values “Veritas et Fortitudo” (Truth and Fortitude) and “Pro Deo et Patria” (for God and Country).

GRADUATE ATTRIBUTES

The Ideal LPU-SCSHSI graduate possesses these graduate attributes, also known as the **5Cs**:

GA 1 COLLABORATIVE TEAM LEADERS	<ul style="list-style-type: none"> • Apply interpersonal skills in diverse and multicultural teams • Collaborate in multidisciplinary and multicultural teams
GA 2 COMPETENT LIFELONG LEARNERS	<ul style="list-style-type: none"> • Perform discipline-based knowledge and skills • Express ideas clearly and effectively in oral and written communication; demonstrate proficiency in the English language • Demonstrate knowledge and skills related to computer and information technology and utilize the same process information and manage data observing legal and ethical concerns • Look for opportunities for continuous learning and professional development; utilizes lifelong learning strategies and practical skills for life, survival and leadership
GA 3 CRITICAL THINKERS AND PROBLEM SOLVERS	<ul style="list-style-type: none"> • Weigh situations clearly • Scrutinize concerns and challenges in a thorough manner • Apply scientific management skills in making informed decisions • Address potential problems and opportunities expeditiously
GA 4 COMMITTED AND VALUES-DRIVEN LEADERS	<ul style="list-style-type: none"> • Practice integrity, professionalism, and ethical responsibility • Demonstrate service orientation
GA 5 CREATIVE AND INNOVATIVE LEADERS	<ul style="list-style-type: none"> • Demonstrate an inquisitive mind in looking for opportunities to reflect and apply new knowledge and skills in a positive sustainable way • Define, address, and create significant positive change pro-actively and sustainably • Reflect and see the bigger picture of emerging patterns and to capitalize on their meanings or significance • Lead and support others by inspiring them with a clear vision and motivating them to achieve goals through entrepreneurial ventures

ARTICLE II
**FUNDAMENTAL
PRINCIPLES**

Inspired by Dr. Jose P. Laurel's doctrines, LPU-SCSHSI is committed to the following principles:

Section 1. ACADEMIC EXCELLENCE

LPU-SCSHSI seeks to deliver quality and innovative education by interlinking various skills and support from the health sciences. It aims to ensure the alignment of different approaches and the creation of synergies so that collaboration and impacts on teaching and learning are enhanced among leaders, instructors, students, and other stakeholders.

Section 2. NATIONALISM

LPU-SCSHSI is a Filipino institution committed to the ideal of enlightened nationalism. In its view, nationalism is fundamental to an educational system that seeks to equip Filipinos to participate in the creation of a strong, independent, and economically viable Philippines and a progressive and peace-loving community of nations.

Section 3. ACADEMIC FREEDOM

LPU-SCSHSI recognizes that teachers and students shall be free to teach, study, and conduct research without unjustified interference or limitation from the law, institutional rules, or external pressure.

Section 4. FACILITATIVE COMMUNICATION AND DIALOGUE

LPU-SCSHSI resolves issues through facilitative communication and dialogue because it believes in reason and persuasion, not confrontation. It disseminates all policies, rules, and regulations to all academic community members.

Section 5. SHARED GOVERNANCE

The LPU-SCSHSI stakeholders can influence decisions on policy and procedure and/or present alternatives on such matters, subject to the limitations set by the law and the Board of Trustees as the ultimate authority and policy-determining body of the institution.

ARTICLE III

INSTITUTIONAL

OBJECTIVES

To realize its mission, the LPU-SCSHSI is committed to ensure:

Section 1. Excellence in teaching and learning processes, research, and innovation;

Section 2. Sustainable and relevant community relations and professional exposure

Section 3. Increased customer/stakeholders satisfactions with academic and support services

Section 4. Effective and efficient governance and management

ARTICLE IV
**GENERAL
DIRECTIVES**

Section 1. All LPU-SCSHSI students are required to abide by the provisions of this Student Handbook. It is their responsibility to familiarize themselves with its content. Ignorance of any provision in this handbook does not excuse any student from compliance.

Section 2. The LPU-SCSHSI students shall enjoy the rights subject to the limitations provided in [BATAS PAMBANSA BLG. 232 SECTION 9 and 13](#).

Section 3. Students are stewards of the school facilities and equipment and are partners in keeping a clean and orderly campus.

Section 4. Students should uphold the basic principles and ideals of LPU-SCSHSI and contribute to the attainment of its objectives.

Section 5. LPU-SCSHSI declares the campus and its premises non-smoking areas.

Section 6. LPU-SCSHSI declares itself a drug-free community (see Annex K).

Section 7. LPU-SCSHSI promotes the integrity of students through enhancing their truthful capabilities in their academic efforts and works thus declaring no to plagiarism and fabrication (**see Annex F**).

Section 8. Students should be polite and courteous towards all persons and help preserve the academic atmosphere within the campus and its premises.

Section 9. All students should attend each class prepared, study conscientiously, and achieve the best possible academic performance.

Section 10. Students should always wear their official school uniform and ID and present the latter to authorities if requested (**see Institution's Attire Guide p.50**).

Section 11. The loss of ID should immediately be reported to the Office of Student Affairs and Services (OSAS) for the issuance of new ID. If a student wishes to transfer, the ID should be surrendered to OSAS as a prerequisite to the issuance of transfer credentials.

Section 12. Students are liable for any false information on their ID, Student Personal Data Sheet, Student Inventory Form, registration forms and other school documents. Students who have transferred residence or have changed their civil status should immediately inform the Registrar's Office in writing of the change. Grade slips and any other information sent to the last recorded address of students shall be considered delivered even if returned.

Section 13. Any misrepresentation and perjury committed by students will invalidate their enrollment.

Section 14. Students are regarded as responsible individuals by LPU-SCSHSI from the time they are admitted. It is therefore the duty of the students to keep their parents or guardians informed and updated on their true academic standing, the status of their attendance including their failures and absences. The Prelim, Midterm, and Final Grade can be viewed online through: students.lpulaguna.net.ph.

Section 15. For security reasons, all students without classes are not allowed to stay in the campus beyond 9:00 p.m. unless with permission from the Physical Plant and Facilities Office and with the presence of a faculty member or staff of LPU-SCSHSI.

Section 16. In cases wherein a student or a student organization has been duly authorized to use any of the institution's room facilities, only the security personnel are allowed to have the key.

Section 17. Any student who wishes to enter the campus should be in official school uniform and present the official school ID. If the above are unavailable and have not been released, the student shall present the enrollment form. Otherwise, they may be refused entry.

Section 18. To ensure safety in fulfilling her course requirements, any student who gets pregnant must inform her Program Chair.

ARTICLE V
**ADMISSION AND
REGISTRATION**

Admission to LPU-SCSHSI is selective and limited to students who meet the academic standards and agree to abide by the school's policies, rules, and regulations. The Admission Committee comprises the Admission Director/VPA, Guidance Counselor, Registrar, and Dean/Chairperson of the student's designated college department.

Section 1. ADMISSION REQUIREMENTS

1.1. First-Year Students. First-year applicants for admission must have an average grade of 80% or better and must not have a grade lower than 78% on their report card. They are required to pass the College Entrance Test and interview by the Dean or Program Chair. Applicants also need to submit the following credentials:

- Original H.S. Report Card (Form 138)
- Copy of College Entrance Test Result
- PSA-authenticated Birth Certificate
- Certificate of Good Moral Character issued by the Principal or Guidance Counselor
- Two (2) pieces 2x2 ID picture with white background with nametag

For Non-Formal Education Accreditation and Equivalency (NFE/A&E)/Alternative Learning System Accreditation and Equivalency (ALS A&E), Philippine Education Placement Test (PEPT) Passers:

- Original NFE, ALS A&E Exam Result or certification/photocopy of diploma and original PEPT Certificate of Rating
- Photocopy of PSA-issued Birth Certificate

1.2. Transferees/Shifters. Only 1st-year and 2nd-year students with no failing grade from the previous school will be accepted for transfer. For both transferees/shifters, aside from passing the interview by the Dean/Program Chair and qualifying examination on the professional courses taken with a grade of 3.0 during the last semester, they must also submit the following:

- Certificate of Eligibility to Transfer (Honorable dismissal)
- Certificate of Grades
- Official Transcript of Records (Copy for LPU-St. Cabrini School of Health Sciences, Inc.)
- Certificate of Good Moral Character issued by the Guidance Counselor of the school of origin
- Photocopy of PSA-authenticated birth certificate
- Course description with course content taken duly signed by the Registrar
- Three (3) pieces of 2x2 ID pictures with white background with nametag

1.1. Readmission of Returning Students. A student who stopped for one semester or more should complete the Readmission Clearance at the Registrar's Office. They will be evaluated based on the existing curriculum being implemented for the school year.

1.2. International Students.

1.2.1. Admission Requirements for Foreign Students. An international student applying as a first-year student or transferee from a foreign school should submit the following requirements:

- Letter of Intent to study addressed to the Registrar
- Two (2) passport-size colored photographs
- Original/Red Ribbon of student's Personal History Statements (PHS – 1998)
- Six (6) 2x2 photographs on plain and white background taken not more than six months before submission with nametag
- Two (2) original/Red Ribbon copies of Transcript of Records/Scholastic Records duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence
- Original/Red Ribbon of Good Moral Character and a recommendation letter from the school last attended/Police Clearance
- Red Ribbon of Support, including bank statements to cover the expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses
- Photocopy of the data page of the student's passport showing the date and place of birth
- Birth Certificate duly authenticated by the Philippine Foreign Service Post (PFSP)
- Student Visa

1.2.2. In Case of Transfer In. International students applying for admission to LPU-SCSHSI as a transferee from another school in the Philippines must submit the following:

- Letter of Intent to study addressed to the Registrar
- Endorsement of the transfer by the Commission on Higher Education address to the Bureau of Immigration
- Photocopy of student's passport/ACR or I-Card
- Certificate of Eligibility to Transfer (Honorable Dismissal)
- Certification of Grade/Transcript of Records
- Photocopy of Birth Certificate
- Good Moral Character
- Three (3) 2x2 pictures (white background)
- Student VISA (for rules on student VISA, please refer to [Immigration Memorandum Circular No. SBM-2015-007](#))
- Photocopy of the data page of the student's passport showing the date and place of birth
- Other documents required by the school and government authorities

1.2.3. For Dual Citizen

- Certificate of recognition as a Filipino
- Certificate of Naturalization when one parent is Filipino (Effective date application of VISA year of 2013 onward)

1.2.4. Special Study Permit. The Special Study Permit (SSP) issued by the Philippine Bureau of Immigration is required of international students below eighteen

(18) years who enroll in a baccalaureate degree. Upon reaching eighteen (18), the student should apply for a Student Visa.

