



JOSE RIZAL UNIVERSITY
College Division

COLLEGE STUDENT HANDBOOK
JULY 2019

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Copy of Student Handbook is available online

We care about good education

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FOREWORD

All students of the University should consider the University their second home. As part of the University family, they should know its colorful history and achievements.

This handbook shall serve as a guide in the student's activities and behavior inside the campus and off-campus in so far as it may directly affect the name of the University. Therefore, all students must be familiar with the provisions contained in this handbook. Ignorance of the rules and regulations contained herein does not excuse a student from incurring the corresponding sanctions stipulated.

While every effort has been made to ensure the accuracy, consistency, and completeness of material available at the time copy is made of this handbook, the University reserves the right to make changes at any time during the school year without prior notice. Such changes shall take effect whenever the University deems them necessary.

OFFICERS OF THE ADMINISTRATION

VICENTE K. FABELLA

President

MIGUEL M. CARPIO

Vice President - Academic Affairs

AUGUSTO K. FABELLA

*Vice President - Quality, Linkages, & Technology
Enabled Learning*

EDNA CIA-CRUZ

Vice President - Information Systems

REDENTOR S. MARIANO

Dean, Graduate School Division

LILIA R. BAUTISTA

Dean, Law School Division

LEODIGARIO M. DAVID

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MELFI M. CARANTO

Dean, Liberal Arts, Criminology & Education

LIZA R. REYES

Dean, Computer Studies & Engineering

TESSIE R. DA JOSE

Dean, Nursing & Health Sciences

KATHLEEN G. APILADO

OIC, Hospitality & Tourism Management

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Principal, Senior High School Division

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Principal, Junior High School Division

JOSEPHINE B. CULALA

Principal, Elementary School Division

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Director, Research Office

LORRAINE R. PARANGUE

Director, Guidance & Testing Office

ANA BELEN S. CUYUGAN

*Director, International Affairs Office
OIC, Student Development Office/Community
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DINO A. DANA O

Director, Institute of Technology-Based Learning

MANUEL A. QUIAMBAO

Assistant Dean, Law School Division

THEODORE U. CALAGUAS

Vice President - Financial Affairs

NORMA M. MONTALVO

Vice President - Administrative Affairs

ELENITA G. SABA

University Registrar

RENANTE G. FERNANDEZ

Director, Accounting Office

EFREN JOSE Y. SUPAN

Director, Athletics Office

IVORY JOY C. MALINAO

Director, Marketing & Communications Office

CEZAR C. CABALLES

Director, Information Technology Office

MARYBELL B. MATERUM

Director, Administrative & Human Resource Office

BONIFACIO C. TALENS

Director, Engineering & Maintenance Office

CAROLINA A. FERNANDEZ

Director, Budget & Payroll Office

ROSELA D. DEL MUNDO

University Librarian

MARIA KARENINA S. GUILLERMO

Assistant Director, Office of the President

BENJIE A. EVANGELIO

Assistant University Registrar

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*Assistant Director, Administrative & Human
Resource Office*

JOSEPH S. DELA CRUZ

*Assistant Director, Engineering & Maintenance
Office*

RUBENITA V. ALARCON

Assistant Director, Treasury Office

NOEMI R. BUGARIN

Assistant University Librarian

THE COLLEGE DIVISION

Tessie R. Da Jose

Dean, College of Nursing and Health Sciences

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Dean, College of Liberal Arts, Criminology and Education

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Dean, College of Computer Studies and Engineering

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Dean, College of Business Administration and Accountancy

Kathleen G. Apilado

OIC, College of Hospitality and Tourism Management

Ana Belen S. Cuyugan

*Director, International Affairs Office
OIC, Student Development Office /
Community Development Office*

DEPARTMENT CHAIRPERSONS AND COORDINATORS

Daisy A. Dela Cruz

Monette M. Loy-a

Antonio S. Lacapan

Gloria H. Reyes

Henry A. Davalos

Leo Paulo P. Lonto

Gina E. Agus

Kathleen G. Apilado

Israel V. Cariño

Eleanor R. Robles

Miller A. Mercado

Eleonora E. Claricia

Teresita D. Dijamco

Lotis Melinda V. Bernarte

Amor Mia H. Arandia

Jose Andres C. Serrano III

Mary Angel D. Elacion

Accountancy

Computer Engineering

Criminology

Economics, Finance and Marketing

Education

Electronics Engineering

History and Social Sciences

Hospitality Management

Information Technology

Languages

Management

Mathematics

Natural Science

Nursing

Psychology

Tourism Management

PE/NSTP

HTM Coordinator

Discipline Coordinator

HISTORY OF THE UNIVERSITY

Jose Rizal University was originally founded as the Far Eastern College School of Accounts, Commerce, and Finance in 1919 as a non-stock non-profit non-sectarian private educational institution to blaze the trail in the field of commercial education. Its founder was the late Vicente Fabella, the first Filipino certified public accountant. The name was subsequently changed to Jose Rizal College in 1922, in honor of the great Filipino patriot and martyr who tried to awaken his countrymen in his writings to the need for economic self-sufficiency and independence.

The University was first located at R. Hidalgo Street in Quiapo, Manila. It offered the four-year bachelor's degree course in Commerce as well as the high school course. It has continued to provide educational services since 1919 except during the Japanese occupation of the Philippines in World War II when it remained closed as a gesture of protest in spite of repeated attempts by the occupation authorities at the time to have it opened.

The University reopened after the end of the war in 1945 and, faced with the need for expanded facilities, transferred in 1950 to its present site in Mandaluyong City, then part of the province of Rizal and subsequently Metro Manila.

The University is a founding member of the Philippine Association of Colleges and Universities (PACU) in 1932, of the Philippine Association of Collegiate Schools of Business (PACSB) in 1962, of the Private Education Retirement Annuity Association (PERAA) in 1974, and Philippine Association of Personnel Management in Private Schools (PAPMIPS) in 1997.

In its 100 years of existence, the University has achieved the singular distinction of having produced a remarkable number of successful graduates who have enjoyed the respect of the nation. Among them are included a President of the Philippines, a justice of the Supreme Court, several members of the legislature and of the Cabinet, some ambassadors, no less than twenty heads of banks and financial corporations, several heads of educational institutions, acknowledged leaders in the various fields of industry, commerce, agriculture and trade, and armed forces officers of general rank. It can rightfully claim that it has contributed its share in the molding of character and training of the successful graduates.

The careful combination of proven competence in instruction plus valuable experience in the practice of the profession has been the guide of the University in the selection of faculty members. This policy, combined with carefully planned programs in the various disciplines and adequate facilities, has formed the basis for the impressive educational record of the University.

VISION OF THE UNIVERSITY

JRU will be a market leader in the use of technology for innovation in teaching and learning to produce graduates of social importance.

MISSION OF THE UNIVERSITY

The University aims to develop its students to become useful and responsible citizens through the effective transfer of relevant knowledge and desirable values.

QUALITY POLICY

Jose Rizal University is committed to provide quality education through compliance with stakeholder requirements, maintain competent and professional teaching and non-teaching personnel, and sustain an effective organizational system to ensure efficient transfer of relevant knowledge and desirable values.

