

LAW SCHOOL ACADEMIC CALENDAR
SCHOOL YEAR 2022-2023

First Semester: August 15, 2022 – December 17, 2022

August 15, <i>Monday</i>	First day of classes
August 21, <i>Sunday</i>	Martyrdom of Benigno Aquino
August 29, <i>Monday</i>	National Heroes Day
September 19-24, <i>Monday-Saturday</i>	Preliminary Examination
November 1, <i>Tuesday</i>	All Saints Day
November 3-4, 7-9 <i>Thur, Sat, Mon-Wed</i>	Midterm Examination
November 30, <i>Wednesday</i>	Bonifacio Day
December 8, <i>Thursday</i>	Feast of the Immaculate Conception
December 12-17, <i>Monday-Saturday</i>	Final Examination

Second Semester: January 23, 2023 – May 27, 2023

January 22, 2023, <i>Sunday</i>	Chinese New Year
January 23, <i>Monday</i>	First day of classes
February 9, <i>Thursday</i>	Liberation day of Mandaluyong City
February 13-1, <i>Monday-Saturday</i>	University Week
February 25, <i>Saturday</i>	EDSA Revolution
February 27-28, Mar1-5, <i>Monday-Saturday</i>	Prelim Examination
April 6-8, <i>Thursday-Saturday</i>	Holy Week
April 9, <i>Sunday</i>	Araw ng Kagitingan
April 10-15, <i>Monday-Saturday</i>	Midterm Examination
April 22, <i>Saturday</i>	Eid-UI-Fitr
May 1, <i>Monday</i>	Labor Day
May 11-13, <i>Thursday-Saturday</i>	Final Examination (Graduating)
May 22-27, <i>Monday-Saturday</i>	Final Examination (Non-graduating)
June 12, <i>Monday</i>	Independence Day
June 18, <i>Sunday</i>	Commencement Exercises

This academic calendar was prepared on the assumption that the legal holidays during the time the calendar was prepared to remain as is for the school year. If additional days are declared as legal holidays (such as a succeeding Monday or a preceding Friday), then the University reserves the right to consider the option of adjusting its calendar, to ensure that contact hours are not unduly affected.

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Dean, Graduate School Division*

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ALLAN F. GALVEZ

Dean, Business Administration & Accountancy

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MA. DULCE B. MANGIBIN

Dean, Criminal Justice Education

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Dean, Hospitality & Tourism Management

TESSIE R. DA JOSE

Dean, Nursing & Health Sciences

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Principal, Junior High School Division

JOSEPHINE B. CULALA

Principal, Elementary School Division

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LORRAINE R. PARANGUE

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University Registrar

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Director, Athletics Office

IVORY JOY C. MALINAO

Director, Marketing & Communications Office

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Director, Information Technology Office

MARYBELL B. MATERUM

Director, Administrative & Human Resource Office

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The Law School Division

Miguel M. Carpio

*Vice President for Academic Affairs/
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Dean, Law School

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FACULTY

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- Allesandra Fay V. Albarico.** DCL, University of Santo Tomas; LLM, Pamantasan ng Lungsod ng Maynila; LLB, Arellano University; BSLM, University of Santo Tomas
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- Elma M. Rafallo-Lingan.** MNSA, National Defense College of the Philippines; MIL (Cum Laude), Utrecht University (Netherlands); LLB, University of the East; AB, University of the East
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- Wilfredo L. Mirasol, Jr.** LLB, Jose Rizal University; MD, University of the East Ramon Magsaysay Memorial Medical Center; BS, University of the East

- Rodolfo R. Nicolas, Jr.** LLB (Cum Laude), Jose Rizal University; BS (Cum Laude), Philippine School of Business Administration
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- Cyrus Victor T. Sualog.** LLM, University of Santo Tomas; LLB (Salutatorian), Far Eastern University; BS, Far Eastern University
- Carroll U. Tang.** LLB, Jose Rizal College; BSME, Mapua Institute of Technology
- Edgardo M. Villareal II.** LLB, Pamantasan ng Lungsod ng Maynila; BS, Far Eastern University
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- Josephine M. Advento-Vito Cruz.** LLB (Salutatorian), San Sebastian College; AB, Far Eastern University

GENERAL INFORMATION

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 in Commerce as well as the high school. It had 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 re-opened 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, the Philippine Association of Collegiate Schools of Business (PACSB) in 1962, the Private Education Retirement Annuity Association (PERAA) in 1974, and the Philippine Association of Personnel Management in Private Schools (PAPMIPS) in 1997.

In its more than 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 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, continuous improvement of its organizational system, and develop competent and professional teaching and non-teaching personnel, 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 one 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.
- **With Integrity.** A person who acts truthfully, morally, and ethically.

JRU INSTITUTIONAL OUTCOMES

A JRU graduate has the competencies and values in the disciplinal area completed such that he/she is a useful and responsible citizen of the country.

DATA PRIVACY

The University is committed to protect 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 on the University's website, 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.