- Letter request addressed to the Commissioner from the authorized representative of the petitioning school
- Duly accomplished CGAF (B1 Form CGAF-003 Rev 0). If the applicant is a minor, it shall be signed by the parent or the legal guardian
- Photocopy of passport bio-page and the latest admission with valid authorized stay
- Certificate of Appearance issued by the learning institution accredited by the Bureau of Immigration to accept international students, indicating the number of months (length of study) of the technical/vocational, special and/or primary secondary level courses for applicants below 18 years of age
- Photocopy of BI school accreditation ID of the registrar or school representative
- Photocopy of ACR I-Card (front and back portions), in case of renewal/extension of SSP
- Four (4) passport-size color ID picture
- BI Clearance Certificate

Section 2. ENROLMENT REQUIREMENTS AND EFFECTS. Enrolment is the formal admission by the school of a person who applies as a student for the term. It is conditioned on paying the required fees and complying with the prescribed rules and regulations for admission. Once admitted, the reciprocal relationship between the student and school begins, involving rights, duties, and responsibilities.

2.1. Official Class Record. Only students whose names appear in the official class record of the faculty member in the school system are considered officially enrolled in a class. Internal arrangements between faculty and students concerning changes in sections/schedules are not allowed.

2.2. Enrollment Period. All students shall enroll during the prescribed schedule. No enrollment shall be allowed after the given period.

2.3. Term of Enrollment. Enrollment in any course is understood to be for only one term.

2.4. Adding/Changing of Courses. Students are allowed to change or add courses only for dissolved classes and for other valid reasons during the changing/adding period based on the approved academic calendar.

2.6. Cross-Enrollment

2.6.1. In other institutions. An undergraduate LPU-SCSHSI student may be allowed to cross-enroll in approved educational institutions if the needed course(s) is/are not offered in the LPU-SCSHSI and provided that the student secures the written approval of the Dean/Chair and the Registrar before their cross-enrollment.

2.6.2. From other Institutions. Students already enrolled in any educational institutions may be admitted to LPU-SCSHSI on a case-to-case basis and only upon submission of an official permit to cross-enroll issued by the Registrar of the school in which they are principally enrolled. This permit shall state the course(s) and the total number of units the students are authorized to take. Cross-enrollees are not compelled to adopt the uniform of LPU-SCSHSI.

Section 3. ACADEMIC LOAD

3.1. Regular Load. The regular load of students is reflected in their curriculum. As a general rule, students should enroll in courses prescribed by the curriculum for the term to complete their degrees within the prescribed period.

3.2. Overload. Upon the discretion of the higher education institution, only a graduating student may be allowed additional course loads of up to six (6) academic units over the normal load prescribed by the institution for the last school term.

3.3. Summer Load. In the summer term, undergraduate students shall carry a maximum academic load of nine (9) units, except for students graduating in the summer term who may take a maximum of twelve (12).

Section 4. PAYMENT OF FEES. A list of tuition fees and other school charges is available at the Treasury office during the registration period. Assessed fees shall be paid in full or installment thru cash, online, or Manager's and Cashier's check. Personal checks will not be accepted. If full payment is made within the registration period, such will be considered payment on a "cash basis."

Payment of tuition and other fees should be made only to the Cashier, Paynamics, or any bank designated by LPU-SCSHSI.

A student is considered enrolled in the program that appears on their Registration Form only after payment of the required amount as down or full payment for tuition and other fees.

Section 5. DISCOUNTS TO STUDENTS. As an incentive, the LPU-SCSHSI offers students the following discounts on tuition fees.

5.1. Alumni Discount (10% discount on tuition fee) - parent/s or sibling/s who graduated from LPU Manila, LP Batangas, LPU Cavite, LPU Davao, Lyceum of the Philippines Laguna and LPU-St. Cabrini School of Health Sciences, Inc. Applicant must present a Certified True Copy of the diploma of the alumnus/a and the PSA Birth Certificate of the same.

5.2. Sibling Discounts - This is granted to students whose siblings are enrolled in the same term/year in LPU Campuses (LPU Manila, LP Batangas, LPU Cavite, LPU Davao, Lyceum of the Philippines Laguna and LPU-St. Cabrini School of Health Sciences, Inc.). They are entitled to a discount upon presentation of updated registration forms and birth certificate of both students. Sibling discount is applicable to the younger sibling.

5.3. Employee Dependent Discount (Please refer to Admin and Faculty Handbook).

5.4. Yazaki-Torres Manufacturing Dependent/Industry Partner Dependent Discount. Student whose parent is employed in a Partner Company of LPU St. Cabrini School of Health Sciences, Inc. will be entitled to a ten percent (10%) discount on tuition fee. Present a Certificate of Employment.

5.5. PWD Discount - This is awarded to students with disability (As mandated by RA10754) and upon presentation of the official PWD Identification Card.

5.6. Loyalty Discount - PhP 5,000.00 loyalty discount will be given to a freshmen student who completed grades 7 to 12 in LPU-Laguna High School on their 1st Trimester/Semester of enrolment only.

5.7. LPU-Laguna Senior High School Graduate Discount - 10% discount on TF on their 1st Trimester of enrolment only.

Section 6. REFUND OF FEES. A refund of fees shall be made only per [Section 66 of the Manual of Regulations for Private Schools \(8th edition, 1992\)](#) and with the following rules:

6.1. Dropping of Individual Courses/Entire Load or Withdrawal. A duly enrolled student who wishes to drop one or more courses of their entire load or withdraw from the school and obtain a refund must give written notice by filing an accomplished dropping form, with the Registrar's Office copy furnished by the Dean/Chairperson. This is to be within two weeks from the first day of classes during the regular term and within the first three days of classes during the summer term. Beyond this period, no refund will be made.

If the student files the required dropping notice within one week after the opening of classes during the regular term or within the first three days of classes during the summer term, the student shall be entitled to a refund of 90% of the total tuition fees assessed for the course/s dropped.

If the student files the required dropping notice within the second week after the opening of the class during the regular term or after the third day but before the seventh day of summer classes, the student shall be entitled to a refund of 80% of the total tuition fees paid for the course/s dropped.

A student may be charged all the school fees in full if they withdraw any time after the second week of classes, regardless of whether or not they have attended classes.

6.2. Official Dropping without Refund. Official dropping without refund is done after the second week of classes during the regular term or starting on the seventh day of summer classes before the midterm examination, provided the student has not incurred more than the allowable 20% absences. A mark of DROPPED will appear on their grade slip.

Section 7. CONSEQUENCES OF LOAD WITHDRAWAL/DROPPING WITHOUT NOTICE. A student who drops one or more courses without filing the dropping form shall receive a mark of 5.0 (Failure Due Absences) and be charged the total assessment or the corresponding assessment for the course/s dropped, regardless of whether or not they have attended classes. Balance of tuition and miscellaneous fees shall be fully paid before re-enrollment in LPU-SCSHSI or issuance of transfer credentials.

Section 8. PROCESS FOR A PETITIONED PROGRAM

1. Student/s will consult the Dean regarding the intention to offer the course during the Term/Summer. Procedures for petition courses should follow the regular schedules and deadlines for regular courses. Processing petitioned courses is one week after the opening of classes for the regular term and three (3) days after the start of classes for summer.

2. If approved, the Dean will post on the bulletin board the approved course/s for petition for the information of other students.
3. The Dean will issue the standard Petition Request Form to be signed by the student/s.
4. Students will sign the standard Petition Request Form and gather 20 students to open the section.
5. Simultaneously, the Dean will communicate/inform the Registrar's Office about the Petition Request.
6. The Registrar will request for the computation of the fee of the petitioned course/s to the Treasury Office.
7. The Treasury Office will prepare the computation indicating the total petition assessment fee per number of students per course.
8. Once the computation is available, the Registrar's Office will forward it to the College.
9. The Dean will inform the student/s about the petition fee.
10. Once the student/s agree/s, the student/s will submit the notarized consent.
11. If, after paying the minimum down payment and the students decide to drop the petitioned course/s, they are still required to pay the whole amount assessed.
12. Filled up Petition Request Form attached with student/s notarized consent will be forwarded to the Registrar's Office for recommendation to the EVP/VPAA.
13. Once approved, the Registrar's Office will encode the petitioned courses.
14. After encoding, the Registrar will forward the approved Petition Request Form and Students' Notarized Consent to the College to process enrollment / adding and changing the students.
15. If more than 20 students sign, there will be no additional charges.
16. The Registrar's office will monitor the number of students enrolled in the petitioned course and give updates to the concerned College.

Section 9. POLICY ON SHIFTING

A student may be allowed to shift from:

- a degree program to any non-degree program;
- a non-degree program to a degree program provided that the student received no failing grade in the previous term and has met the required college entrance test score for the new program;
- a degree program to another degree program, subject to the approval of the Dean of the recipient school and provided that the student has not been excluded based on academic deficiency.

Shifting is subject to the following:

- Approval of the receiving college
- Non-exclusion based on academic deficiency
- No sanction of non-readmission
- Endorsement of the Guidance Counselor
- Approval of the School Registrar
- Application for shifting to another program shall be processed by the Registrar's Office before the start of the term when the shifting will be effective.

ARTICLE VI
**ACADEMIC
DIRECTIVES**

Section 1. CLASS ATTENDANCE

Registration forms are required for admission or attendance in class. Beginning on the first day, attendance is checked by the respective professors. Late enrollees and those who submit their registration forms after the first day of classes will be required to catch up for class requirements that they have missed.

Regular classes for the academic year shall commence from the official declaration of the date of the start of classes. Thus, students are required to maintain prompt and regular attendance and to religiously observe all policies stated herein.