QUALITY OBJECTIVES

1. Continuously provide academic intervention to its students;
2. Continuously provide feedback loops in satisfying its client through metrics;
3. Maintain and continuously develop a competent workforce through effective performance management systems; and
4. Maintain effective financial, technological, academic, and administrative planning and control systems to implement its goals and objectives.

JRU CORE VALUES

Our core values define how we behave individually and collectively, as inspired by the ideals of the founder. A Rizalian is:

- **Responsible.** A team player who is focused, attentive, gives ones best, and committed to the goals of the University.
- **Considerate and Courteous.** A fair and caring person fully aware of other's rights, feelings, and ideals in making decisions for the University.
- **With Integrity.** A person who acts truthfully, morally, and ethically.

SCHOOL FACILITIES AND SOURCES OF INFORMATION

Jose Rizal University
Shaw Boulevard, Mandaluyong City 1552
Telephone Nos.: 531-80-31 to 35
Private Exchange Connecting to All Departments.
(The switchboard is open from 7 A.M. to 9 P.M., from Mondays through Saturdays)
Fax No.: 531-60-87
E-mail: deans@jru.edu
Website: www.jru.edu

Accounting Office

For school fees assessment and student accounts clearances. Located at the ground floor of Building A (Room A-13)

Administrative and Human Resource Office

For employees, continuing professional development, medical benefits, request of office supplies, materials and equipment, and services. Located at the 2nd the floor of Building A (Room A-21)

Athletics Office	For the use of athletic equipment and facilities. Located at the 3rd floor of the East Tower Building (Building G-37)
Auditorium	For varied events and formal assembly. Located at Building H, phase 3, ground floor
Budget and Payroll Office	For budget clearance and payroll processing. Located at the ground floor of Building A (Room A-12)
Cashier	For payment of accounts. Located at the ground floor of Building A (Room A-16)
Central Student Council Office	For Student Organization activities. Located at the West Tower Basement
Computer Laboratories	For computer-assisted instruction and activities. Located at the Building H Room H-201, H-303, H-304 and H-311, H-411, and H-412
Community Development Office	For community extension and outreach programs. Located at the ground floor of Building C (Room C-17)
College of Liberal Arts, Criminology, and Education, College of Business Administration and Accountancy, and College of Computer Studies and Engineering Office	For Academic concerns, located at the ground floor of Building A (Room A-20)
College of Hospitality & Tourism Management	For Academic concerns, located at the 4 th floor of Building C (Room C-44)
College of Nursing and Health Sciences	For Academic concerns, located at the 5 th floor of Building H (Room-H-508)
Department Chairs Office	Located at the ground floor of Building A, (Room A-21)
Engineering & Maintenance Office	For security location of buildings and offices within the campus. Located at the ground floor of the JRU Gymnasium
Faculty Room	Located at the 3 rd floor of Building A (Room A-31)
Guidance & Testing Office	For counseling (educational, social, career or personal) and testing (IQ, Personality) needs. Located at the 2 nd floor of Building H (Room H-212)
ITBL Office	For blended learning courses (Canvas). Located at 2nd floor Bldg. H (Room H-202)

IT Office (Technical)	For technical support, ID, and email concerns. Located at the 2 nd floor of Building H (Room H-211)
Main Library	For books, newspapers, magazines and other reading materials. Located at ground floor Building H (Room H-
Medical & Dental Clinic	For first aid medical and dental services and benefits. Located at the ground floor of Building C (Room C-17)
Marketing & Communication Office	For student recruitment and brand management. Located at the 6th floor of Tower Building (Room T-61)
Management Information System	For data encoding, grading sheet request, and grading system. Located at the 3rd floor Building H (Room H-308)
Prayer Room	Located at the ground floor of Building C (Room C-14)
President's Office	Located at the 6th floor of the Tower Building (Room T-61)
Registrar's Office	For scholastic records, evaluation, diplomas, certificates, transfer credentials. Located at the ground floor of Building A (Room A-15)
Student Accounts	For student accounts, assessment, examination permits, periodical, and final grades. Located at the ground floor of Building A (Room A-13)
Treasury Office	For tuition fee adjustments and refunds. Located at the ground floor of Building A (Room A-13)
Vice President for Academic Affairs	Located at the ground floor of the Tower Building (Room T-13)
Vice President for Administrative Affairs	Handles University's support services. Located at the 2nd floor of Building A inside the Administrative and Human Resource Office (Room A-22)
Vice President for Financial Affairs	Located at the ground floor of Building A (Room A-12)
Vice President for Information System	For class schedule and classroom requests. Located at the 3 rd floor of Building H (Room H-307)
Vice President for Quality, Linkages, & Technology Enabled Learning	For maintaining University's quality initiatives overseeing the University's technology-based learning initiatives, as well as those linkages that support the new CHED typology. Located at the 2nd floor of Building H (Room H-213)

1. STUDENT SELECTION, PROGRESS, AND RETENTION

1.1 Student Attendance/Absences

1.1.1 Attendance

A student is required to attend classes regularly and punctually.

1.1.2 Absences and Tardiness

A student who fails to attend any class or school-related activity, or leaves and stays out of the class without the permission of the faculty shall be considered and marked absent. A student who arrives in class 10 minutes after the start of the class shall be marked "tardy," and three tardy marks shall be equivalent to one absence.

A student who incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods during the school year or term shall be given a failing grade and/or given NC (no credit) for the course/ subject.

1.1.3 Excused and Unexcused Absences and Exemptions

1.1.3.1 Excused Absence

A student shall be excused for not attending a school or school-related activity if the school has been notified by the student.

1.1.3.2 Unexcused Absence

An absence is unexcused if no valid reason is provided for the absence.

1.1.3.3 Exceptions

The Dean may at his discretion and in the individual case, exempt a student who exceeds the 20% limit for reasons considered valid and acceptable to the University. Such discretion shall not excuse the student concerned from responsibility in keeping up with lesson assignments and taking examinations where indicated.

1.1.4 Absences Due to Religious Grounds

The attendance of students during special holidays or activities relative to their religion shall be allowed provided the permission of the faculty, and the Dean is sought.

1.1.5 Admission Slip

A student who has been absent is required to secure an Admission Slip from the Student Development Office upon request/ submission of pertinent documents.

1.1.6 Attendance Record

Every faculty member shall monitor and promote regular attendance and punctuality of

all students in his/her classes. Each shall maintain accurate attendance records which must be available for inspection during school hours by department chairs or school administrators.

1.1.7 Disciplinary Sanctions

Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work. If a student has accumulated unexcused absences or tardiness, the faculty may decide not to allow make-up work.

1.2 Suspension of Classes

1.2.1 Automatic Suspension of Classes

- 1.2.1.1 When SIGNAL NO. 3 or higher is raised by PAGASA, classes at the preschool, elementary, secondary, and tertiary levels in the affected area, including graduate school shall be automatically canceled or suspended.
- 1.2.1.2 In cases where suspension of classes is done when students in the tertiary or graduate school levels are already in school, they will be allowed to leave the University immediately.
- 1.2.1.3 When classes are suspended or canceled on the day of the scheduled examination or activity, the Dean concerned shall decide on the reschedule.