LOCATION AND FACILITIES

Jose Rizal University is located at 80 Shaw Boulevard, Mandaluyong City, occupying three city blocks. It is accessible through public transport passing directly in front of and all around the school. It is located on the high commanding ground and is completely surrounded by a wall. Located inside the spacious campus are modern reinforced concrete and well-ventilated multi-story buildings.

The air-conditioned main library is a glass-enclosed structure that occupies the ground and second floor of a 5-storey building fronting Shaw Boulevard. It contains a collection of over 110,000 titles in electronic and print form and is fully wi-fi enabled and computerized. Students are encouraged to browse the collections on the shelves or by using library computer stations or laptops, their personal laptops, or their smartphone. A similarly-equipped library in the eight-storey Tower Building is for the use of the graduate and law students. Also, located in this building is the auditorium which was completed in 1995.

At the heart of the main campus is the new ten-story Centennial Building that was built and completed in 2021 to commemorate the 100 years of the University. It houses the modern and technology supported classrooms, spacious and well-ventilated cafeteria, big and spacious learning commons that is supported by internet connectivity and learning areas that can host group discussions and meetings. The newly constructed building also houses the modern University Auditorium that can accommodate 500 persons for specific university related events and activities.

The University has a modern speech laboratory designed to facilitate good and efficient communication systems between the teacher and the students, thus providing a modern way of employing the "Listen and Learn" principle.

All buildings houses fully air-conditioned classrooms, laboratory rooms of the different science classes, computer laboratories, engineering laboratories, entertainment and multimedia computing laboratories, kitchen, travel agency, hotel and dining laboratories, criminology laboratory and nursing skills laboratories are equipped with Hyflex equipment with video conferencing system projectors and internet access suitable for a Hyflex class set up.

The Guidance and Testing Office offers professional and academic services both for individual and group testing. Students may request an in-person or online appointment with the guidance counselor through JRUSWIT or send an email to support@jru.edu.

The Medical and Dental Clinic has physician, dentist, and nurse on duty during school days and hours. Students may request an in-person or online consultation through JRUSWIT or send an email to support@jru.edu.

The University has an air-conditioned ecumenical prayer room where students are welcome to pray.

The Athletics and Physical Education facilities are located at the Gym Building, where students can enjoy playing basketball and other indoor sports.

The University Bookstore has a complete stock of the required textbooks, school uniforms, and school supplies offered at reasonable prices. However, students may, if they so prefer, obtain their textbooks and other school supplies elsewhere.

The Law School is completely housed in an eight-story building with fully air-conditioned and multimedia equipped classrooms with video conferencing system projectors and internet access suitable for a Hyflex class set up. Also, located in this building is the air-conditioned Law/Graduate School library, which contains a constantly increasing selection of supplementary reading materials and other appropriate books and periodicals. The school has its own student lounge that serves as learning areas for consultation and meetings.

JURIS DOCTOR PROGRAM

The Law School offers a quality program aimed at good performance in the bar and subsequent legal practice of its graduates. It requires an additional four curriculum years beyond those required for the undergraduate bachelor's program.

The curriculum for the Juris Doctor is set by the Legal Education Board. The curriculum and sequencing for the Juris Doctor degree leaves no room for any significant maneuver or choice, except for elective courses.

The focus of the new curriculum is to ensure that students will have adequate opportunity to sharpen their skills in law advocacies and to guarantee their readiness to practice law once they hurdle the Bar Examinations.

PROGRAM OUTCOMES

Graduates of the Juris Doctor (JD) program are able to:

- 1) Pass the bar examinations and engage in the practice of law;

- 2) Demonstrate increased awareness of the needs of the poor, deprived, and oppressed sectors of society;
- 3) Contribute towards the promotion and advancement of justice and the improvement of its administration, the legal system, and legal institutions in the light of historical and contemporary development of law in the Philippines and in other countries;
- 4) Analyze, articulate, and apply the law effectively; and
- 5) Conscientiously pursue the lofty goals of the legal profession and fully adhere to its ethical norms taking into account Rizalian values.

A weighted average of 3.0 or 80% is required to earn the degree of Juris Doctor from the Law School.

FLEXIBLE/BLENDED LEARNING

The Institute of Technology-Based Learning (ITBL) aims to broaden the integration of educational technology at Jose Rizal University. This is accomplished through the offering of flexible and blended learning courses using a Learning Management System. Within learning courses, students have synchronous and asynchronous sessions to accomplish activities such as experiments, group projects, discussions, and other learning experiences. Students participate within an assisted by virtual faculty presence, virtual laboratories, video, and other technology enhancements.

The University is implementing a Hyflex/Hybrid teaching and learning delivery model where faculty and students will experience face-to-face classroom and blended online teaching and learning set-up that is supported by video conferencing equipment and technology (Canvas, Zoom, and digital learning tools). This way, students who prefer to learn and attend class online may still experience simultaneous learning interactions with their faculty and classmates who are attending the same class sessions in school.