1.1. Maximum Allowable Absences. A student who has incurred absences of more than 20% of the total class hours for the term in any course shall be dropped from the roll and given a failing grade (FDA–Failure Due to Absences). The maximum allowable absences are enumerated as follows:

Units per Course Maximum Hours of Allowable Absences

1-unit course	3 hrs.
2-unit course	7 hrs.
3-unit course	10 hrs.
4-unit course	14 hrs.
5-unit course	18 hrs.
6-unit course	21 hrs.
8-unit course	24 hrs.

1.2. Tardiness and Consecutive Absences. Three tardy marks are equivalent to one absence. A student who leaves the classroom and stays out for the duration of the class period without the professor’s permission shall be marked “absent”.

1.3. Policy on Tardiness of Students during Major Examinations Policy Guidelines:

- Students should come on time during major examinations.
- A major examination shall be any of the three periodic examinations, namely, prelim examination, mid-term examination, and final examination.
- A student who arrived late can still take the major examination within the given duration, provided that no student has left the testing room yet.
- If a student missed a major exam, they shall undergo the completion process.

1.4. Excused Absences

1.4.1. An absence may be excused if the student presents an excuse letter approved by the Chief Academic Officer or Dean. The approval is subject to the following:

- Participation in an authorized university activity
- Official participation/representation of the school or OSAS-accredited organization in an activity or function inside or outside the Institution

- Death or major illness in a student's immediate family. Immediate family includes parents/legal guardian, grandparent, spouse, spouse's parents, spouse's grandparent, child, grandchild, and siblings.
- Physical or mental illness, provided that a medical certificate must be presented. Prolonged absences due to illness have to be reported to the Dean immediately for appropriate action.
- Participation in off-campus legal proceedings or administrative procedures that require the student's presence.

1.4.2. Excused absences may be reflected in the teacher's class record but should not be included in the student's maximum allowable absences.

1.4.3. Moreover, students may presume that a class is dismissed if the instructor has not arrived within 10 minutes of the scheduled start time thus, shall not be marked as absent provided that the students present within 10 minutes of the scheduled start time have secured an attendance sheet that should be submitted to the secretary of their respective department.

1.4.4. A student is held responsible for all assignments and for the entire program content missed, regardless of reasons for the absences.

Section 2. ACADEMIC REQUIREMENTS FOR CONTINUED RESIDENCE. Every student must maintain at least 60% of the required minimum academic standing of their program as prerequisite for continued residence or readmission in the institution as set forth in this Handbook.

Section 3. RETENTION POLICY

3.1. First Warning. Student who fails in two courses during the current semester of the school year shall be warned to improve their performance in the succeeding semester and shall be allowed to take a maximum load of 12 units only. The student will not be allowed to enroll in any professional course in the succeeding semester.

3.2. Second Warning. If a student placed under first warning fails again in any subject, they will be placed under last warning. The students will be allowed to enroll a maximum load of nine (9) units only.

3.3. If the student under the last warning status fails to pass. They shall not be readmitted to the program and to the College.

Section 4. PROCEDURE ON THE ISSUANCE OF TRANSFER CREDENTIALS:

4.1. A student who wishes to leave LPU-SCSHSI shall file an application for transfer credential with the Registrar's Office. Before the transfer credentials are issued, the student must fully settle all his/her indebtedness or property accountability and secure the necessary clearances from offices and departments concerned.

4.2. A student excluded for academic deficiency or any other reason under this Handbook shall be entitled to the issuance of transfer credential, courses to the settlement of his indebtedness or property accountability with LPU-SCSHSI.

Section 5. EXAMINATION AND GRADING SYSTEM

5.1 Examinations

Every student regardless of class performance is required to take the major examinations i.e. the preliminary test, mid-term and final examination as scheduled.

If for some reason, a student fails to take the major examination as scheduled, he or she should apply for a completion exam in accordance with the scheduled referred in the Mandatory Schedule of Completion Examinations announced by the Registrar's Office. Failure to do so for any reason shall merit a zero score for the examination missed. Teachers however, are allowed to give consideration to the students.

5.2 Mandatory Schedule of Completion Examinations

Application to take completion examination shall be given only for the following reasons:

- Demise of any immediate family member
- Sickness
- Late payment of tuition of other school fees
- Other valid reasons constituting an emergency which is beyond the student's control. The Dean shall determine if the reason presented by the student is valid. Depending on the reason, the following must be presented to the Dean before the approval to take completion examinations:
 - Medical Certificate/Death Certificate of immediate family member or Official Receipt as evidence of late payment of tuition fee
 - Examination Permit/Official Receipt
 - Letter from the parent/guardian indicating the reason why the student was unable to take the examination

5.2.1 Preliminary Examination – shall be completed not later than ten (10) days after the last day of preliminary examinations

5.2.2 Midterm Examination – shall be completed not later than ten (10) days after the last day of midterm examinations

The schedule and conduct of the completion examination for missed preliminary/ midterm examinations shall be arranged by the faculty concerned within the grace period. If the faculty member is no longer connected to LPU-SCSHSI, the

Dean or hi/her authorized representative can arrange the conduct of the completion examination.

A missed prelim or midterm examination shall incur a grade of 0%. After the completion examination for prelim or midterm examination, the grade of 0% shall be replaced with the new examination grade in the class record of the faculty member.

If the student failed to process completion within the specified period, the grade of 0% shall be retained.

5.2.3 Final Examination – shall be completed not later than one (1) term during which the student was not able to take the final examinations. In case the Course is pre-requisite to another Course in which case, the special examination should be taken and passed before the enrollment of the succeeding courses. For serious medical reasons or prolonged illnesses, the student shall be allowed to complete the missed final examination within one (1) academic year from the close of the term during which the student missed the final examination.

For a missed final examination, the student shall incur a grade of INC (Incomplete) for the missed final exam. Final grade shall also be NFE (No Final Examination). After the completion examination for the final examination, the final grade of NFE shall be replaced with the new final grade in the record of the student in the school system. An NFE final exam grade shall be converted to 5.00 after the lapse of the completion period.

Section 6. DEAN'S LIST.

Outstanding Scholastic Achievement shall be recognized at the end of each term through the publication of the Dean's List. To qualify, a student must:

- carry no less than the regular curriculum load for his or her course;
- have a general weighted average of at least 1.75;
- have a grade of 2.25 or higher in all academic courses;
- have the passing mark in PE and NSTP;
- not have been subjected to any disciplinary action during the semester.

Section 7. GRADUATION REQUIREMENTS

7.1 Only students who have satisfactorily completed the requirements of a particular program shall be eligible for graduation and allowed to join the Commencement Exercises.

7.2 All candidates for graduation are required to settle their deficiencies (academics and credentials) within the given period of the Registrar's Office

7.3 All candidates for graduation are required to attend the graduation orientation and other graduation activities arranged by the Registrar's Office.

Section 8. HONORS AND AWARDS

Only students who have complied with the following requirements shall be eligible to graduate with Latin honor and academic distinction.

SUMMA CUM LAUDE – A candidate for graduation who has a GWA of at least 1.25 with only one (1) grade of 1.75 and a passing grade in NSTP may qualify for Summa Cum Laude. Must have at least four (4)-year residence for a four-year degree program and five-year residence for a five-year degree program.

MAGNA CUM LAUDE – A candidate for graduation who has a GWA of 1.50 with only one (1) grade of 2.00 and a passing grade in NSTP may qualify for Magna Cum Laude. Must have at least four (4)-year residence for a four-year degree program and five-year residence for a five-year degree program.

CUM LAUDE – A candidate for graduation who has a GWA of at least 1.75 with only one (1) grade of 2.25 and a passing grade in NSTP may qualify for Cum Laude. Must have at least three (3)-year residence for a four-year degree program and four (4)-year residence for a five-year degree program.

WITH ACADEMIC DISTINCTION – A candidate for graduation who has a GWA of at least 1.75 with no failing grade in any subject may qualify for Academic Distinction. Must have at least two (2)-year residence for a four-year degree program and three (3)-year residence for a five-year degree program.

Honor candidates must also comply with the following requirements:

- An academic load of at least eighteen (18) units each regular term or as indicated in the curriculum.
- Meet the minimum residency requirement of the Institution.
- Must not have committed any infraction ranging from Serious to Very Serious offense as defined in the Student Handbook during their entire stay in the institution.

Section 9. NON-ACADEMIC AWARDS. LPU-SCSHSI also aims to honor and award the graduating students, student organizations, and college councils of each academic year who showed exemplary effort to excel not just in academics but also in extracurricular endeavors through the **Award of Excellence**. This awarding ceremony and qualifications for the awards are organized and determined by the Office of the Student Affairs and Services annually.

Awards given during Award of Excellence are the following:

1. Male and Female Artist of the Year

2. Male and Female Singer of the Year
3. Male and Female Dancer of the Year
4. Male and Female Athlete of the Year
5. Top 2 Performing Student in Community Extension
6. Sotero H. Laurel Community Involvement Award
7. Lyceum Supreme Student Council Leadership Awards
8. LPU-St. Cabrini Central Student Government Leadership Awards
9. President of the Year
10. Top 3 Performing Students in Extracurricular Activities
11. Top 5 Outstanding Student Organizations
12. Top 5 Outstanding College Student Councils
13. Top 10 Outstanding Students

ARTICLE VII
SCHOLARSHIPS AND
GRANTS

Section 1. SCHOLARSHIP GUIDELINES

LPU-St. Cabrini School of Health Sciences, Inc. Scholarship and Discount Program is administered by the Scholarship Committee. The President appoints the chairman and members thereof.

1.1. GENERAL GUIDELINES

Scholarship is a privilege and not a right hence, the policies and guidelines on scholarships can be modified by the Scholarship Committee upon approval of the President.

1.1.1. No student can enjoy more than one discount privilege.

1.1.2. No student can enjoy more than one scholarship privilege.

1.1.3. No student can enjoy both scholarship and discount (internal and external), in such case the higher discount will apply.

1.1.4. Any form of financial assistance from external sources shall not be affected by internal discounts and scholarships.

1.1.5. Deadline for application of scholarship and discount will be until the second (2nd) week from the opening of classes.

1.2. ACADEMIC SCHOLARSHIPS

The following academic scholarships are offered in pursuit of the vision of LPU-SCSHSI to be the center of academic excellence and give financially deserving and capable youth access to quality instruction thereby promoting equity in higher education.

1.2.1. President Scholarship

1.2.1.1. Sotero H. Laurel (SHL) Scholarship. One (1) slot for Bachelor of Science in Nursing, Bachelor of Science in Radiologic Technology, Bachelor of Science in Medical Laboratory Science, and Bachelor of Science in Pharmacy.