1.2.2 Localized Cancellation or Suspension of Classes

- 1.2.2.1 As stated in the guidelines set by Executive Order, “In the absence of typhoon signal warnings from PAGASA, localized cancellation or suspension of classes may be implemented by local chief executives, as chairmen of the LDRRMC (Local Disaster Risk Reduction and Management Council) concern, in coordination with PAGASA and the NDRRMC, specifically in flood-prone or high-risk areas.”
- 1.2.2.2 If local government officials leave class suspension to the discretion of private educational institutions, JRU officials will make a decision based on the weather and road conditions, with concern for the health and safety of its students.
- 1.2.2.3 In cases where suspension of classes is done when students in the tertiary or graduate school levels are already in school, they will be allowed to leave the University immediately.
- 1.2.2.4 When classes are suspended or canceled on the day of the scheduled examination or activity, the Dean concerned shall decide on the reschedule.

1.3 Grading, Promotion and Retention

1.3.1 For the prelim and midterm, actual grades will be expressed in increments of 0.50.

<u>Grade</u>	<u>Equivalent</u>
1.0	1.00 – 1.25
1.5	1.26 – 1.75

2.0	1.76 – 2.25
2.5	2.26 – 2.75
3.0	2.76 – 3.25
3.5	3.26 – 3.75
4.0	3.76 – 4.25
4.5	4.26 – 4.75
5.0	4.76 – 5.00
NC	Incomplete requirements
NA	Not Attending
WD	Withdraw (student officially drops after the start of classes)

1.3.2 For the final grades, actual grades will be in increments of 0.10, and the following range of grades shall be given to the students:

<u>Grade</u>	<u>Equivalent</u>
1.0 to 1.9	Excellent
2.0 to 2.9	Good
3.0 to 3.5	Satisfactory
5.0	Failed
NC	No Credit (excessive absences and/or incomplete requirements)
WD	Withdraw (student officially drops after the start of classes)

2. STUDENT CONDUCT AND DISCIPLINE

- 2.1 Coverage of the Rules.** The University shall impose rules of conduct both within and outside the campus.
- 2.2 Classification of Offenses.** Offenses shall be classified as major or minor depending on their gravity, and frequency shall be given corresponding disciplinary actions.
- 2.3 Major Offenses.** The major offenses which shall be sanctioned with suspension, non-readmission, exclusion or expulsion and shall include the following:
- 2.3.1 Cheating in any form during examinations;
 - 2.3.2 Vandalism, littering, polluting, and wasting, including the improper use, of school property, resources and environment in any form or act that deprives or disrespects, the right of any member of the JRU community and its guests the full enjoyment of a clean environment, safe facilities and adequate resources conducive to the pursuit of its educational, social and recreational activities;
 - 2.3.3 Carrying or possessing any firearm, deadly weapon (e.g., lead pipes, baseball bats, ice picks, deadly blades, metal chains and knuckles, pellet guns, and explosive firecrackers, pyrotechnics) within the premises of the University;
 - 2.3.4 Disrupting academic functions or school activities to create disorder, breach of peace or serious disturbance not connected with any academic function or school activity;
 - 2.3.5 Involvement or participation in-campus and off-campus brawls;
 - 2.3.6 Membership in any fraternity or sorority not recognized by the institution.

- 2.3.7 Any form of hazing whether in-campus or off-campus;
- 2.3.8 Inflicting physical injuries upon another within the campus premises;
- 2.3.9 Possessing, trafficking, using prohibited drugs or chemicals, or any regulated drug without permit or prescription, in any form within the University premises;
- 2.3.10 Possessing or drinking an alcoholic beverage or being in a state of intoxication within the University premises. Students enrolled in HRM 37 (Bar Operation Management) must present a special permit issued by the concerned faculty and approved by the Dean indicating the type and quantity of alcoholic beverages, the date these will be used in class and the student(s) assigned to bring to class the beverages.
- 2.3.11 Gross acts of disrespect, in words or in deeds, which tend to put any officer, faculty, or administrative staff in ridicule or contempt;
- 2.3.12 Threatening another with infliction upon his person, honor, or property or any act amounting to a crime or delinquency;
- 2.3.13 Any form of extortion or blackmail, whether or not the purpose or the objective is accomplished;
- 2.3.14 Unauthorized solicitation;
- 2.3.15 Acts of lewdness or immorality, public display of affection, or distribution of pornographic materials within the University premises;
- 2.3.16 Acts that bring the name of the University into disrepute, whether real or imaginary, such as the public and malicious imputation of a crime, vice, defect, or any act, omission, condition, status or circumstance, tending to cause disorder to, discredit or contempt for the name of the University;
- 2.3.17 Stealing, extorting or any attempt thereof; misappropriating or failing to account for funds belonging to the University or any recognized organization;
- 2.3.18 Habitual disregard for or willful violation of established policies and regulations;
- 2.3.19 Forging, falsifying or tampering with academic official record, receipt or any document, or making any false statement to deceive or defraud, or any attempt thereof, the University in any transaction;
- 2.3.20 Any form of gambling or betting within the campus;
- 2.3.21 Any acts of subversion or insurgency;
- 2.3.22 Lending, borrowing, tampering, using ID's, enrolment permits, examination permit, clearance certificate or other documents; or committing, allowing or abetting acts of impersonation or misrepresentation;
- 2.3.23 Wearing or using an identification card other than your own inside the campus;
- 2.3.24 Using the University name without authority;
- 2.3.25 Committing a third minor offense;
- 2.3.26 Using social networking tools (chats, blogs and the like) and emails for any illegal or immoral purpose against the school or its policies;
- 2.3.27 Smoking inside the campus;
- 2.3.28 Any form of bullying; and

2.3.29 Gross misconduct.

2.4 Minor Offenses. The following shall be considered minor offenses, including but not limited to:

- 2.4.1 Using cellphones and other electronic gadgets inside the classroom, laboratory, library and places where learning activities are going on;
- 2.4.2 Not wearing the prescribed uniform;
- 2.4.3 Wearing improper attire (e.g., wearing shorts, caps, slippers, spaghetti straps, cross-dressing, etc.) on occasions when wearing the prescribed uniform is not required;
- 2.4.4 Unkempt hair by students;
- 2.4.5 Wearing earrings by male students;
- 2.4.6 Wearing more than one pair of earrings per ear by female students;
- 2.4.7 Body piercing accessories on any part of the body except earlobes;
- 2.4.8 Visible tattoos that are inappropriate must be covered while on campus;
- 2.4.9 Eating inside classrooms, auditorium, gymnasium, library and prayer room; and
- 2.4.10 Using University facilities and equipment without authority.