ADMISSION REQUIREMENTS

A prospective student enrolling in the Law School should submit any valid admission credentials to be evaluated by the Dean. To be eligible for admission, the applicant must possess at least a bachelor's degree in arts or sciences and comply with LEB Memo Circular no. 109, series of 2022, Section 1 such as interviews and submission of essays as required by the Law School.

Further documentation to be submitted are Official Transcript of Records (OTR) of the degree earned together with an Honorable Dismissal and Birth Certificate. A photocopy of Marriage Contract, if applicable, shall also be submitted. A duly accomplished online application form shall be submitted together with an ID photo, preferably 2x2 inches in size.

In addition to the foregoing requirements, transfer students must submit the OTR from the last school attended with a CEL (Certificate of Eligibility for Admission into the Law Course) or CI and an Honorable Dismissal.

In cases where the admission credentials are deficient, incomplete, or cannot be substantiated at the moment, an Undertaking Form shall be executed by the applicant.

By enrolling in the University, students acknowledge and agree that they shall abide by all the policies and procedures of the University, regarding enrolment acceptance and retention; all school fees payment and collection; withdrawal or dropping policies; and all those policies and procedures contained in this General Information or any other Policies and Procedures Handbooks and Manuals now existing or will come to existence within the duration of their enrolment.

Students further acknowledge and agree that should they violate any of these policies, the University has the absolute right to enforce sanctions and penalties upon them as called for in this Handbook, including barring a student from taking examinations and/or being dropped from the enrolment rolls if necessary.

ENROLMENT PROCEDURES

Registration is the process of formally assigning and recording the enrolment of a student in a course or courses.

The enrolment system can be accessed online. Students enrolling for the first time in Jose Rizal University should access the Admission Hub (AdHub), fill out the necessary information, upload the required credentials for evaluation. For those enrolling onsite the students submit the original copy of the admission

credentials to the enroller. The enroller checks and verifies the applicant information in the system, processes application and assigns sections / schedules

An enrolling student shall refer to the curriculum set by the Legal Education Board (LEB). If the student decides not to take all the required courses for the school year, he must enroll for at least 12 units a semester, taking into account the prerequisite for the courses chosen.

For students who deliberately make a false statement or conceal material information on any University document, their registration may be cancelled, and they will be ineligible for subsequent registration.

Students are responsible for knowing about prerequisites for courses and the sequence for the course chosen. If students enroll in a course for which they are not qualified, the University reserves the right to cancel their registration in that course even after the enrolment period; if for any reason they obtain a passing grade, they will not be given credit.

Students whose registration has been completed have entered into a contractual agreement and will be considered students of the University during the term for which they are registered unless their connection with the University is officially severed by withdrawal, dismissal, or expulsion.

Upon admission, students are subject to the announcements, policies, rules, and regulations of the University and the Legal Education Board (LEB) on student conduct and discipline, and any amendments thereto, posted on bulletin boards, JRU website, official social media accounts, learning management system, and student dashboard.

CHANGES IN REGISTRATION

Students are responsible for the completeness and accuracy of their registration. They must ensure that there is no discrepancy between the program and course they are following and that which is recorded in the Registrar's Office and that all changes are reported promptly to the Registrar as students may receive credit for only the courses in which they are officially registered according to the records of the Registrar.

A student may not take courses for which they have not registered and may not drop a course without permission.

Changes in registration are allowed only under circumstances indicated in the policies of the University and must be made within two (2) weeks after the beginning of classes by applying and duly filling up the Application for Change of Subject/Section/Load and Withdrawal Form (F-REG-004) and submitting the form to the Dean's Office for approval and to the Registrar's Office. No further changes may be made after that period, and changes in courses made without the approval of the Registrar will not be given credit.

TUITION AND OTHER FEES

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

A "prompt payment discount" of 10% of the tuition is given if full payment of all tuition and miscellaneous fees is made before the opening of classes (Prompt Payment Discount). However, if payment is made through a 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 of the Accounting Office in Room A-13.

Students who will pay tuition 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 of 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 the 11th day from the opening of classes shall automatically be considered as paying on an "installment basis" and shall be charged the installment rates.

The last day of enrolment without a 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 tuition or the first installment 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."

DISCOUNTS

Discounts and other tuition reductions are also available course to the approval of the concerned office head upon submission of the required documents. Details on the application or availments of discounts are available at the Student Accounts Section of the Accounting Office.

WITHDRAWALS AND REFUNDS

A distinction is made between students who officially withdraw and students who drop. Full withdrawals are permitted within thirty (30) days after the beginning of classes; provided the university is notified promptly in writing on the Application for Change of Subject/Section/Load and Withdrawal Form (F-REG-004) approved by the respective Dean and the Registrar. Any deserving exception on the application for full withdrawal shall be referred to the Vice President for Academic Affairs for approval. When no written notification is made, the student is considered dropped and charged in full for the entire semester, regardless of the actual attendance.