Qualifications:

1. Must be a Senior High School graduate of a good moral character and enrolling in college for the first time
2. Must pass the LPU-SCSHSI admission requirements
3. Must belong to the top ten (10) of the graduating class of 30-100 or top ten percent (10%) of the graduating class of 101 and above.
4. Must pass the qualifying examination with a grade of Stanine 5 or higher in all areas, scholarship exam, and interview

5. Must be a Filipino citizen. Students with dual citizenship must be in possession of a Philippine passport.

1.2.1.2. Feliciano L. Torres (FLT) Scholarship. One (1) slot for Doctor of Medicine.

Qualifications:

1. Must be a Latin Honor and graduate of BS Program
2. Must have a National Medical Admission test (NMAT) score of 90%

Condition for Renewal:

1. Staying in the program as approved by the Scholarship Committee
2. Maintaining the general weighted average of 1.75 with no grade lower than 2.00 in all courses including Physical Education in allied courses.
3. Anyone who incurs an INC in any course will automatically be disqualified from president scholarship.
4. Carrying the approved load (regular load) as prescribed in the curriculum of the program
5. Not dropping of any course throughout the period of scholarship.
6. Not committing any infraction ranging from serious to very serious offense as defined in the Student Handbook.

Once disqualified, the grantee cannot be reinstated to the same scholarship scheme.

Privileges

1. Free tuition fee, miscellaneous fees, and regular laboratory fees EXCEPT OTHER FEES for the term
2. Monthly stipend (PhP 2,000.00) during the term
3. Miscellaneous Allowance (Php 2,400.00) per term

1.2.2. Entrance Scholarship. This scholarship program is designed to give financial assistance to senior high school graduates who ranked 1 to 3 of their graduating class.

Qualifications

1. Submit a certification of rank from the high school principal
2. Must pass the LPU-St. Cabrini School of Health Sciences, Inc. admission requirements

3. Must come from a graduating class of 30 and above
4. Must be a Filipino citizen. Students with dual citizenship must be in possession of a Philippine passport.

Rank	Discount on Tuition Fee Only	Number of Slots
1	100%	10
2	50%	20
3	35%	30
	Total Number of Slots	60 (Combined slots for LPU-SCSHSI and LPU-Laguna)

Condition for Renewal:

1. Meet the grade requirements according to the table below:

Percent Discount	Grade Requirement
100%	1.50 GWA with no grade lower than 1.50
50%	1.60 GWA with no grade lower than 1.75
35%	1.75 GWA with no grade lower than 1.75

2. Avoid incurring a final grade of INC in any course which is a ground for automatic disqualification
3. Stay in the program for which the scholarship was granted
4. Enroll the approved load (regular load) as prescribed in the curriculum of the program
5. Avoid dropping any course throughout the period of scholarship.
6. Avoid committing any serious and very serious offense as provided for in the Student Handbook.

Note: The above condition for renewal is only applicable for the 2nd Semester only. After which the retention requirements for resident scholarship will apply.

1.2.3. Resident Scholarship. This scholarship is applicable for regular students (with regular load as prescribed in the curriculum) who have stayed in LPU-SCSHSI for two (2) consecutive semesters. Eligibility for resident scholarship will be on the next academic year.

Slot allocation for resident scholars:

Program	100% Discount	50% Discount	35% Discount
BSPHARMA	1	3	3
BSN	1	7	7
BSRADTECH	1	2	2
BSMLS	1	10	10

Qualifications:

1. Grade Requirement:

For 100% Discount - 1.50 GWA with no Grade Lower than 1.75

For 50% Discount - 1.60 GWA with no Grade Lower than 2.00

For 35% Discount - 1.75 GWA with no Grade Lower than 2.00

2. All students who meet the above grade requirements shall be included in the ranking.

3. The scholarship slots shall be given to the top ranked students of each college who met the required GWA/Grade requirement irrespective of the year level of the students.

4. The 100% TF discount will only be awarded to the Top 1 of each board program if they met the grade requirement. The remaining slots will be given 50% or 35% TF discount for one term according to slots allocated.

5. Anyone who incurs an INC in any course will automatically be disqualified from scholarship ranking.

6. In case of tie in GWA, the GWA of the previous term will be included in the ranking system. The next basis for breaking the tie will be family income.

7. Since ranking will be done based on weighted averages, application for resident scholarship is no longer required. The Registrar's Office shall announce the qualified scholars before the first major exam.

8. Avoid dropping any course throughout the period of scholarship.

9. Avoid committing any serious and very serious offense as stated in the Student Handbook.

1.3. EXTERNALLY FUNDED SCHOLARSHIPS. This refers to the scholarship and financial assistance which are funded by various local philanthropists, alumni, government, and non-government agencies.

ARTICLE VIII
**NON-ACADEMIC
DIRECTIVES**

Section 1. ADMINISTRATIVE DUE PROCESS

All students are entitled to administrative due process.

1.1. The Prefect of Discipline shall commence a disciplinary investigation after receiving a written complaint or incident report from any student, parent, victim, witness, faculty member, an officer of LPU-SCSHSI, or any concerned individual to the Prefect of Discipline.

A. Section 102 (under Student Discipline) of the Manual of Regulations for Private Higher Education (MORPHE) provides that every higher education institution shall maintain discipline inside its campus and within the immediate surroundings of the school premises. An institution shall also exercise disciplinary authority over students outside its campus and beyond school hours, term, or year on the instances as follows:

- Where school policies or regulations are violated; and
- Where the misconduct involves or affects a student's status or the good name or reputation of the school.

B. To appraise students of the rules/codes on student discipline and proper decorum and behavior in their association with fellow students, teachers, employees, and administrative officers and also to ensure that due process as provided under Section 105 of the Manual for Private Higher Education has been observed in every administrative proceeding:

- The student must be informed in writing of the nature and cause of any accusation against them and must answer the accusation in writing. If the student is a minor, the parent or the guardian shall be furnished with a copy of the show cause letter.
- If the student denies the accusation or alleges some fact or matter in justification or mitigation of the offense, the Institution shall form a fact-finding committee to hear and receive evidence;
- In all stages of the proceedings, the student shall have the right to assistance of a counsel of his own choice.
- The student shall have the right to listen to and examine the evidence presented against them, to ask clarificatory questions through the fact-finding committee, and to present evidence on their behalf.
- The fact-finding committee must consider the pieces of evidence presented.
- The student shall be informed in writing of the decision promulgated in their case; and
- If the student is found culpable for the offense charged, the punishment shall be commensurate with the nature and gravity of the offense.

1.2. The disciplinary investigation shall be conducted in a summary manner and shall not be subject to the technical rules of evidence prevailing in courts of law.

1.3. The disciplinary investigation of cases that are punishable by suspension, expulsion, or exclusion shall be conducted based on the following procedure:

1.3.1. The Disciplinary Officer shall inform in writing the student concerned of the nature and cause of the accusation against them.

1.3.2. The student shall have the right to be informed of any evidence against them and adduce evidence on their behalf.

1.3.3. The student shall have five (5) days from the receipt of the foregoing written notice to submit a written explanation. In which case, the student may be assisted by their counsel of choice, if desired.

1.3.4. Within five (5) days from receiving the written explanation of the student, or from the expiration of the five (5) period to submit the written explanation with the student not having submitted their written explanation, the Prefect of Discipline shall endorse the case for evaluation and decision of the Board of Discipline.

1.3.5. The Board of Discipline shall conduct a conference with the student and their parent/s or guardian to allow the student to provide further explanation or evidence. The student may be assisted by their counsel during the said conference.

1.3.6. The Board of Discipline shall have the authority to conduct interviews of witnesses and examine documents and other evidence relevant to the case.

1.3.7. The Board of Discipline shall evaluate and decide on the case considering all evidence presented once the case is submitted for decision. The Board of Discipline's decision can only be adopted and approved through a vote of at least a majority of its members.

1.3.8. After the case is submitted for decision, the Board of Discipline shall submit to the Office of the University Chancellor a Final Recommendation for comment and approval with a discussion on the relevant issues and evidence involved in the case.

1.3.9. The University Chancellor, upon receipt of the final recommendation of the Board of Discipline, shall render a written decision on the case, which the Prefect of Discipline shall implement.

1.3.10. The decision rendered by the Board of Discipline may be appealed to the President of LPU-SCSHSI within ten (10) days from receipt of the decision by the party who will appeal.

1.3.11. In the event of such appeal, the President of LPU-SCSHSI shall evaluate the case and render a final decision on the appeal. The decision of the President on the said appeal shall be final and executory.

1.3.12. For light offenses or those that are punishable by penalties other than probation, suspension, revocation of admission, ineligibility for graduation, withholding of diploma, non-readmission, exclusion, or expulsion as the principal penalty, the Prefect of Discipline is authorized to conduct the disciplinary investigation following the requirements of administrative due process in Paragraphs 1.3.1 to 1.3.3 above. However, instead of referring the case to the Board of Discipline for evaluation and Decision, the Prefect of Discipline shall refer the case to the Executive Director for Student Affairs for evaluation and decision. The decision of the Executive Director for Student Affairs on the said case shall be final and executory.

Section 2. ADMINISTRATIVE PENALTIES

The violations committed by students or student organizations are sanctioned depending on the nature and gravity of the offense. Any one or a combination of the following penalties may be imposed upon the student or the student organization:

2.1. Discretionary Educational Sanctions. This sanction applies to students who have not reached the age of majority and includes writing reflection papers, researching specific topics which can help in the Institution's processes, sharing their talents (e.g., intermission number/s for school activities, designing or making layouts for particular department or office, creating computer programs and the likes), attending seminar or classes organized by the Institution, a specific department, student council or student organization/s.

2.2. In-house Community Service. The student shall render hour/s of community service in the assigned department identified by the Office of Student Affairs and Services. **Note: The schedule of the duty/attendance will always be observed only during the students' vacant hours until they complete the corresponding time. However, note that the Ban Period (Sec. 11.4, pg. 50) shall be observed where-in "No extracurricular or co-curricular activities shall be held within the week before any scheduled major examination."*

2.3. Written Warning and Reprimand. This is a formal letter of censure issued to the student for minor offenses.

2.4. Disciplinary Probation. This sanction will give a student or organization a specific time when they should observe ALL rules and regulations of the Institution as stated in this handbook. Failure of which will automatically give them a potential suspension.