2.5 Disciplinary Sanctions. The following are the disciplinary sanctions which shall be imposed, without prejudice to others as warranted by the circumstances of the violations:

- | | | | |
|-------|-----------------------|--|--|
| 2.5.1 | In cases of offenses: | <u>Major Offense</u> | <u>Minor Offense</u> |
| | First Offense | 2-Day suspension | Warning |
| | Second Offense | 7-Day suspension | Written notice and 1-day suspension |
| | Third Offense | Suspension, non-readmission, exclusion | 2-day suspension and will be considered as a major offense |
- 2.5.2 For major offenses, the sanctions that may be imposed are suspension, non-readmission, exclusion, or expulsion.
 - 2.5.3 Suspension - means barring the student from entering the campus and attending classes. A student may be immediately suspended to maintain an atmosphere conducive to learning, safety, and security, and primarily maintain peace and order in school, preserve decorum in the classroom, and uphold respect for administrators and faculty. Suspension may be preventive or disciplinary.
 - 2.5.3.1 Preventive Suspension - A student may be suspended during the period of the investigation and/or the pendency of the disciplinary proceedings.
 - 2.5.3.2 Disciplinary Suspension - A student may be suspended for a number of days which shall be appropriate for the nature, gravity, and recurrence of the offenses committed.
 - 2.5.4 Non-readmission - A student is allowed to complete the current school term but may be denied admission thereafter. The student under non-readmission may be placed under disciplinary probation which imposes a condition that he/she may be summarily dismissed for any further violation of the rules.
 - 2.5.5 Exclusion - A student is dropped from the rolls of the University immediately upon promulgation of the resolution for exclusion and denied admission thereafter.

- 2.5.6 Expulsion - A student is dropped from the rolls of the University immediately upon promulgation of the resolution for expulsion, and no transfer credentials will be issued to the student.
- 2.5.7 If a student is found to have been directly responsible for damage to school property, or even the property of others while within the school premises, two types of sanctions shall be imposed; those of financial nature, and those of an academic nature.
 - 2.5.7.1 The financial compensation involves the payment at the Student Accounts Office by the erring student of the cost of the damaged property, whether or not done deliberately, and involves the determination of replacement cost.
 - 2.5.7.2 The second concerns additional disciplinary measures, should it appear that the student's acts approximate that the vandalism, and may involve academic.
- 2.6 Reservation on Disciplinary Sanctions.** The University reserves the right to decrease or increase the sanctions that may be imposed, including the imposition of financial, academic, and other additional penalties it deems just and fair.
- 2.7 Due Process.** In the conduct of all disciplinary investigations and proceedings, the standards of due process as provided for in an academic, administrative setting, shall be observed.
 - 2.7.1 The Coordinator of Student Discipline shall (a) investigate all written complaints and referrals; (b) inform the students of their right to be assisted by parents or guardian and/or counsel; and (c) submit its report and recommendations to the SDO.
 - 2.7.2 The records of the disciplinary proceedings shall be noted and signed by both parties.
 - 2.7.3 Giving false testimony in any disciplinary investigation or proceeding shall be dealt with the appropriate action.
 - 2.7.4 In case of minor offenses, if the offender fails to appear, despite due notification and without sufficient cause, the Director of Student Development Office (SDO) shall exercise full and sole discretion in resolving the case with impartially, justice, and fair play.
 - 2.7.5 In case of major offenses that may result in sanctions to dismiss, exclude, expel, or require the withdrawal of a student, the discipline committee shall be convened and may receive evidence. It shall resolve the case with impartially, justice, fair play, and promulgate the same without delay.
- 2.8 Effects of Disciplinary Sanctions.** Disciplinary sanctions imposed on the student do not exempt, excuse, or except the student from complying with the requirements of a course and other school policies, such as taking examinations, quizzes and graded recitations, etc. during the period of suspension. The student while serving the sanction, and thereafter, may be placed on disciplinary probation status.

3. REQUIREMENTS ON CAMPUS

The completion of one's registration binds the student to agree to and abide by the University policies, rules, and regulations; to accept the prescribed course of study; and to meet the test required as to attendance, diligence in study and personal conduct. The continuance of the student in the rolls and his

graduation, the awarding of academic credits, and the granting of any certificate or degree are strictly subject to the disciplinary authority of the University.

3.1 Identification Card (ID)

Identification Card is secured from the Information Technology Office located at Building H (Room H-211).

All currently enrolled students are required to wear their ID slung over their neck at all times while inside the campus. The ID card is required when borrowing books in the library and for any other purposes that may require identification.

In the event that the ID card is lost, destroyed or damaged, a replacement card may be obtained from the Information Technology Office upon submission of duly accomplished Request for ID Replacement Form and the payment of ID Replacement Fee.

Temporary Gate Pass may be secured from the Student Development Office in case the ID is misplaced, damaged or left at home.

3.2 Dress Code and the School Uniform

Jose Rizal University prides itself in the way students reflect the University's culture and values through their appearance. As such, students are expected to follow the general rules below:

- 3.2.1 The school ID must be conspicuously worn slung over the neck while within the University and as prescribed during events outside the school.
- 3.2.2 Wear school uniforms as required uniforms must be clean, without tatters, properly buttoned and cut to the appropriate length and style.
- 3.2.3 Hairstyle should be neat and appropriate for school.
- 3.2.4 Only shoes appropriate to the uniform will be allowed. The use of sandals, slippers, clogs, step-ins, or similar footwear is not allowed.

3.3 Textbooks

All students are encouraged to obtain a complete set of the prescribed textbooks, the list of which is posted at the University Bookstore during the enrolment period. The University Bookstore sells textbooks and school supplies at reasonable and competitive prices, but students are free to obtain their textbooks and school supplies elsewhere if they so prefer.

3.4 Off-Campus

Activities that are held outside the campus may be sanctioned by the University, only if they are, in a way, related to some official school activity, such as interscholastic athletics contests. Any other off-campus activity shall not bind the University unless its prior written consent is sought through the proper channels.

4. SCHOLARSHIPS AND FINANCIAL ASSISTANCE

Academic Scholarships

- 4.1 La Pluma. This form of academic scholarship is given to incoming college students who graduated in the **top three** of the respective strand of their Senior High School consisting of at least 100 graduating students.
- 4.2 Entrance Scholar A. This entrance scholarship is given to incoming students in college division who obtained the top three highest scores in the JRU scholarship admission test.
- 4.3 Entrance Scholar B. This entrance scholarship is given to incoming students in the college division who obtained a score equivalent to above average in the JRU scholarship admission test.
- 4.4 Academic Scholar A. This academic scholarship for existing students enrolled in JRU who obtained a final GPA of 1.500 with no grade lower than 2.000, no failing grade in any subject and carrying a regular load for the previous semester.
- 4.5 Academic Scholar B for College. This academic scholarship for existing students enrolled in JRU who obtained a final GPA of 2.000 with no grade lower than 2.500, no failing grade in any subject and carrying a regular load for the previous semester.

Athletic Scholarship

- 4.6 Athletic Scholarship. This scholarship is open to all officially enrolled students who meet the qualifications set by the University in their respective sports discipline. Scholarships of this kind are recommended by the Athletic Director and approved by the University President.
- 4.7 Band Scholarship. This scholarship is open to officially enrolled College students of the University. A scholarship of this kind is determined through a list co-signed by the Bandmaster and the Athletics Director and approved by the University President.
- 4.8 NCAA (National Collegiate Athletic Association) Cheerleader Scholarship. This scholarship is open to officially enrolled College students of the University. A scholarship of this kind is endorsed by the coach/instructor in-charge and through the office of the Athletic Director.