Refunds (Cash and Published rates)

Subsequent to enrolment, if the student officially withdraws his/her enrolment 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 enrolment due to failure of the faculty to submit the final grade on time. In which 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 enrolment due to failure of faculty to submit the final grade on time. In which case, the student shall not be charged any amount, and the University shall refund that portion of the tuition 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 enrolment due to failure of the faculty to submit the final grade on time. In which case, the student shall not be charged any amount, and the University shall refund that portion of the tuition 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 enrolment due to failure of the faculty to submit the final grade on time. In which case, the student shall not be charged any amount, and the

University shall refund that portion of the tuition 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.

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

Refunds (Installment Basis)

Subsequent to enrolment, if the student officially withdraws his/her enrolment for any reason, within fifteen (15) 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 enrolment due to failure of the faculty to submit the final grade on time. In which 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. 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 enrolment due to failure of faculty to submit the final grade on time. In which case, the student shall not be charged any amount, and the University shall refund that portion of the tuition 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 enrolment due to failure of the faculty to submit the final grade on time. In which case, the student shall not be charged any amount, and the University shall refund that portion of the tuition 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 enrolment due to failure of the faculty to submit the final grade on time. In which case, the student shall not be charged any amount, and the University shall refund that portion of the tuition 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.

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

IDENTITY AND LIBRARY CARDS

A student identification card is provided to registered students. The ID card issued will also serve as the library card of students and is required when borrowing books from the Library and for other on-campus identification purposes. In the event that the card is lost, destroyed, or damaged, a replacement card may be obtained from the Information Technology Office upon payment of a fee.

RULES OF DISCIPLINE

Students whose registration has been completed agree to abide by the policies, rules, and regulations of the University, accept the program of study prescribed, and meet the test required as to attendance, diligence in study, and personal conduct. Failure on their part in any of these respects empowers the University to take disciplinary action. The continuance upon the rolls and the graduation of each student, the awarding of academic credits, and the granting of any certificate or degree are strictly subject to the disciplinary authority of the University and the Legal Education Board (LEB).

By enrolling in the University, students acknowledge and agree that they shall abide by all the policies and procedures of the University regarding enrolment acceptance and retention; all school fees payment and collection; withdrawal or dropping policies; and all those policies and procedures contained in this General Information or any other Policies and Procedures Handbook now existing or will come to existence within the duration of their enrolment.

Students further acknowledge and agree that should they violate any of these policies, the University has the absolute right to enforce sanctions and penalties upon them as called for in this Handbook, including barring a student from taking examinations and/or being dropped from the enrolment rolls if necessary.

In order to safeguard and conserve the objectives of the University and those ideals of scholarship and moral atmosphere, which are the very purpose of its founding and maintenance, the University reserves the right, and the student concedes to the University the right to dismiss, exclude or require the withdrawal of any student from the university or from any class or classes, whenever, in the interest of the student, the student body or the University, the Dean deems it advisable to do so under the policies, rules, regulations or traditional practices of the University.

ATTENDANCE IN CLASS

Punctual attendance is required of all students. Excessive tardiness may be considered as absences upon the discretion of the faculty.

Subject to the regulations of the University and Legal Education Board (LEB), a student who has incurred absences of more than 20% of the required total number of classes in a given term will not be given credit and may constitute adequate grounds for dismissal at the discretion of the University.

EXAMINATION PERMITS

Students included in the Exception List shall not be allowed to take their periodic examinations, except for their final examinations. In the case of any online exams, this restriction shall include an inability to access the test.

Students who fail to take any of their periodic examinations shall be given a failing grade for that corresponding periodic examination.

SYSTEM OF GRADING

Each credit course for which the student is registered earns a final grade at the end of the semester. The table shown below constitutes the official grading system used by the faculty in arriving at final assessments of student performance.

The University uses the decimal system of grading, that is, 1.0, 1.1, 1.2, etc. For the convenience of the students, a table of conversion follows:

1.0	100%	2.5	85
1.1	99	2.6	84
1.2	98	2.7	83
1.3	97	2.8	82
1.4	96	2.9	81
1.5	95	3.0	80
1.6	94	3.1	79
1.7	93	3.2	78
1.8	92	3.3	77
1.9	91	3.4	76
2.0	90	3.5	75
2.1	89	5.0	Failure
2.2	88	NC	No Credit
2.3	87	WD	Withdraw (student officially drops after the start of classes)
2.4	86		

The final grade of 4.0 (conditioned) is not granted. A grade of NC is equivalent to 5.0.

CORRECTION OF GRADES

Correction of final grades in any course is allowed only within a period of one (1) year.

SCHOLARSHIPS

JURIS DOCTOR SCHOLARSHIP

This form of academic scholarship is given to incoming students in the Law School who graduated with Latin Honors in their undergraduate degree program and for students who passed the Law School Scholarship.

ACADEMIC SCHOLARSHIP

This academic scholarship for existing Law School students enrolled in JRU who obtain a GPA of 2.00 and carrying a regular load from the previous semester.