2.5. Fines. This is the imposition of monetary fines on students or student organizations when they violate school policies or other provisions in the Student Handbook.

2.6. Loss of Privilege/s. This denies participation in designated privileges and extracurricular activities for a specified period. This also includes the suspension of registration for student organization/s. In this manner, after the specified period, the organization/student shall secure a recommendation from the Student Development Coordinator or OSAS Director, citing why the sanction should be lifted.

2.7. Suspension from the Institution. This withdraws the student from all their class/es, on-the-job training, tour/s, and other institution-related activities for a specific time. They should be banned from entering the school premises and other extended campuses, establishments, or places of activities or tours. The student's transcript will indicate that the Institution withdrew the student. During this time, the student should comply with and respect the directives and decisions of the Institution. Failure of which will result in expulsion from the Institution.

2.8. Ineligibility for Graduation or to Attend Graduation. For some instances enumerated in Article VIII, Section 7, a graduating student who committed an offense during their last semester or before or during their graduation ceremony in the Institution may not graduate, participate in graduation ceremonies, or receive a diploma until the matter has been processed and sanctions completed. The students involved must give the Board of Discipline enough time to administer the due process, especially if the case was committed days before the graduation ceremony.

2.9. Revocation of Admission. Admission to the Institution or a degree awarded may be revoked for fraud, misrepresentation, or other violation of the Student Handbook before matriculation or graduation.

2.10. Withholding Diploma. The Institution may withhold the diploma of students charged with violating the Student Handbook even though they have completed all academic requirements.

2.11. Exclusion/Expulsion from the Institution. Exclusion is a penalty involving removing an undesirable student from the school rolls. The student is excluded during the same year or term if they are found guilty of a serious breach of school rules. Expulsion is the most severe disciplinary penalty for a student, which will involve debarring the offending student from all public or private schools in the Philippines. This penalty can only be imposed upon the approval of the DepEd Secretary, CHED Chair, or TESDA Director General, as the case may be.

2.12. Restitution. The Institution may require restitution for damage, destruction, or theft of the Institution or other property/ies of the academic community. These charges may not be more than the damage or loss incurred and may be imposed together with other sanctions listed here.

2.13. Other Sanctions. The Institution may impose any other sanction, depending upon the circumstances and the nature of the violation, subject to the deliberation of the Board of Discipline.

Section 3. ACADEMIC PENALTIES

For Academic Dishonesty cases such as cheating (Article VIII, Section 7.3.10), plagiarism, and fabrication (Article VIII, Section 7.3.16), an additional academic sanction will be given in addition to the administrative sanction imposed.

For minimum academic sanction, any student who violated Article VIII, Section 7.3.10 and 7.3.16 shall be given a failing grade of “5.00” in the test, quiz, or any other academic requirement/s where they committed the violation.

For maximum sanction, a failing grade of “5.00” for the whole course will be given to students who fail to observe academic honesty.

Section 4. BOARD OF DISCIPLINE

The Board of Discipline is composed of the following:

Chairman - Executive Director of the Office of Student Affairs and Services/Chief Innovation Officer

Vice-Chairman – Chief Academic Officer

Members:

1. All College Deans or, in their absence, the Program Chair;
2. Head/Director of the Office of Student Affairs and Services;
3. PQA Director;
4. Faculty representative for academic considerations and arguments;
5. Prefect of Discipline

**Note: The Prefect of Discipline has no voting right in the process of the final recommendation.*

Section 5. AGGRAVATING CIRCUMSTANCES

These are acts or factors that increase the severity of a violation committed by the student against the policy of the Institution. Below are the possible circumstances which may be classified as aggravating:

5.1. When a student takes advantage of their position (e.g., an officer of an organization or student council) for the commission of the offense;

5.2. When the student committed the offense with contempt or insult to the academic community, including violation of gender, equality, sex, rank, age, or race;

5.3. When the student committed the offense with abuse of confidence or obvious ungratefulness;

5.4. When the offense was committed inside the premises of the Office of the Dean, Office of the Directors, Office of the Officer-in-charge, Manager, Supervisor, Adviser or Faculty Office, Office of the Chancellor, and Office of the President;

5.5. When the offense was committed in the presence of the authorities of the Institution;

5.6. When the student was previously charged with the same violation or any other violation with equal or greater punishment;

5.7. When the student made the offense through unlawful entry into the school premises or when the student is under probation or suspension but committed the offense;

5.8. When the student committed an offense augmenting another offense which caused a wrongful act. (e.g., drinking while in uniform and simultaneously using or smoking marijuana, the first offense will be aggravated considering the commission of another wrongful act. It will not be a different violation but instead an **augmented violation**.)

Section 6. MITIGATING CIRCUMSTANCES

These are acts or factors that decrease the severity of a violation committed by the student against the policy of the Institution. Below are the possible circumstances which may be classified as mitigating:

6.1. The student has no intention of doing the wrong act but was only forced to do the same due to fear, threat, or intimidation.

6.2. An apparent and founded provocation caused the student to react. The act should be an immediate reaction and not premeditated.

6.3. When the student voluntarily submits himself to the Office of Student Affairs and Services or other institution's authority.

6.4. When the respondent student admits before the Board of Discipline or the investigating person that they in fact, committed the offense.

Section 7. OFFENSES AND DISCIPLINARY SANCTIONS

Offense is the omission or commission of a violation against the policy of the school or of this handbook. This institution classifies offenses based on its gravity.

7.1. LESS SERIOUS OFFENSES. These are offenses that are light in nature but need proper disciplinary measures. They are punishable by lighter and shorter periods of sanctions. Less serious offenses include but are not limited to:

7.1.1. Shouting/conducting a boisterous conversation, forming disruptive noises that may disturb ongoing classes, including, but not limited to, using foul or vulgar language inside the School/Institution.

7.1.2. Loitering and running along corridors and staircases while classes are going on or contributing to any disorder within the classroom or university premises

7.1.3. Wearing an incomplete, altered, improper uniform or inappropriate campus attire other than the prescribed uniform by each department per program. This also includes changing uniform while inside the School to inappropriate campus attire

7.1.4. Sporting long hair/unprescribed haircut/punk and colored hair (except natural hair color), sporting/maintaining a mustache, goatee, and beard. Male students' hair must not be touching the collar.

7.1.5. Wearing multiple earrings for females and wearing earring/s for males. Dangling earrings are also not allowed.

7.1.6. Violation of "Clean-As-You-Go Policy"

7.1.7. Disruptive use of electronic gadgets that disturb/disrupt ongoing classes or the operation and services of the library and other offices

7.1.8. Unauthorized room-to-room campaign for whatever purpose

7.1.9. Attending classes without enrolling therein, completing the enrolment process, and transferring to a different class or section without accomplishing the Change of Section Form.

7.1.10. Quarreling within the school premises, classrooms, and offices

7.1.11. Entering school premises without approval and not using the prescribed school gates

7.1.12. Unauthorized distribution and use of materials and use of equipment, accounts, and websites within the School premises. Other printed matters, including leaflets and handbills, posters and the like, may be issued and distributed only upon prior approval of the Office of Student Affairs and Services.

7.1.13 Connecting any device to the school network without permission

7.1.14. Illegally crossing the National Highway or not using the provided pedestrian overpass and pedestrian lanes.

7.2. SERIOUS OFFENSES. These offenses carry significant effect/s on the student and the institution and are punishable by more severe penalties. Serious offenses include but are not limited to:

7.2.1. Unauthorized use of school premises or facilities

7.2.2. Failure or refusal to wear student ID (regardless of the ID's state or condition) upon entering and within Campus premises.

7.2.3. Male student entering/using female comfort rooms or female student entering/using male comfort rooms.

7.2.4. Unauthorized use of the School's name and logo

7.2.5. Lending and borrowing registration forms, IDs, grades, reports, clearance, certificates, or other documents; committing; allowing; or abetting acts of impersonation or representation to enter the school premises, enroll, secure permit, or take examinations

7.2.6. Smoking and vaping within the school premises and 100 meters from any point of the school's perimeter. This includes bringing cigarettes/e-cigarettes, even without the intention to use them within the school premises.

7.2.7. Gambling, maintaining or participating in any game of chance, with or without money involved, within the school premises

7.2.8. Possessing, viewing, copying, or transmitting obscene materials.

7.2.9. Cheating during a/n examination/test/quiz or written report. The act of cheating includes but is not limited to the following:

a) Unauthorized possession of notes or any materials relative to the examination/test/quiz;

b) Copying or allowing to copy from one's examination paper. As such, both parties are liable;

c) Glancing or looking at another student's examination paper or allowing another student to glance or look at their examination paper;

d) Looking around;

e) Unauthorized communication with another student or any person in any form during examination/test/quiz, including leaking examination questions to another student;

f) Having somebody else take an examination or test report on behalf of the other. If both parties are students of this school, then both shall be liable; and

f) Using any electronic gadgets deemed not essential to the coursework.

7.2.10. Unauthorized use of LPU-SCSHSI computers, peripheral systems, and networks that disrupts network services and harms the school's computer equipment

7.2.11. Unauthorized bringing in, possessing, or drinking liquor or alcoholic beverages inside the school premises and entering School premises under the influence of liquor or being in a mode of drunkenness therein

7.2.12. Borrowing or solicitation of money, donation, or contribution in cash or any kind without the approval of the duly authorized officers of the school

7.2.13. Act of vandalism or other acts that cause major damage to the school premises

7.2.14. Fraudulent act of switching on the fire alarm system

7.2.15. Plagiarism, fabrication, violation of copyright laws, or using or copying thesis, feasibility studies, dissertations, or software.

7.2.16. Public Display of Affection (PDA), such as passionate kissing, petting, necking, and the like, within the school premises, which scandalize or tend to offend the sensibilities of the academic community

7.3. VERY SERIOUS OFFENSES. These offenses dismay the academic community and tarnish the Institution's reputation. These offenses are punishable by capital sanctions which may lead to expulsion from the institution if proven guilty. Very serious offenses include but are not limited to:

7.3.1. Discourtesy/disrespect towards administrators, faculty members, fellow students, security guards, service personnel, and any member of the school

7.3.2. Misrepresentation, or providing false testimony or misleading information in aid of violators/offenders or acts of gross dishonesty and gross misconduct

7.3.3. Unauthorized access to, alteration, and duplication of LPU-SCSHSI computer programs and files.

7.3.4. Misappropriation of or failure to account for funds belonging to the school or any recognized organizations or failure to submit financial documents within the prescribed period

7.3.5. Indecent exposure, gross immorality, and other acts constituting scandalous and reprehensible action, sexual activities, display and distribution of pornographic materials, and the like.