Non-Academic Scholarships

- 4.9 CSC (Central Student Council) President and Vice President Scholarships. This kind of scholarship is open to incumbent CSC President and Vice President for internal and Vice President for External affairs. This scholarship is determined by the Director of Student Development Office (SDO), endorsed by the Vice President for Academic Affairs (VPAC) and approved by the University President.
- 4.10 Student Publication. This scholarship is open to the incumbent editor in chief and managing editor of the official college publication of the University. A scholarship of this kind is determined by the faculty adviser of the publication and Director of Student Development office, endorsed by the VP Academic Affairs, and approved by the University President.
- 4.11 DCMT Scholarships. This is open to the incumbent Corps Commander of the Corps of

Cadets of DCMT. A scholarship of this kind is recommended in writing by the DCMT Commandant and the Director of Student Development Office, endorsed by the VP Academic Affairs and approved by the University President.

- 4.12 Chorale Scholarship. This scholarship is open to officially enrolled College students of the University who has been a member of the chorale for one (1) year. A scholarship of this kind is determined through a list co-signed by the chorale Master and SDO Director, endorsed by the VP Academic Affairs and approved by the University President.

Special Scholarships

- 4.13 Jose Rizal University Alumni Association (JRUEA) Scholarship. This scholarship is for incoming first-year college students who successfully pass the screening and evaluation requirements of the JRUEA.
- 4.14 Presidential Decree No. 451 (PD451). This scholarship is for poor but deserving students as recommended by the VP Financial Affairs and approved by the University President.
- 4.15 Special Funded Scholarships. This scholarship is open to all officially enrolled students who show exceptional promise as recommended by the VP Academic Affairs and approved by the University President.
- 4.16 Special Military Scholarship. This scholarship is open to the dependents of military personnel who die or are incapacitated in the line of duty.
- 4.17 Scholarship for Direct Descendants of Founding Officers of Jose Rizal College. This scholarship is for direct descendants of the founding trustees and first officers of Jose Rizal College in 1919. The eligibility for any such scholarship will be determined by the University President.

Financial Assistance

- 4.18 Student Assistants. This scholarship is open to poor but deserving college students who will be tasked to work as a support assistant for faculty and staff of the University. Applicants for this scholarship are assessed and evaluated by a mental ability test and interview by the head of the requesting office.
- 4.19 Financial Assistance/Aid Scholarship from Partner Entities. Financial assistance opportunities are available to qualified students in the college division upon screening and evaluation of the Director of the Student Development Office.

5. STUDENT HONORS AND AWARDS

During the annual collegiate commencement exercises, the following awards shall be granted:

5.1 Academic Honors

- 5.1.1 In order to qualify for academic honors, a student must:
- 5.1.1.1 Have finished the program within the prescribed number of curriculum years,
 - 5.1.1.2 Must not have any failing grade/NC
 - 5.1.1.3 Not have any leave of absence, and

- 5.1.1.4 Not have committed any major infractions
- 5.1.2 Summa Cum Laude. Candidates must have completed the prescribed curriculum years at JRU with a GPA of 1.000- 1.250.
- 5.1.3 Magna Cum Laude. Candidates must have completed the prescribed curriculum years at JRU with GPA of 1.251- 1.500.
- 5.1.4 Cum Laude. Candidates must have completed the prescribed curriculum years or must have earned at least ninety-units of academic credit if transferee at JRU with GPA of 1.501-2.000.

Transfer student candidate for graduation honor complies with other requirements stated in the Registrar's guidelines for graduation honors.

5.2 Special Award for Scholastic Achievement

- 5.2.1 Special awards for scholastic achievement shall be given to the top three students obtaining the highest scholastic average for the school year, selected from all students working for a certificate, title or degree, carrying a load of not less than 15 units for each of the two regular semesters for the year.
- 5.2.2 Other special awards shall also be given to students who have shown outstanding performance in the major courses, or specialization.

5.3 Special Award for Loyalty

- 5.3.1 For purposes of determining eligibility for loyalty awards, the courses of study at Jose Rizal University shall be divided into four curricular levels, the first being the elementary course of study, the second the secondary curriculum, the third being the collegiate bachelor's degree, and the fourth the graduate degree or its equivalent.
- 5.3.2 A student who successfully completes four consecutive levels of course of study exclusively at the university shall be eligible for a platinum medal for loyalty, for three consecutive levels a gold medal for loyalty, and for two consecutive levels a silver medal for loyalty.
- 5.3.3 No loyalty awards are given for successfully completing full residence for only one level.

6. GRADUATION

6.1 Graduation Requirements

- 6.1.1 As a general rule, no student shall be allowed to graduate unless he/she complies with all academic, non-academic, and other requirements imposed by the institution for graduation.
- 6.1.2 No candidate for a title or a degree shall be permitted to graduate or participate in the commencement exercises unless the following requirements have been satisfactorily fulfilled.
 - 6.1.2.1 Must have fulfilled all the program requirements for graduation as specified in the prescribed course curriculum.
 - 6.1.2.2 Must have obtained satisfactory grades in all his subjects.

- 6.1.2.3 Must have earned at least sixty (60) units of academic credit at JRU for transfer students residency.
 - 6.1.2.4 Must have settled all his financial obligations not later than the last term of the school year in which the student hopes to graduate.
 - 6.1.2.5 Must have submitted all the required admission credentials and scholastic records such as F137 or Official Transcript of Records from other schools attended.
 - 6.1.2.6 Must have filed an application for graduation online using the Mobile App on the specified dates of application of the Registrar's Office.
 - 6.1.2.7 It is the duty of the student to see the evaluation form in the Student Access Module through AIMS or Mobile App.
 - 6.1.2.8 Students shall be responsible for checking their subjects taken and passed.
 - 6.1.2.9 Transfer students' final evaluation shall be based on the official Transcript of Records of the students.
- 6.1.3 Except as may otherwise be provided by CHED, in connection with accreditation, Special Orders shall be required for the graduation of students from the formal tertiary levels of private schools.

7. SCHOOL ACTIVITIES

School activities consist of curricular and non-curricular (extra-curricular). Students are required to secure the corresponding waivers, clearances, permits for specific school activities as provided for in CHED issuances.

Extra-curricular activities provide special opportunities for students to participate in the interest groups and programs of their own choosing; all of which provide significant opportunity to develop qualities of leadership.

There are a number of student organizations on campus, all under the leadership of students with faculty supervision. From time to time, the different organizations sponsor convocations and open forum on subjects of current interest; notable speakers with special knowledge of the topic are usually invited.

Students and student organizations shall not, either individually or collectively, use the name of, or hold itself to be the official representative of Jose Rizal University in any activity of any kind without the previous written authority of the Dean. Violation of this rule constitutes adequate cause for disciplinary action.

7.1 Required and Other School Activities

7.1.1 Physical Education and Athletics

Physical education is required of all students, but exemptions may be granted for physical incapacity as certified by the University physician.