As a general statement, the University reserves the right to review, discontinue, and adjust scholarship parameters at any time as it deems required for all scholarships and financial assistance mentioned above.

For additional inquiries on other scholarships, please contact Guidance and Testing Office (GTO) at 8531-8031 local 32 or email to support@jru.edu. You may also visit the office at the 2nd floor of Building H, Room 212.

TRANSCRIPT OF RECORDS

Official transcript of records is issued to students who have fulfilled all the requirements of the University and who have submitted their records from the schools where they were enrolled prior to studying at Jose Rizal University. While

the University endeavors to accomplish transcripts as quickly as possible, students are advised to apply online.

CURRICULUM REQUIREMENTS FOR THE DEGREE OF JURIS DOCTOR

FIRST YEAR

<u>First Semester</u>	<u>Units</u>	<u>Second Semester</u>	<u>Units</u>
JD 401 (Criminal Law I)	3	JD 502 (Obligations & Contracts)	5
JD 301 (Constitutional Law I)	4	JD 302 (Constitutional Law II)	3
JD 102 (Statutory Construction)	2	JD 103 (Legal Res & Wri)	2
JD 101 (Philosophy of Laws)	2	JD 402 (Criminal Law II)	4
JD 201 (Basic Legal Ethics)	3	JD 602 (Civil Procedure I)	<u>3</u>
JD 601 (Criminal Procedure)	<u>3</u>		17
	17		

SECOND YEAR

<u>First Semester</u>	<u>Units</u>	<u>Second Semester</u>	<u>Units</u>
JD 306 (Public Intl Law)	4	JD 303 (Adm Law, Law on Pub Off)	2
JD 501 (Persons & Family Law)	2	JD 503 (Property & Land Law)	4
JD 603 (Civil Procedure II)	2	JD 504 (Basic Succession Law)	2
JD 701 (Agency, Trust & Partn)	3	JD 604 (Evidence)	3
JD 702 (Corp. & Basic Sec Law)	3	JD 703 (Commercial Laws I)	2
JD 801 (Labor Law & Social Legs)	3	JD 901 (Basic Taxation Law)	<u>2</u>
JD 105 (Clinical Legal Education)	<u>3</u>		20
	17		

THIRD YEAR

<u>First Semester</u>	<u>Units</u>	<u>Second Semester</u>	<u>Units</u>
JD 305 (Laws on Local Govt)	2	JD 304 (Election Laws)	1
JD 308 (Env & Nat Res. Law)	2	JD 607 (Medical Jurisprudence)	1
JD 505 (Torts & Damages)	2	JD 803 (Gender Sen. & Laws on Women & Child Rights)	2
JD 506 (Private Intl Law)	2	JD 608 (Commercial Law Rev)	3
JD 605 (Special Rules & Proceedings)	3	JD 309 (Constitutional Law Rev)	3
JD 704 (Commercial Laws II)	4	JD 508 (Remedial Law Review)	<u>4</u>
JD 104 (Legal Forms)	<u>2</u>		14
	17		

FOURTH YEAR

<u>First Semester</u>	<u>Units</u>	<u>Second Semester</u>	<u>Units</u>
JD 307 (Pol. & Int'l Law R&I)	5	JD 202 (Leg & Judicial Ethc & PER I)	2
JD 507 (Civil Law R&I)	6	JD 606 (Remedial Law R&I)	6
JD 403 (Criminal Law R&I)	3	JD 705 (Commercial Law R&I)	5
JD 802 (Labor Law R&I)	<u>3</u>	JD 902 (Taxation Law R & I)	<u>3</u>
	17		16

COURSE DESCRIPTIONS

First Year - First Semester

JD 101. Philosophy of Law. A study of the historical roots of law from Roman times, the schools of legal thought that spurred the growth and development of law, and the primordial purpose of law and legal education. *Credit: 2 units. Prerequisite: NONE.*

JD 102. Statutory Construction. A course that explores the use and force of statutes and the principles and methods of their construction and interpretation. The course also includes a discussion on the language of the law, and the interpretation and effectivity of laws as provided under the Civil Code. *Credit: 2 units. Prerequisite: NONE.*

JD 201. Basic Legal and Judicial Ethics. This course focuses on the canons of legal ethics, pertinent provisions of laws and rules on norms of conduct, and other similar principles involving the duties and responsibilities of the lawyer and law student practitioners with respect to the public or society, the Bar or legal profession, the Courts and the client. The course also covers the ethical norms of conduct for the members of the judiciary, whether judicial or non-judicial. This course is an enhancement of the previous Basic Legal Ethics course. *Credit: 3 units. Prerequisite: NONE.*

JD 301. Constitutional Law I. Alternatively entitled as *Foundations and Principles of the Philippine State*, it entails a survey and evaluation of basic political foundations of the structure of the Philippine Government, and the policies, principles and powers of the Philippine state. The course also covers all other constitutional provisions except those covered in Constitutional Law II. *Credit: 4 units. Prerequisite: NONE.*