7.3.6. Uploading of photos or videos on any social networking sites involving a student or employee with the intent to slander and cause or tends to dishonor or ridicule to the person concerned and the University or giving any unfounded, baseless or malicious statements/comments therein

7.3.7. Extortion or blackmail, whether or not the purpose is accomplished

- 7.3.8. Assaulting and challenging persons in authority, faculty members, personnel, or fellow students or threatening to do so
- 7.3.9. Preventing in any manner school officials, faculty members, personnel, and fellow students from performing their duties or exercising their legitimate rights
- 7.3.10. Any deliberate act that disrupts or causes to disrupt the operation of LPU-SCSHSI's computer system, which serves other members of the academic community, including all networks to which the school computers are detected.
- 7.3.11. Forging, falsifying, tampering school records, and securing or using forged school records, forms, and documents
- 7.3.12. Instigating, inciting, provoking, leading, or taking part in illegal and violent demonstrations or activities or giving active support to them in any form, whether financial, physical or material.
- 7.3.13. Leading or otherwise taking part in any activity which disrupts school functions and adversely affects classroom instructions, whether such activity is or not accompanied by violence, including acts of rudeness.
- 7.3.14. Carrying explosives, firearms, knives, or other deadly weapons of whatever kind within the school premises and detonating explosives or firearms within the school and its immediate vicinity.
- 7.3.15. Robbery, thievery, and acts of malicious mischief involving school property or that of the academic community members, including guests and callers
- 7.3.16. Resorting to invectives, personal insults, black propaganda, or malicious imputations, oral or written, to discredit or ridicule school officials, personnel, faculty members, or fellow students
- 7.3.17. Intentional destruction of window panes, fans, laboratory equipment, water fountains, air conditioners, clocks, and other school properties
- 7.3.18. Physical, emotional, sexual, and mental abuse directed against persons in authority, faculty members, personnel, or fellow students, or threatening to do any of said acts inside or outside the School
- 7.3.19. Acts of treachery and sabotage, including but not limited to arson, tampering electric connections, switches, generators, elevators, motors, air conditioners, and fire alarm system
- 7.3.20. Use of LPU-SCSHSI's computer system and networks to commit crimes, violate pertinent laws or rules, or facilitate or commit spamming or hacking
- 7.3.21. Use, possession, sale, distribution, or trafficking of prohibited drugs, marijuana, and other illegal substances

7.3.22. Sexual harassment or mere threat to commit the same and other forms of harassment

7.3.23. Recruitment or membership in a fraternity, sorority, or any student organization not recognized by LPU-SCSHSI

7.3.24. Hazing or subjecting a person to physical or mental injury for admission or maintenance of membership in any organization, whether recognized or not. Members who are present and aware of the hazing at the time of its commission shall be held liable, regardless of whether they participate therein. Officers of such organizations shall be equally liable for whether or not they were present during the hazing. See [Republic Act No. 11053](#).

7.3.25. Act of killing or shooting, whether attempted, frustrated or consummated.

7.3.26. Bullying/cyberbullying

7.3.27. Any act that damages or tends to damage LPU-SCSHSI's good name and reputation, whether made inside or outside the school

7.4. Sanctions for Less Serious Offenses

Minimum Sanction = Written Warning and Reprimand (letter to parents)

Maximum Sanction = In-house Community Service

Other Possible Sanctions = Discretionary Educational Classes/Seminars/ Projects/ Community Extension

7.5. Sanctions for Serious Offenses

Minimum Sanction = In-house Community Service

Maximum Sanction = Disciplinary Probation

Other Possible Sanctions = Suspension/Fines/Loss of Privilege/s

7.6. Sanctions for Very Serious Offenses

Minimum Sanction = Disciplinary Probation

Maximum Sanction = Exclusion/Expulsion from the Institution

Other possible sanctions = Fine/Loss of Privilege/s/Suspension/Ineligibility for Graduation or to Attend Graduation/Revocation of Admission and/or Degree/ Withholding Degree/Restitution

Section 8. ERRING GRADUATING AND TRANSFERRING STUDENTS. Graduating or transferring students, who have committed at least a Serious/Very Serious Offense, shall not be issued a Certificate of Good Moral Character.

Section 9. ERRING FOREIGN STUDENT ENJOYING SCHOLARSHIP GRANTS. Erring foreign students enjoying special scholarship grants from their own governments or agencies thereof who have been meted suspension for fifteen (15) days, one (1) term/semester, or one (1) year may be excluded from LPU-SCSHSI and/or repatriated. The said foreign students shall be likewise subject to the further rules, regulations, or limitations, which include but is not limited to maintaining certain academic standard and possession of good moral character as may be imposed by the grantor or benefactor for the purpose of continuing the grant.

Section 10. COMMISSION OF THREE OR MORE OFFENSES IN A SEMESTER. Any student committing three (3) or more offenses whether less serious, serious, or very serious, within a semester, regardless if committed simultaneously or not, shall be given the maximum penalty of suspension, exclusion, or expulsion depending on the sound discretion of the Board of Discipline.

Section 11. MEDIATION PROGRAM. OSAS implements a program for mediation in settling the conflicts and problems of the students. While we cannot guarantee specific results in the mediation process, the complainant/s and the respondent/s can have the opportunity to settle disputes before elevating the case to the Board of Discipline. This will not erase the committed or omitted violation but it can mitigate the sanction given to the erring student/s or organization. With this, serious and very serious offenses will be lessened and the students will actually give a perception to the office of being formative rather than punitive. Statements given by the parties involved in the mediation process are strictly confidential.

11.1. CASES COVERED BY MEDIATION PROGRAM. Cases subject for mediation are those involving disputes of students with other students and faculty/non faculty personnel or officers of LPU-SCSHSI with corresponding sanctions of disciplinary probation, suspension, ineligibility for graduation, revocation of admission and/or degree, withholding degree, exclusion or expulsion from the institution. Cases in which the complainant or the offended party is the LPU-SCSHSI itself shall not be subject to mediation.

11.2 MEDIATION PROCESS

A) There will be accredited mediators who will be identified by the Director of Student Affairs and Services. These mediators can be teachers or administrative personnel who have undergone mediation seminar and training. This accreditation shall be effective for one (1) school year.

B) The Director of Student Affairs and Services shall lead the mediation process. In his/her unavailability and absence, he shall appoint and assign an accredited mediator to lead the mediation process.

C) The Director of Student Affairs and Services or his/ her chosen mediator shall facilitate the process and attempt to arrive at an amicable settlement of

the disputes of the parties accordingly with an open mind, partial, and just for both sides.

D) After the mediation, whether the conflict is settled amicably or not, there should be a report of mediation signed by the facilitator (Director of OSAS or assigned mediator). If the dispute is settled amicably, there should be a signed memorandum or letter of understanding by both parties which shall serve as proof that the mediation process was successfully done. If mediation is unsuccessful or the parties disagree to mediate the case, the Prefect of Discipline shall take appropriate action in line with the regular process for resolving the case. The mediation process shall be informal and confidential.

Section 12. JURISDICTION OF THE SCHOOL OVER CASES OF STUDENTS. Students or student organizations are subject to the disciplinary jurisdiction of LPU-SCSHSI even for offenses that are committed outside the premises of LPU-SCSHSI or outside of official school activities when the act of omission damages or tends to damage the good name and reputation of LPUSCSHSI.

Section 13. VIOLATION OF OTHER POLICIES AND RULES AND REGULATIONS OF LPU-SCSHSI. The list of Less Serious, Serious, and Very Serious Offenses stated above are illustrative only and is not all inclusive. The circumstances of each case are different and LPU-SCSHSI reserves the right to impose appropriate corrective action for other forms of disruptive or inappropriate behavior. Violation of other policies, rules, and regulations of LPU-SCSHSI shall also be subject to disciplinary action.

Section 14. STUDENT GRIEVANCE. Students of LPU-SCSHSI are given the right to air their grievance against administrators, faculty, employees, security guards, or fellow students. The procedure for the redress and settlement of complaints and grievances in the University shall conform to the due process of law to ensure the highest degree of fairness and justice to all concerned. To the greatest extent, however, all concerned parties should seek all remedies through counselling, arbitration and amicable settlement of conflicts. A student shall follow the specific procedures for formal complaints:

14.1. Student's Complaints against Another Student

a) The complainant must file a written complaint against the student respondent. If the case happened within an academic-sponsored activity, it will be referred to the Dean concerned. But if the case occurred beyond academic-sponsored activity, OSAS shall act on it in coordination with the Dean concerned.

b) OSAS or the Academic Head has three (3) to five (5) working days to act on the complaint.

c) If the student feels that he/she does not receive the necessary actions on his/her complaint or if the Dean or the OSAS fail to settle the complaint, the case may be referred to the higher authority.

14.2. Student's Complaints against an Employee

- a) The student must submit a written complaint against the administrator/faculty/employee to the Dean/Department Head concerned. The concerned administrator shall study the merit of the complaint and must do the necessary action.
- b) If the student fails to get the necessary action, his/her complaint shall be referred to the Executive Vice President. The Executive Vice President is expected to act on it by investigating the matter from both parties, that of the administrator/faculty/employee and that of the student.
- c) Offenses stipulated in the Faculty and Employee Handbook

14.3. A Class Complaint against an Administrator/Faculty/Employee

- a) If the class complains against an administrator/faculty/ employee, the class shall try first to present the complaint to the administrator/faculty/employee concerned. The said written complaint shall be signed by 50% plus one of the students. The Dean/Department Head shall be furnished a copy. If the complaint is settled, a written report shall be submitted by the administrator/faculty/ employee to the Dean/Department Head concerned.
- b) If the initial step fails to receive the necessary action, the written complaint shall be forwarded to the Dean/ Department Head. The class shall elect a committee of three representatives to see the Dean/Department Head. The Dean/Department Head has three working days to investigate and settle the complaint.
- c) If the class member feel that necessary actions on their complaint have not been taken within the prescribed period or if the Dean/Department Head fails to settle the complaint, the case shall be referred to the Executive Vice President.