The University has adequate athletic facilities in the campus. The active participation of a

student in organized intramural activities or in any sports activity recognized by the national sports association concerned or by the Commission on Higher Education and/or the Department of Education whether individually or as a team member, shall be considered as compliance with the Physical Education requirements for the school term in which participation took place.

The University is an active member of the National Collegiate Athletic Association (NCAA), and the intercollegiate athletics program consists of varsity teams in basketball, football, track and field, lawn tennis, table tennis, volleyball, and chess. Students enjoy certain privileges in connection with attendance at NCAA games.

A comprehensive intramural sports and recreation program is sponsored for the entire University, and students are encouraged to participate in these sports and recreation. Awards are given for group and individual excellence.

7.1.2 National Service Training Program Act of 2001 (R.A. 9163)

Republic Act No. 9163 established the National Service Training Program (NSTP), which shall form part of the curricula of all baccalaureate degree programs and of at least two (2) year technical-vocational courses and is a prerequisite for graduation.

The program consists of the following service components:

- 7.1.2.1 Reserve Officers Training Corps (ROTC), which is optional and voluntary;
- 7.1.2.2 Civic Welfare Training Service;
- 7.1.2.3 Literacy Training Service

All incoming freshmen students, male or female, are required to complete one (1) NSTP component of their choice, as a graduation requirement. Each of the aforementioned NSTP program components shall be undertaken for an academic period of two (2) semesters.

All program components shall give emphasis on citizenship training and shall instill patriotism, respect for the rights and adherence of civilians to the Constitution.

8. STUDENT ORGANIZATION

8.1 General Provisions

- 8.1.1 The University shall provide special opportunities for students to participate in the interest groups and programs of their own choosing.
- 8.1.2 Extra-curricular activities shall provide a significant opportunity to develop qualities of leadership.
- 8.1.3 Student organizations shall be under the leadership of students with faculty supervision.
- 8.1.4 A recognized student organization may represent itself as a University student organization, avail of University facilities, use the name of the University, or be eligible for membership in the Central Student Council, upon clearance of the Director of the Student Development Office (SDO).
- 8.1.5 The Central Student Council (CSC), the highest collegiate body in the campus, shall be

composed of the officers of the executive committee of campus organizations and with at least one adviser assigned by the SDO Director.

8.2 Application for Recognition

- 8.2.1 Requirements for establishing a new student organization are as follows:
 - 8.2.1.1 Not partisan or religious in nature
 - 8.2.1.2 At least 25 members who are currently enrolled
 - 8.2.1.3 Constitution and By-Laws
 - 8.2.1.4 Recommended activities for the year
 - 8.2.1.5 List of officers (ad hoc), and
 - 8.2.1.6 Recommended faculty adviser
- 8.2.2 Application for recognition of a new student organization shall be made to the SDO Director, preferably within 45 days after the end of the second semester.
- 8.2.3 Recognition of a student organization is renewable annually provided that the following requirements are met:
 - 8.2.3.1 Year-end report of activities
 - 8.2.3.2 Reviewed by-laws
 - 8.2.3.3 Financial Statements
 - 8.2.3.4 Ad hoc committee/s for the next school year
 - 8.2.3.5 Recommended adviser
 - 8.2.3.6 Recommended activities
- 8.2.4 A list of recognized student organizations shall be issued annually by the SDO Director.
- 8.2.5 All recognized student organizations shall have an Executive Board consisting of the President, Vice President Internal and Vice President External.
- 8.2.6 Every recognized student organization shall be assigned at least one adviser.
- 8.2.7 The preference of the recognized student organization shall be taken into consideration in the appointment of the adviser.
- 8.2.8 The adviser shall be required to attend all general meetings and activities involving the entire membership.
- 8.2.9 The SDO Director in coordination with the respective department chair shall approve a substitute faculty adviser in cases where the assigned faculty adviser is not available.

8.3 Membership

- 8.3.1 Membership in any approved student organization shall be limited to students currently enrolled in the University.
- 8.3.2 Recognized student organizations shall not conduct initiation ceremonies involving physical activity or display, whether in the University premises or elsewhere.

8.4 Elections

8.4.1 Recognized Student Organization

- 8.4.1.1 Elections for Recognized Student Organizations will be done on or before the

second week of February. They will be elected at large by the members with at least 50% plus 1 as majority voter turnouts.

8.4.1.2 The procedures for election shall be covered by the by-laws of the student organization.

8.4.1.3 Any election protest shall be settled by the faculty adviser, but may be appealed to the SDO Director.

8.4.1.4 Students graduating in the first semester shall not be eligible to run for office.

8.4.2 Student Government

8.4.2.1 The Central Student Council (CSC), the highest college student body in the campus, shall be composed of the executive committee of the different campus organizations with at least 1 adviser approved by the SDO Director.

8.4.2.2 Students graduating in the first semester shall not be eligible to run for office.

8.5 Activities

8.5.1 Activities requiring the use of any University facilities shall be calendared with the SDO Director

8.5.2 The use of facilities shall be prioritized in the following manner: first priority – University activity; second priority – academic division activity; third priority – organization activity.

8.5.3 Recognized Student Organizations shall submit the required documents and reports to SDO

8.5.4 Non-compliance with any requirement shall mean the non-renewal of recognition of the student organization for the succeeding school year by the SDO Director.

9. STUDENT PUBLICATIONS

9.1 There shall be two major publications for the College Division: The Journal and The Rizalian.

9.2 The following content shall be prohibited in any publication of the University:

9.2.1 Any written or graphic material that is considered by the administration as obscene, vulgar, indecent, gross, sexually explicit, injurious to young readers and devoid of any moral value.

9.2.2 Those that tend to incite subversion, insurrection, rebellion or sedition against the state, or otherwise threaten the economic, and/or political stability of the state.

9.2.3 Those which tend to undermine the faith and confidence of the people, their government and/or duly constituted authorities.

9.2.4 Those, which glorify criminals or condone crimes.

9.2.5 Those, which serve no other purpose but to satisfy the market for violence or pornography.

9.2.6 Those, which tend to abet the traffic in use of prohibited drugs.

- 9.2.7 Any material which may be considered as libelous or defamatory within the purview of the law in the Philippines or which is not in accordance with the established canons of good and responsible journalism.
- 9.2.8 Any criticism of the government.
- 9.2.9 Those which are libelous or defamatory to the good name and reputation of the University and any member of the founding family, officers, staff, faculty and other personnel, whether living or dead.
- 9.2.10 Topics with little or no relation to student activity.
- 9.2.11 Any work which constitutes plagiarism or which the editor-in-chief and/or faculty adviser strongly feels may have been plagiarized, pirated or violates copyright privileges.