JD 401. Criminal Law I. Alternatively entitled as *Foundations and Principles of Criminal Law*, it is a detailed examination into the characteristics of criminal law, the nature of felonies, stages of execution, circumstances affecting criminal liability, persons criminally liable; the extent and extinction of criminal liability as well as the understanding of penalties in criminal law, their nature and theories, classes, crimes, habitual delinquency, juvenile delinquency, the Indeterminate Sentence Law and the Probation Law. The course covers Articles 1-

113 of the Revised Penal Code and related laws. *Credit: 3 units. Prerequisite: NONE.*

JD 601. Criminal Procedure. A study of the procedural rules governing the investigation, trial, and disposition of criminal cases in court, including jurisdiction of courts in criminal cases and independent civil actions. The course also develops familiarity with relevant legal forms. The course explicitly integrates medical jurisprudence. *Credit: 3 units. Prerequisite: NONE.*

First Year - Second Semester

JD 103. Legal Research and Writing. The course introduces the structures to the methodology of legal research and the preparation of legal opinions, memoranda, or expository or critical paper on any course approved by the law faculty member. It also includes legal writing technique and style; it involves applied legal bibliography, case digesting and reporting analysis, and legal reasoning. The course also provides an overview of legal communications. *Credit: 2 units. Prerequisite: NONE.*

JD 302. Constitutional Law II. Alternatively entitled as *Constitutional and Human Rights*, it is a comprehensive study of the Bill of Rights, other constitutional rights and judicial review of the acts affecting them. The course also emphasizes the importance of gender and child sensitivity under the equal protection clause and in the aspects of protecting, defending and redressing violations of human rights in the Philippines. *Credit: 3 units. Prerequisite: NONE.*

JD 402. Criminal Law II. Alternatively entitled as *Crimes and Penalties*, it is a study of the important felonies penalized in Book II of the Revised Penal Code as amended, and the important and common crimes found in special penal laws, their nature, elements and corresponding penalties. The course is an enhancement of the previous Criminal Law II course. *Credit: 4 units. Prerequisite: JD 401*

JD 502. Obligations and Contracts. An in-depth study of the nature, kinds and effect of obligations and their extinguishment; contracts in general, their requisites, form and interpretation; defective contracts, quasi contracts, natural obligations, and estoppel. The course also covers civil code provisions on Sales as a special contract; the application of provisions of contracts and obligations in contract of sales and the special rules under Art.1458-1637 which are applicable to sales only. The course is an enhancement of the previous Obligations and Contracts

course through the integration of the basics of the law on sales. *Credit: 5 units. Prerequisite: NONE.*

JD 602: Civil Procedure I. A study on the interplay of procedural laws in the resolution of civil disputes, with an in- depth focus on the jurisdiction in civil actions, Rules 1 to 39 of the 1997 Rules of Court as amended, and small claims. The course also includes discussion of appropriate modes of dispute resolution such as mediation, barangay conciliation and the like. The study of the rules is supplemented by a study of applicable jurisprudence. The course also develops familiarity with relevant legal forms. *Credit: 3 units. Prerequisite: NONE.*

Second Year - First Semester

JD 306. Public International Law. A study of the general principles of international law and an overview of the legal principles governing international relations based, among others, on the United Nations Charter, treaty law, the doctrines of well- known and recognized publicists, and the decisions of international tribunals and bodies. *Credit: 3 units. Prerequisite: JD 301*

JD 501. Persons and Family Law. A basic course on the law of persons and the family that first examines the effect and application of laws, and then proceeds to deal with the legal norms affecting civil personality, marriage, property relations between husband and wife, legal separation, the matrimonial regimes of absolute community, conjugal partnership of gains, and complete separation of property; paternity and affiliation, adoption, guardianship, support, parental authority, surnames, absence and emancipation. *Credit: 3 units. Prerequisite: NONE.*

JD 603. Civil Procedure II. A study on the interplay of procedural laws in the resolution of civil disputes, with an in- depth focus on Rules 40 to 71 of the 1997 Rules of Court as amended, including Provisional Remedies. The study of the rules is supplemented by a study of applicable jurisprudence. The course also develops familiarity with relevant legal forms. *Credit: 3 units. Prerequisite: JD 602*

JD 701. Agency, Trust and Partnership Law. A course focusing on important provisions of the Civil Code on Agency (Title X), Partnership (Title IX) and Trusts (Title V). *Credit: 2 units. Prerequisite: JD 502*

JD 702. Corporation and Basic Securities Law. A study of the key principles governing private corporations, including foreign corporations and the

concept of doing business in the Philippines as found in the Corporation Code and other special laws. The course also includes an analysis of the applicable common law and commercial principles underlying the various relationships in the corporate setting, including joint ventures, with emphasis on the corporation being a medium for business enterprise and a means of providing for the equity investment market. The course includes the study of the basic and pertinent provisions of the Securities Regulation Code. *Credit: 3 units. Prerequisite: JD 502*