14.4. The complaints of non-students, namely, LPU-SCSHSI administrators, faculty, employees, parents, and security guards, against LPU-SCSHSI students shall also be entertained by the OSAS and shall also be covered by its standard operating procedures.

Section 15. GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTIONS

HEIs are mandated by the government through Section 8 (n) and (o) of RA 7722, the Higher Education Act of 1994 as amended in relation to Section 36 (c) of RA 9165, the Comprehensive Dangerous Act of 2002, and pursuant to Commission en banc Resolution No. 539-2017 dated 18 July 2017, the Commission issues this CHED MEMO NO.18 SO

2018 “IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTION”

Now, therefore, premises considered, these rules and regulations to be made an integral part of the Institution’s Student handbook, are hereby promulgated, as follows:

15.1. Notice and Waivers. An undertaking form is distributed to all students as part of the enrollment process. The Undertaking Form must be signed both by the student and guardian. One of the provisions in the form stipulates that the student, in conformity with the parent/guardian, recognizes that for the duration of his/her entire stay in the institution he or she shall voluntarily subject him/herself to random drug testing. The Registrar’s Office will be responsible in ascertaining that all LPU-SCSHSI students duly accomplished and signed the form during the enrollment.

15.2. Random Drug Testing Procedure

a. For the upper class men, random drug testing will be applied in compliance with the Comprehensive Dangerous Drugs Act of 2002, (RA 9165) under Article 3, section 36 (c), requires students of secondary and tertiary schools to undergo random drug testing. All students will undergo drug testing scheduled anytime within the current academic year. On the date of the drug test, three percent (3%) of the total number of enrolled student per college will be called by OSAS through call slips given to the faculty concerned of the sample students.

b. The testing will be conducted at the accredited testing site of the institution where he or she will be required to produce his or her urine sample to be tested for drug use. The student will be assisted by a school administrator going to the testing site until the student returns to the school.

c. In order for the test to be considered a positive drug test, both the initial and confirmatory tests should be positive. If ever a student challenges the drug test result, he or she may submit a written petition to OSAS. Failure to submit the petition within a period of ten (10) days from the date of notice of the initial positive drug test result shall be deemed waiver of the right to challenge said drug test and the same shall be considered as having been confirmed as final positive test.

15.2.1. Drug Testing Center and Site. The drug screening of students will be conducted by and at a DOH accredited Testing Center to ensure the integrity and confidentiality of the test results.

15.2.2. Confidentiality. In the conduct of the drug testing, all parties are required to observe confidentiality. The Institution guarantees full compliance with the Data Privacy Act of 2012 and ensures that all records will be 74 strictly confidential and confirmed positive results shall not be a basis for disciplinary action.

15.2.3. Post-test Consequences of Positive Drug Test. Any student found to be positive for a drug test shall undergo intervention/counselling under the Guidance and Testing Office.

15.2.4. Expenses. OSAS shall designate the drug testing laboratory that shall be utilized for the purposes of the program. Payment of testing fee shall be initially borne by the University.

15.2.5 Definition of Terms. For purposes of this guideline, the definition of terms used in the Dangerous Drugs Board Regulations No. 6 series of 2003 and No.3 series of 2009, as implemented by CHED Memorandum Orders (CMOs) No. 19 series of 2003 and No. 25 series of 2009, shall be adopted.

Section 16. INSTITUTION'S ATTIRE GUIDE AND USE OF STUDENT ID

As a member of the Institute community, all the students, academic staff and administrative staff are expected to project the Institute's culture through their overall image and bearing. Each one is free to express personal style or individuality as long as he or she remains consistent with the Institute, which subscribes to the standards of elegance, urbanity, and decency.

(1) Uniform

All college students are required to wear their prescribed uniform from Monday to Friday except for Saturday classes in which students need to wear their department shirts.

For students with RLE during Saturdays, they have to wear their white clinical uniform.

A. Pregnant students may be exempted from wearing the school uniform after they secure a permit from Office of Student Affairs (OSA). Such permit will be granted provided by the following documents are submitted:

- Photocopy of official registration form;
- Written request endorsed by the Dean;
- Marriage contract or if unmarried, letter from parents/guardian; and
- Medical certificate from OB-Gyne or Health services validation attesting to the student's pregnancy. Students are not allowed to wear the school uniform in public places like drinking areas, beer houses, KTV bars, motels, movie houses, billiard halls, and the like.

(2) Civilian Attire

On occasions when students are allowed to wear civilian attire, it is expected that they conform to the standards of propriety and decency.

Students who intends to enter the school premises for valid reason during no class days must secure a "No Class Slip" form secured from the Office of Student Affairs (OSA).

The following are examples of the restricted clothes inside the Institution.

- Statement shirts with offensive words
- Limits on the skirt length, it must be at least knee level.
- Wearing of shorts inside the campus (both male and female)

- Prohibited tops include, but are not limited to crop tops showing the midsection while standing or walking, clothing with high slits, tube tops, halter tops, backless, spaghetti straps, racer back, tank tops, and sleeveless without bolero/blazer/cardigan/jacket, cleavage-baring tops, see-through tops where the undergarment can be seen, or tops and outfits that provide minimum coverage
- Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
- Multiple piercing is strictly prohibited for male and female
- Slippers are not permitted

(3) Hair Style/Color

Students' hair style should be clean, combed, and neatly trimmed or fixed. Unconventional hair colors are not permitted. Male students are not allowed to sport long hair. Hair should not touch the collar or neckline of the uniform for male students.

List of acceptable and prescribed hair colors.

Shades of #01 Jet Black, #018 Natural Black, #2 Dark Brown, #4Chocolate Brown, and #6 Medium Brown should only be accepted while the others are not prescribed.

(4) Student Uniform Policies per Program/Department

The following are the policies from the college department regarding the proper wearing of uniform inside the school campus. As was stated in the following policies and the rules discussed on this student handbook, wearing the prescribed dress ethics will be strictly implemented. Thus, the students should always abide and observe the rules and regulations in this student handbook and the policies of their department regarding the proper wearing of the school uniform. Failure to do so will subject the student to proper disciplinary actions from OSAS, or the department, or upon the judgment of The Board of Discipline.

A. Prescribed Uniform

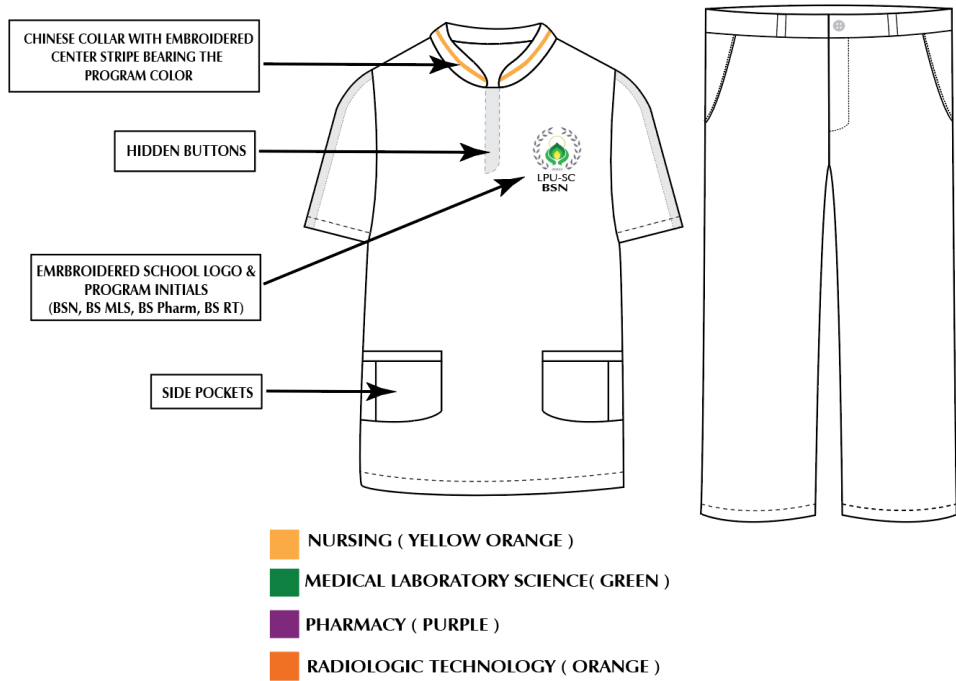


Figure 1

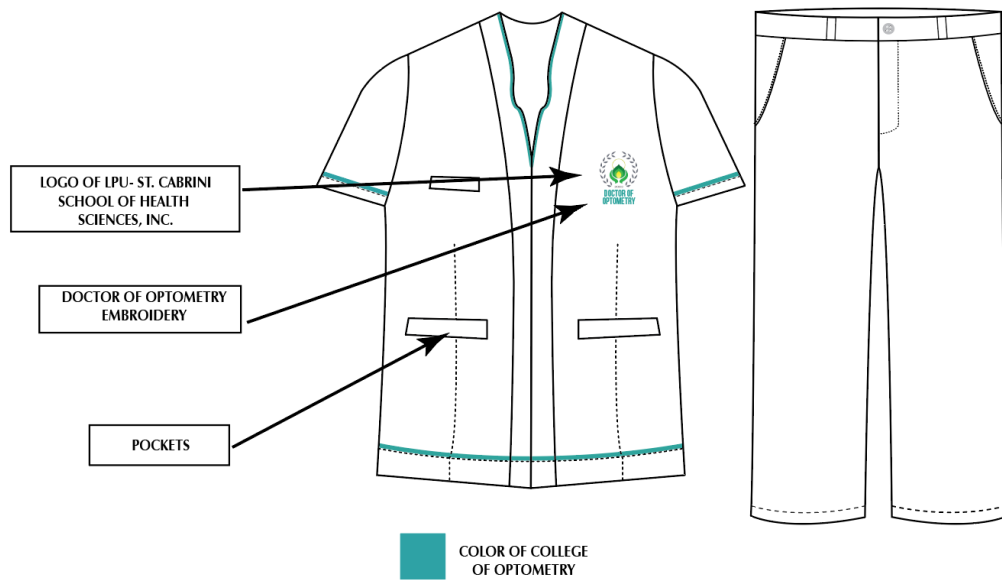


Figure 2

Figure 1 and 2 is the standard cut and design of the prescribed school uniform for programs under the College of Allied Medicine. This top is paired with plain white, straight cut, slacked pants (same white color).