9.3 The budget for printing shall be submitted to the Vice President for Academic Affairs (VPAC) for approval.

9.4 Policies on the School Organ

- 9.4.1 The Journal is a students' magazine that is primarily intended for information and exchange of student ideas and views, for building up school spirit, and for assisting in the molding of student minds in the proper direction.
- 9.4.2 The Director of Student Development Office shall appoint a faculty adviser for the school organ.
- 9.4.3 The faculty adviser shall conduct a competitive examination within 14 days after the opening of classes, to determine eligibility for the positions of Editor-in-Chief and Managing Editor.
- 9.4.4 Additional positions may be provided as the need may arise upon the recommendation of the Editor-in-Chief and with the approval of the faculty adviser.
- 9.4.5 A full scholarship and a half-scholarship valid for one year shall be made available to the editor-in-chief and the managing editor, respectively.
- 9.4.6 Scholarships shall be forfeited for the editor-in-chief and the managing editor should they fail to publish 2 issues per year.
- 9.4.7 The school organ shall be in the form of 9" x 12", and shall contain at most 28 pages.
- 9.4.8 In marginal or doubtful instances of matters for publication, the faculty adviser shall have the final decision, after clarification with the student editor concerned. Any modification or rejection of an article shall be accompanied by an explanation for the action.

9.5 Policies for the Yearbook

- 9.5.1 The college graduating class, if so desired, shall publish a yearbook at the end of the school year, named "The Rizalian".
- 9.5.2 The yearbook shall be planned, prepared, and published by the graduating students themselves, with the assistance of faculty advisers appointed by the Director of Student Development Office.
- 9.5.3 All contracts entered into, and all obligations incurred in connection of the yearbook shall be in the name of the "Jose Rizal University Yearbook Committee."

- 9.5.4 The editorial board of graduating students shall be responsible for preparation of the yearbook.
- 9.5.5 The members of the editorial board shall be appointed by the Director of Student Development Office upon the recommendation of the yearbook faculty advisers.
- 9.5.6 The editors-in-chief and the managing editor shall constitute the senior members of the staff and as many associate editors as necessary may be appointed.
- 9.5.7 The editor-in-chief of the yearbook shall not serve as editor-in-chief of the school organ at the same time.
- 9.5.8 The collection of the yearbook fee from the individual graduating students shall be deposited with the University Treasurer and withdrawals from this fund shall be based on receipts in connection with the expenditures of the yearbook and shall be allowed only with the consent of the yearbook faculty adviser with the approval of the Director of Student Development Office.
- 9.5.9 The funds from the yearbook fee are the property of the senior class organizations concerned and may not be utilized for any other purpose. Use of unutilized funds shall be the sole discretion of the contributors.
- 9.5.10 A graduating student, to be eligible for inclusion in the yearbook, shall complete graduation requirements within the school year, including the summer term.
- 9.5.11 The members of the yearbook committee shall be held accountable for the publication of the yearbook, and they will be subject to clearance from the university.

10. STUDENT RECORDS

10.1 Registration and Enrolment

- 10.1.1 The enrolment system can be accessed online.
- 10.1.2 Except for old students, new applicants or transfer students are required to enroll in campus.
- 10.1.3 A student is considered officially enrolled only after he has:
 - 10.3.1 Submitted all required admission credentials (for new applicants/transfer students)
 - 10.3.2 Issued an Enrolment Permit (EP)
 - 10.3.3 Made an initial payment of school fees
- 10.3.4 When a student is officially enrolled, it is understood that he/she is enrolled for the duration of the entire term, regardless of whether school fees have been fully paid or not.

10.2 Late Enrolment

The last day of enrolment without fine is the first day of regular classes. Any student who is allowed to enroll after the said date shall be considered as a late enrollee and is subject to the late enrolment fine.

10.3 School Request for JRU Credentials

- 10.3.1 As a general rule, transcripts shall not be issued directly to students in any academic level, unless authorized in writing by the school requesting for the Form 137/TOR.
- 10.3.2 The request for F137/TOR and similar record by another school on the basis of Transfer Credentials, should be attended promptly, as a matter of inter-school courtesy and shall forward such records directly to the school preferably within thirty (30) days from receipt of the request.
- 10.3.3 A request for a second copy of F-137/TOR made by the Registrar or his/her assistant when the original has been lost or damaged should be honored and given free of charge as a matter of institutional courtesy. On the other hand, a request made by one school for F-137/TOR which had previously been issued to another school cannot be honored.

10.4 Student Request for JRU Credentials

- 10.4.1 F-137/TOR, Transfer Credentials, and Certification shall be issued only if the admission requirements of the student into the University are complete, including Form 137/TOR from the school where the student had studied prior to entering the University and no outstanding obligation whatsoever.
- 10.4.2 For security reasons, F-137/TOR shall always be issued with a notation “Not Valid Without the Seal of the University and the Original Signature of the Registrar.”
- 10.4.3 It is preferred that the requested F-137/TOR, Transfer Credentials, and Certification be issued directly to the student unless a representative bears the authorization letter from the student in order to get a document.

- 10.5 For Graduates prior to 2001, clearances may be limited to Library, Registrar’s Office (REG) and Student Accounts Office, while graduates from 2001 to present, clearances may be limited to the Registrar’s Office and Student Accounts Office only.

11. STUDENT ACCOUNTS AND FINANCES

11.1 Tuition and Other School Fees

The tuition for the semester or summer for each student will depend upon the total number of units taken. Miscellaneous and other fees may be charged depending on the course and subject enrolled. The details of tuition and miscellaneous fees are available at the Student Account Section of the Accounting Office.

A “prompt payment discount” of 10% of tuition fee is given if full payment of all tuition fee and miscellaneous fees are made before the opening of classes (Prompt Payment Discount). However, if payment is made through credit card, the “prompt payment discount” is reduced to 7.5%

Further information about the prompt payment discount schedule and the deadline for enjoying such privilege may be obtained at the Student Accounts Section at Room A-13.

Students who will pay tuition fees and miscellaneous fees after the prompt payment discount

period but on or before the 11th day from the opening of classes can no longer avail the prompt payment discount and will be charged the full published rate.

Students who are not able to pay tuition and miscellaneous fees in full on or before 11th day from the opening of classes shall automatically be considered as paying on “installment basis” and shall be charged the installment rates.

Students who pay on installment basis shall be charged an “Incomplete Down-payment fine” of Five Hundred Pesos (Php 500.00) if the full down payment is not made on or before 11th day from the opening of classes.

A “Non Payment Fine” equivalent to Two Hundred (Php 200.00) Pesos shall be charged to those students who fail to pay the minimum payment required on installment accounts as they become due.

The last day of enrolment without fine is the first day of regular classes. Any student who is allowed to enroll after the said date shall be considered as a late enrollee and is subject to the late enrolment fine.

A student is not considered enrolled unless the minimum down payment has been paid, in addition to the other requirements for enrolment.

Please note that the student with delinquent accounts shall be subject to penalties. This includes students who do not settle financial obligations to the University on time and those who issue “bounced checks.”