JD 801. Labor Law and Social Legislation. A study of social legislation laws with a particular focus on labor rights and welfare. The course also touches on important provisions and jurisprudence on labor standards and relations under the Labor Code and special laws, as well as an introduction in the Rules of Procedure of the National Labor Relations Commission. The course also surveys social justice legislation to highlight the special protections for vulnerable sectors, key principles of agrarian reform laws, and welfare laws such as SSS and GSIS laws. The course is an integration of the previous Labor Law I, Labor Law II and Agrarian Law and Social Legislation courses. *Credit: 4 units. Prerequisite: JD 301*

JD 105. Clinical Legal Education. The course introduces students to a limited practice of law as required under Rule 138-A of the Rules of Court, including the ethical considerations of lawyering. It may cover, depending on the certification level of law student practitioners, court appearances, drafting and submission of pleadings and documents before trial and appellate courts and quasi-judicial and administrative bodies. It also covers assisting in mediation and other modes of alternative or appropriate dispute resolution, legal counselling and advice, and such other activities as may be designed under the Clinical Legal Education Program of the LEI's law clinic. The course also includes apprenticeship, externship and internship programs. The course may be offered at any year beginning the first semester of Year 2. *Credit: 2 units. Prerequisite: NONE.*

Second Year - Second Semester

JD 303. Administrative Law and Law on Public Officers. The course will survey the interplay of key laws that deal with public office and civil service covering the basic principles and doctrines governing administrative agencies, and the essential standards and rules applicable to public servants. *Credit: 2 units. Prerequisite: JD 301*

JD 503. Property and Land Law. A course offering the study and analysis of the basic laws on property, including different classification of property and the modes of acquiring ownership. The course also covers the important principles governing titles and registration of real property under the Public Land Act. The course also integrates the key principles, discussion of important updates and trends and the relevant legal forms. The course is an integration of the previous Property, and Land Titles and Deeds courses. *Credit: 4 units. Prerequisite: NONE.*

JD 504. Basic Succession Law. The course covers the introduction to the law on Succession, which focus on the examination and analysis of the basic and key provisions of the law on testate and intestate succession. The course also takes up the basic rules of procedure on the settlement and administration of the estate of deceased persons. The course integrates the key principles, discussion of important updates and trends and the relevant legal forms for the course. *Credit: 2 units. Prerequisite: JD 501*

JD 604. Evidence. A course which looks into the rules of presentation, admissibility, and weight and sufficiency of evidence, including burden of proof and presumption. It also covers medical jurisprudence on forensic and evidence gathering. The course also develops familiarity with relevant legal forms. *Credit: 3 units. Prerequisites: JD 601, JD 602, JD 603*

JD 703. Commercial Law I. A survey of the important principles and concepts of basic laws on commercial transactions, with a particular focus on Civil Code provisions on loans, mortgages, pledges and guaranty, and similar credit transactions, as amended by the Personal Property Securities Act. Additionally, the course integrates discussion on relevant provisions of laws on banking, negotiable instruments and financial rehabilitation. *Credit: 3 units. Prerequisite: JD 502, JD 702*

JD 901. Basic Taxation Law. The course covers the constitutional aspects of taxation, and general principles of income, transfer and local taxation. The course

also provides a general survey of concepts and principles underlying the key taxes provided in the National Internal Revenue Code, as amended. *Credit: 3 units. Prerequisite: JD 301*

Third Year - First Semester

JD 305. Laws on Local Government. This is a study of the general principles governing local governments. The course also covers the laws affecting the creation, organization and government of provinces, cities, municipalities, municipal districts, and barangays; the scope and application of the powers of municipal corporations, including municipal ordinances, contracts, liabilities, and enterprises; as well as the laws on autonomous regions, and the National Capital Region. *Credit: 2 units. Prerequisite: JD 301*

JD 308. Environmental and Natural Resources. Law A study of the constitutional provisions, international conventions, and special laws protecting the environment and the ecosystem. The study includes existing laws governing the use and disposition of natural resources, as well as prevailing rules that are geared towards stemming climate change. *Credit: 2 units. Prerequisite: NONE.*

JD 505. Torts and Damages. The course focus on the analysis of the law on quasi-delicts as well as the nature, classes and extent of damages. It includes discussions on the principle of Abuse of Rights under the civil code provisions on Human Relations. The course explicitly integrates medical jurisprudence. *Credit: 2 units. Prerequisite: JD 502*

JD 506. Private International Law. A course dealing with legal transactions with emphasis on the choice of law, including problems on jurisdiction and the recognition and enforcement of foreign judgments. *Credit: 2 units. Prerequisites: JD 501, JD 502, JD 503, JD 504, JD 701, JD 702, JD 703, JD 801, JD 901*