- BSN RLE uniform and scrub suit for Internship/Practicum, special areas (for Nursing)

B. Standard Grooming

Female:

Hair: Must be in bun or boknay; should be neatly tied away from the face

Make-up: Very light make up (foundation/powder, blush-on, and lip stick)
Socks: Plain white, full length socks

Accessories: White medium-sized pearl or small silver or gold pin type earrings, silver wrist watch

Shoes: Clean white leather court shoes with one inch heels

Underwear: White/skin tone bra, panty, chemise, and undershorts/cycling shorts, with no colored designs and/or print

Other Remarks: no hair dye/highlights, finger nails must be neatly trimmed, no nail polish, no multiple earrings, body piercings and/or accessories other than the prescribed

Male:

Hair: Clean cut, must not touch the ears and/or the collar of the uniform

Socks: Plain white, full length socks

Accessory: Silver wrist watch

Shoes: Clean white leather, slip-on shoes

Underwear: White sando or t-shirt, white brief and undershorts/boxer shorts/cycling shorts, with no colored designs and/or print

Other Remarks: no hair dye/highlights, finger nails must be neatly trimmed, no nail polish, no multiple earrings, body piercings and/or accessories other than the prescribed

Additional Guidelines:

- Special uniforms shall only be worn in courses/internship/RLE where they are required:
 - ♣ PE uniform – PE subjects, no student must be allowed to attend other classes in their PE uniform
 - ♣ Laboratory gown, shoes, and personal protective equipment (PPE) – laboratory classes
 - ♣ Scrub suits, duty uniform, apron, cap, white coat, duty shoes, name plate – Related Learning Experience or Clinical Internship
- The school ID is part of the school uniform and therefore must be worn at all times when inside the school premises

(5) USE OF STUDENT ID

The Institute requires the student to wear their school ID at all times upon entering and while within the school premises and allows the Institution to enforce better campus security. The wearing of ID is therefore a practice that will allow the Institution to exercise a modicum of control over the presence and decorum of persons within the Institution premises as well as ensure their personal safety.

Implementing Guidelines

- (a)** An enrolled student of the Institution is required to wear a properly validated school ID at all time.
- (b)** ID laces/lanyards containing any alternation, offensive text/graphics or representing other schools/organization will be prohibited.
- (c)** Any person who is not currently enrolled student or employee of the Institution shall be required to present the necessary credentials at the Institution entrances and will be issued a Guest ID, which he must prominently wear at all times while inside the premises.
- (d)** The school personnel includes, security personnel, faculty members and administrative staff of the Institution has the right to call a student's attention if he observes that a student is not wearing his/her ID or request a student to present his/her IDs at various points on campus, including but not limited to the campus and building entrances, they may also do the same on other occasions, particularly if there is an apparent disciplinary or administrative incident, if they have reasonable grounds for establishing the student's credentials, or if the student is requesting access to a particular facility or service.

(e) Student who fails to wear his/her school ID or present it to any person in authority who asks for or requires it shall be either be disallowed case, access to the particular facility or service or entry into the Institution. In the latter case, access to Institution premises may be allowed only if the student secures that his/her ID is in OSAS, therefore, he/she needs to present his/her registration form. Failure to present his/her registration form will directly links into a serious offense section 7.3.2.

(f) The student who commits the violation will have his/her name written in the log book by the school personnel includes, security personnel, faculty members and administrative staff of the Institution, he/she needs to report to the Office of Student Affairs and Services for the notice of violation. The collected names from the Log Book of NO ID will be recorded on the monitoring of violation by OSAS. The students who had committed this offense needs to render eight (8) hours of community service (Section 7.3.2 under Serious Offense of Article VIII).

(6) LOST ID/DAMAGED ID

Procedures for processing LOST ID:

- a.** Student should report immediately to OSAS and declare the loss of his/her ID and apply for an “affidavit of loss” (AOL) and get an ID form;
- b.** Bring the affidavit of loss to any legitimate Notary Public Office and have it notarized;
- c.** Make payment through cashier and present to them the ID form that was filled up from the OSAS;
- d.** Bring the required documents (i.e., ID form, notarized affidavit of loss, and receipt of the payment for new ID) to OSAS for the photo session and processing of the new ID;
- e.** Claim the new ID from OSAS and sign on the log book.

Procedures for processing DAMAGED ID:

- a.** Student should report to (OSAS) if his/her ID is damaged and wants to replace it with a new one;
- b.** Claim an ID form from OSAS and fill out the necessary information;
- c.** Present the filled up ID form to the cashier for the payment of the new ID;
- d.** Bring the required documents (i.e., ID form and receipt of the payment from the cashier) to the OSAS for the photo session and processing of the new ID;
- e.** Surrender the damaged ID to the OSAS to claim the new one and sign on the receiving log book.

*Note: Releasing of ID is also within the day, but if some technical problems or issues arose and the ID can't be processed within the day, you can claim a temporary gate pass from the office until the issues were fixed and can release the new ID.

ARTICLE IX
SERVICES TO
STUDENTS

Section 1. Guidance and Testing Center. The Guidance and Testing Center offers a system of consultation to the students regarding their registration, assignments, and other academic problems. The Office also administers the college entrance and other psychological tests required for students and psychological tests necessary for applicants to teaching and non-teaching positions. To nurture students' potential and aptitude, the Office undertakes guidance and counseling programs and offers services to help students overcome problems inhibiting the full development of their responsibilities.

Section 2. Library and Multimedia Resource Center. The Library and Multimedia Resource Center maintains and develops library collections and facilities for research and continuous learning. It serves its customers through the Main Library and Cyber Library units.

Section 3. Medical and Dental Services. The Medical and Dental Health Clinic provides emergency medical and dental services during class hours. All students must go through the clinic's semestral medical and dental check-ups.

Section 4. Security Services. Security Guards are instructed to inspect the ID or Registration forms and bags of anyone entering and leaving the campus. They are responsible for the security of the faculty, students, and the entire LPU-SCSHSI community.

Section 5. Bookstore Services. Textbooks, school supplies, and other related items may be purchased at the LPU-SCSHSI bookstore.

Section 6. Campus Ministry. Students are encouraged to avail the opportunities for a more enriching and liberating spiritual life by attending the monthly Holy Masses as scheduled and other spiritual/religious activities on campus.

Section 7. Lost and Found. Lost or misplaced items are surrendered to OSAS. If a student has lost an item, they can inquire to the Office. Please note that students must be responsible for their personal property (i.e., cell phones, money, bag, laptops, etc.) and are advised not to leave their belongings unattended. All unclaimed lost and found items within the school year will be donated to the partner community or the less fortunate at the end of each academic year.

Section 8. Reservation of Facilities. The Institution allows the students to use campus facilities and equipment for business meetings and social, cultural, and recreational activities with the approval of the Head of the Physical Plant and Facilities Office. Student needs to secure approval thru a letter of request submitted to the PPFO. The students shall abide by the rules and regulations set forth by PPFO.

Section 9. Access to School Facilities. On regular school days, students are not allowed on campus beyond 9:00 pm unless an approved letter of request from the University Chancellor to stay beyond the permitted time is given. The Institution is closed on Sundays and Holidays. If there is a need to use the school facilities on a Sunday, there must be an approved letter of request addressed to the University Chancellor and Chief Operations Officer to use the campus facilities on Sundays or holidays submitted a week before the requested date. The presence of a school admin/faculty is required.

Section 10. Extended Curfew and Overnight. The use by the students and student groups of University facilities beyond the regular school operating hours is allowed, with rules and procedures to follow. Approval of the College Dean and University Chancellor for the extension and overnight is required to be submitted to OSAS one (1) week before the requested date.

Section 11. Request for CCTV Review. In case of an incident requiring viewing of CCTV footage, the student concerned can request the said footage. The student needs to file an Incident Report at OSAS and will be assisted by the Prefect of Discipline and Security Officer. Only the student involved is allowed to view the footage in the presence of the school admin. Taking a picture of the material is prohibited.

ARTICLE X
**CO-CURRICULAR AND
EXTRACURRICULAR
ACTIVITIES**

LPU-SCSHSI encourages students to participate in school activities and join recognized organizations that will supplement their formal education, provided they have a good scholastic standing. The School reserves the right to exclude students from participation in such activities should they interfere with their studies.

Section 1. Extracurricular Activities. The extracurricular activities or projects of recognized organizations involving the entire institution or any School thereof shall be subject to review and approval of the OSAS Director. However, supervision of the same shall be the responsibility of the chairperson/Dean concerned. Extracurricular activities are meant to supplement classroom and co-curricular instruction.

Section 2. Co-Curricular Activities. Co-curricular activities are optional and pursued outside the classroom to amplify or enrich the program syllabi. They are meant to complement, not interfere with studies. All recommended co-curricular activities for the semester shall be submitted by concerned faculty members to their respective Chairpersons/Deans for prior approval within thirty (30) days after the semester's opening and furnish OSAS. Any exception to this regulation should have prior written permission from the concerned college dean.

Section 3. Ban Period. No extracurricular or co-curricular activities shall be held within the week before or on any scheduled major examination.

Section 4. Field Trips

4.1. For Local-Off Campus Trips. Refer to CHED MEMO NO.1 S.2023
"Policies and Guidelines on Local Off-campus Activities"

4.2. For International Off-Campus Trips. Refer to CHED MEMO No. 26 S.2015.
"Policies Guidelines and Procedure on International Educational Trips of undergraduate and Graduate Students".

This handbook is subject to review and revisions by the Management every two years for the purpose of ensuring the achievements of its objectives as an institution of higher learning in line with avowed fundamental principles and philosophy of education.

AMENDMENTS AND REVISIONS

This Student Handbook shall not be marked as final as for the subsequent amendments thereto to take effect within the academic year upon the authority of the Board of Trustees.

EFFECTIVITY

This Student Handbook shall be in full effect upon issuance with authority of the Board of Trustees within the academic year 2023-2024 with all the policies approved and will be approved herein. It has been issued by the authority of the Board of Trustees.



LPU - ST. CABRINI
School of Health Sciences

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