11.2 Withdrawals and Refunds

11.2.1 Refunds (Cash and Published rates)

Subsequent to enrolment, if the student officially withdraws his/her enrollment for any reason, within fifteen (15) calendar days after the opening of classes, the University shall refund all payments already made, but will charge the student the amount of Two Thousand Eight Hundred Pesos (Php 2,800.00) as processing fee. If the student withdraws only a portion of his/her enrolment, the University shall refund the portion of the tuition and any directly corresponding miscellaneous fees pertaining to the course withdrawn, that has already been paid by the student provided that the student has properly filed the appropriate JRU Form for dropping of courses. The student shall be charged the appropriate amount for dropping of courses, except when the withdrawal of the course is due to the failure of prerequisite for the course, his/her knowledge having been obtained after his/her enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than fifteen (15) calendar days but not more than thirty (30) calendar days after the beginning of classes, the student shall be charged 25% of the total published tuition and miscellaneous fees due. This shall be in addition to the appropriate charges imposed for dropping the courses, except when the withdrawal of the course is due to the failure of a prerequisite for that course, his/her knowledge having been obtained after his/her enrollment due to failure of faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the course withdrawn, which has already been paid by the student. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than thirty (30), but not more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 50% of the total published tuition and miscellaneous fees due. This shall be in addition to the appropriate charges imposed for dropping the courses, except when the withdrawal of the course is due to the failure of a prerequisite for that course, his/her knowledge having been obtained after his/her enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the course withdrawn, which has already been paid by the student. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment, for any reason more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 100% of the total published tuition and miscellaneous fees due. This shall be in addition to appropriate charges imposed for dropping the courses, except when the withdrawal of the course is due to the failure of a prerequisite for that course, his/her knowledge having been obtained after his/her enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the course withdrawn, which has already been paid by the student. This policy imposed shall be imposed regardless of whether or not the student has been attending his/her classes.

A student is deemed to have officially withdrawn if he/she has properly filed the appropriate JRU Form for withdrawal or dropping of courses.

11.2.1 Refunds (Installment Basis)

Subsequent to enrolment, if the student officially withdraws his/her enrollment for any reason, within fifteen (15) calendar days after the opening of classes, the University shall refund all payments already made, but will charge the student the amount of Two Thousand Eight Hundred Pesos (Php 2,800.00) as processing fee. If the student withdraws only a portion of his/her enrolment, prior to the start of the classes, the University shall refund the portion of the tuition and any directly corresponding miscellaneous fees pertaining to the course withdrawn, that has already been paid by the student provided that the student has properly filed the appropriate JRU Form for dropping of courses. The student shall be charged the appropriate amount for dropping of courses, except when the withdrawal of the course is due to the failure of prerequisite for the course, his/her knowledge having been obtained after his/her enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than fifteen (15) calendar days but not more than thirty (30) calendar days after the beginning of classes, the student shall be charged 25% of the total installment tuition and miscellaneous fees due.. This shall be in addition to the appropriate charges imposed for dropping the courses, except when the withdrawal of the course is due to the failure of a prerequisite for that course, his/her knowledge having been obtained after his/her enrollment due to failure of faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the course withdrawn, which has already been paid by the student. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment for any reason more than thirty (30) but not more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 50% of the total installment tuition and miscellaneous fees due.. This shall be in addition to the appropriate charges imposed for dropping the courses, except when the withdrawal of the course is due to the failure of a prerequisite for that course, his/her knowledge having been obtained after his/her enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the course withdrawn, which has already been paid by the student. This policy shall be imposed regardless of whether or not the student has been attending his/her classes.

If a student officially notified the University of the withdrawal of his/her enrolment, for any reason more than forty-five (45) calendar days after the beginning of classes, the student shall be charged 100% of the total installment tuition and miscellaneous fees due. This shall be in addition to appropriate charges imposed for dropping the courses, except when the withdrawal of the course is due to the failure of a prerequisite for that course, his/her knowledge having been obtained after his/her enrollment due to failure of the faculty to submit the final grade on time. In which in case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the course withdrawn, which has already been paid by the student. This policy imposed shall be imposed regardless of whether or not the student has been attending his/her classes.

A student is deemed to have officially withdrawn if he/she has properly filed the appropriate JRU Form for withdrawal or dropping of courses.

12. STUDENT PERSONNEL SERVICES

12.1 Health Services

A medical and dental clinic forms part of the services made available to students of the University and is located at Room C-18 at the ground floor of Building C. Qualified physicians/dentists/nurses staff the clinic, which is open from 7 a.m. up to 9 p.m. from Monday to Saturday.

12.2 Testing Services

Testing services refer primarily to group testing for school administration purposes and cover a number of fields. The main purpose of group testing undertaken by the University is to provide benchmarks and indicators for determining the progress of students and the quality of instructional output. In general, testing services are provided by or are given by others under the supervision of the Guidance and Testing Office. These include scholastic aptitude tests, English facility tests, IQ tests, and special purpose tests.

12.3 Guidance Services

Guidance and counseling services are available for all divisions from the Guidance and Testing Office. Such services can involve the assessment of difficulties in student studies, including the application of appropriate testing and measurement mechanisms, in order to assist the individual student

in realizing his full potential. Guidance and counseling services can partake of either individual or group counseling, or both.

12.4 Career and Placement Services

Career and Placement Services aim to support and empower students with the resources, skills, and knowledge necessary to be successful within career exploration, educational planning, job preparation, and employment search.

13. STUDENT PROTECTIONS UNDER SPECIAL LAWS

13.1 Coverage

There are laws that impact student rights and require institutions to implement measures to ensure the protection of those rights. Some of these laws include Republic Act Nos. 7877 "Anti-Sexual Harassment Act of 1995.", 9165 (Comprehensive Dangerous Drugs Act of 2002), 10627 (Anti-Bullying Act of 2013), and 10173 (Data Privacy Act of 2012). The University has adopted policies and procedures to implement these laws and their accompanying rules and regulations, which are likewise adopted entirely or supplementarily, where applicable, and made an integral part, of this handbook.

13.2 Sexual Harassment.

University policy implementing RA 7877 and its IRR, which is made an integral part of this handbook, shall be observed. The student may file a letter complaint with either the Dean, SDO Director, or Vice President for Academic Affairs, who shall forward the complaint to the Administrative and Human Resources.

13.3 Anti-Bullying.

Bullying is classified as a major offense in this handbook. However, considering the diverse acts and methods by which bullying can be committed, the JRU Policy on Anti-Bullying Act in compliance with RA No. 10627, its IRR, and DepEd Order 40 (2012) have been issued as an addendum to this handbook.

13.4 Random Drug Testing.

Students randomly selected to undergo drug testing under Board Regulation No. 6 (2003) of the Dangerous Drugs Boards, have the right, among others, to notification, confidentiality and integrity of the random selection process, both the initial and confirmatory test results and protection from expulsion and any disciplinary action for first time positive confirmatory drug test results. Board Regulation No. 6 (2003) is made part of this handbook.

13.4.1 The University is a drug-free campus and, in the exercise of its admission and retention policies, adopts CHED Memorandum Order 64 (2017) as part of this handbook.

13.4.2 Although the refusal of the student to undergo drug testing shall not give rise to a presumption of drug use and dependency the school in the exercise of its academic freedom may refuse admission of the student or impose disciplinary sanctions.

13.5 Data Privacy

The University is committed to protecting the privacy rights of its students (also known as data subjects) on personal information pursuant to the provisions of the Data Privacy Act of 2012. Students are urged to read and understand the privacy notice posted in the University website (<http://jru.edu/privacy-notice-for-students>), which explains how the University collects, uses, retains, and discloses personal information of its data subjects. Questions about policy or any complaint regarding the treatment of privacy by the University may be communicated to the Data Privacy Officer.