JD 605. Special Rules and Proceedings. A study of Rules 72-109 of the Revised Rules of Court dealing with the procedural rules on the settlement of estate, will, letters testamentary and administration, escheats, guardianship, appointment of trustees, adoption, change of name, cancellation and correction of entries in the Civil Registry and appeals on special proceedings and the special rules under the Family Code on special proceedings. The course similarly surveys important special rules outside of the rules of court such as those in environmental and commercial cases. The course also develops familiarity with relevant legal forms. *Credit: 3 units. Prerequisite: JD 504*

JD 704. Commercial Laws II. A survey of emerging and relevant commercial laws dealing with public interest, including Transportation Law, Insurance Law, Intellectual Property Code, Competition Act, and Data Privacy Act. *Credit: 4 units. JD 502, JD 702*

JD 104. Legal Forms. The course links knowledge and application on the various legal documents and forms used in practice, pleading and procedure, as well as in conveyancing. It also includes various forms specifically used for commercial transactions. *Credit: 2 units. Prerequisite: NONE.*

Third Year - Second Semester

JD 304. Election Law. The course covers the laws regulating the conduct of elections, and the law on pre-proclamation contests and election protests, and as well as related jurisprudence. *Credit: 1 unit. Prerequisite: JD 301*

JD 607. Medical Jurisprudence. The course provides an overview of the principles relating to medico-legal cases, including the procedure of presenting and examining a medical expert witness. *Credit: 1 unit. Prerequisite course: JD 604*

JD 803. Gender Sensitivity and Laws on Women and Children's Rights. The course seeks to provide students with a keen understanding of gender and child sensitivity and equality and non-discrimination. Feminist legal theories and international instruments relating to women's and children's rights will be examined and analyzed. The course also introduces the students to the legal framework of protection for women and children, and the psycho-social dimensions of handling their cases. Focus will also be given on institutions that create, maintain and perpetuate gender inequalities and child abuse, in particular the legal framework and how it contributes to the institutionalization of gender differences. Special issues and concerns, such as rights of indigenous women and children, violence against women and children, sexual harassment and human trafficking, will be highlighted to provide illustrations of how discrimination and abuse occur. *Credit: 2 units. Prerequisite: NONE.*

JD 309. Constitutional Law Review. A general survey of constitutional law, including political law, administrative law, the law on public officers, and other related courses. *Credit: 4 units. Prerequisite: NONE.*

JD 508. Remedial Law Review. A general review of the laws on the jurisprudence of courts and rules on civil procedure (Rules 1-71) of the Rules of Court and pertinent jurisprudence. *Credit: 3 units. Prerequisite: NONE.*

JD 608. Commercial Law Review. A comprehensive survey and review of the laws on partnership, agency, trusts, corporations, securities, secured transactions, negotiable instruments, insurance and transportation, and other related courses. *Credit: 4 units. Prerequisite: NONE.*

Fourth Year - First Semester

JD 307. Political and International Law Review and Integration. A review course intended for bar examinees focusing on constitutional law, including political law, administrative law, electoral laws and related courses. More importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations. *Credit: 5 units. Prerequisites: JD 301, JD 302, JD 303, JD 304, JD 305, JD 306*

JD 507. Civil Law Review and Integration. A review course intended for bar examinees focusing on civil law, including persons and family law, obligations and contracts, basic succession, laws on property and titles, private international law, torts and related courses. More importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations. *Credit: 6 units. Prerequisites: JD 501, JD 502, JD 503, JD 505, JD 506, JD 702*

JD 403. Criminal Law Review and Integration. A review course intended for bar examinees focusing on criminal laws, important and common special penal laws and related jurisprudence. More importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations. *Credit: 3 units. Prerequisites: JD 401, JD 402*

JD 802. Labor Law Review and Integration. A review course intended for bar examinees focusing on labor laws, social legislation and related jurisprudence. More importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations. *Credit: 3 units. Prerequisite: JD 801*

Fourth Year - Second Semester

JD 202. Legal and Judicial Ethics and Practical Exercises Review and Integration. A review course intended for bar examinees focusing on problem areas and advanced topics in legal and judicial ethics, as well as related jurisprudence. The course also centers on problem solving through application of the legal canons. It also provides survey and review of key legal forms and memoranda. More importantly, the course provides integration of key principles, and discussion of updates on jurisprudence and trends as may be projected to be covered in the bar examinations. *Credit: 2 units. Prerequisites: JD 104, JD 201*

JD 606. Remedial Law Review and Integration. A review course intended for bar examinees focusing on remedial laws, particularly those found under the Rules of Court, and related statutes, other sources of procedural law, as well as relevant jurisprudence. More importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations. *Credit: 6 units. Prerequisite: JD 601, JD 602, JD 603, JD 604, JD 605*

JD 705. Commercial Law Review and Integration. A review course intended for bar examinees focusing on commercial laws and related jurisprudence. More importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations. *Credit: 5 units. Prerequisites: JD 701, JD 702, JD 703, JD 704*

JD 902. Taxation Law Review and Integration. A review course intended for bar examinees focusing on taxation laws and related jurisprudence. More importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations. *Credit: 3 units. Prerequisite: JD 901*