



# JOSÉ RIZAL UNIVERSITY

STUDENT HANDBOOK SY 2024-2025

College

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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 students' activities and behavior inside and off campus 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 herein does not prevent a student from incurring the stipulated sanctions. This handbook also aims to provide proper guidance and information to students on how to go about the flexible learning process in JRU for the coming school year 2024-2025, which is different from a regular school year.

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**

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*Vice President - Academic Affairs*

**AUGUSTO K. FABELLA**

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**GRACE MARIE B. MARTIN**

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*Principal, Elementary School Division*

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*Director, Guidance & Testing Office*

**AUXENCIA A. LIMJAP**

*Director, Research Office*

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*Director, Student Development Office &*

*Community Development Office*

**BILLY JAY B. ANGELES**

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*University Registrar*

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*Vice President - Financial Affairs*

**JEFFERSON S. AQUINO**

*Vice President - Administrative Affairs*

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*Director, Accounting Office*

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*Director, Administrative &*

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*Director, Athletics Office*

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*Director, Budget & Payroll Office*

**ADENALD M. COMIA**

*Director, Customer Advocacy Office*

**BONIFACIO C. TALENS**

*Director, Engineering & Maintenance Office*

**CEZAR C. CABALLES**

*Director, Information Technology Office*

**ROSELA D. DEL MUNDO**

*University Librarian*

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*Assistant Director, Engineering &*

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Dean, Hospitality and Tourism Management

**Tessie R. Da Jose**

Dean, Nursing and Health Sciences

**Hiromi M. Lascano**

Director, Student Development Office/  
Community Development Office

## DEPARTMENT CHAIRPERSONS AND COORDINATORS

Daisy A. Dela Cruz	Accountancy and Legal Management
Rosalina R. Estacio	Computer Engineering
Joel A. Agtarap	Criminology
Honeylette D. Villanueva	Economics, Finance and Marketing
Lorenza A. De Guzman	Education
Paul Gilbert Maglaya	Entertainment and Multimedia Computing
Raymond Joseph R. Meimban	Electronics Engineering
Gina E. Agus	History and Social Sciences
Irene Rossele D. Swing	Hospitality Management
Sharmaine Justyne R. Maglapuz	Information Technology
Eleanor R. Robles	Languages
Warlon P. Lamsen	Management and Supply Management
Marcelo M. Mendoza	Mathematics
Cheryl C. Mislant	Natural Science
Lotis Melinda V. Bernarte	Nursing
Melfi M. Caranto	Psychology
Evelyn O. Velasco-Dula	Tourism Management
Jose Andres C. Serrano III	PE/NSTP Coordinator
Agnes S. Daquina	Student Discipline Coordinator
Aldrin A. Lucelo	International Student 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 a four-year bachelor's degree in Commerce as well as 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 despite 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, 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 the Cabinet, some ambassadors, 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.

## **EDUCATIONAL ORGANIZATION POLICY**

Jose Rizal University is committed to provide quality education, research, and extension programs through compliance with stakeholder requirements, promotion of social responsibility, respect to intellectual property, continuous improvement of its organizational system, and the development of competent and professional teaching and non-teaching personnel, all to ensure the efficient transfer of relevant knowledge and desirable values

### **QUALITY/ EDUCATIONAL ORGANIZATION OBJECTIVES**

1. Continuously provide academic intervention to its learners;
2. Continuously provide feedback loops in satisfying its client through metrics;
3. Demonstrate a keen sense of social responsibility;
4. Demonstrate knowledge in producing research outputs while adhering to intellectual property;
5. Maintain and continuously develop a competent workforce through effective performance management systems; and
6. 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's 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.

### **JRU INSTITUTIONAL OUTCOME**

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

### **SCHOOL FACILITIES AND SOURCES OF INFORMATION**

#### **Jose Rizal University**

80 Shaw Boulevard, Mandaluyong City 1552

Telephone Nos.: 8531-80-31 to 35

Private Exchange Connecting to All Departments.

(The switchboard is open from 7:00 A.M. to 9:00 P.M., from Mondays through Saturdays)

Fax No.: 8531-60-87  
 E-mail: [support@jru.edu](mailto:support@jru.edu)  
 Website: [www.jru.edu](http://www.jru.edu)

<b>Accounting Office</b>	For school fees assessment and student accounts clearances. Located at the ground floor of Building A (Room A-13)
<b>Administrative and Human Resource Office (AHR)</b>	For employees, continuing professional development. It is located on the 2 <sup>nd</sup> floor of Building A (Room A-21).
<b>Athletics Office (ATH)</b>	For the use of athletic equipment and facilities. Located on the 3 <sup>rd</sup> floor of the East Tower Building (Building G-37).
<b>Auditorium</b>	For varied events and formal assembly. Located at Building H, phase 3, ground floor.
<b>Cashier</b>	For payments of accounts. Located on the ground floor of Building A (Room A-16).
<b>Centennial Auditorium</b>	For varied events and formal assemblies. It is located at the Centennial Building, 9 <sup>th</sup> floor.
<b>Community Development Office</b>	For community extension and outreach programs. Located at the ground floor of Building C (Room C-17).
<b>Computer Laboratories</b>	For computer-assisted instruction and activities. Located at the Building H, Room H-201, H-303, H304, H-311, H-411 and H-412.
<b>Business Administration and Accountancy; Computer Studies and Engineering; Education, Arts, and Sciences Office</b>	For academic concerns, located at the ground floor of Building A (Room A-20).
<b>Customer Advocacy Office (CAO)</b>	For customer service assistance and inquiries. Located on the 2 <sup>nd</sup> floor of Building H, (Room- 202)
<b>Department Chairs Office</b>	Located on the ground floor of Building A (Room A-21).
<b>Engineering &amp; Maintenance Office (EMO)</b>	For security location of buildings and offices within the campus. Located at the ground floor of the JRU Gymnasium (Room G-37).
<b>Guidance &amp; Testing Office (GTO)</b>	For counseling (educational, social, career, or personal) and testing (IQ, Personality), needs. Located on the 2 <sup>nd</sup> floor of Building H (Room H-212).
<b>Institute of Technology-Based Learning (ITBL)</b>	For blended learning courses (Canvas). Located at 2 <sup>nd</sup> floor Bldg. H (Room H-202)
<b>Hospitality and Tourism Management Office (HTM)</b>	For academic concerns, it is located on the fourth floor of Building C (Room C-44).
<b>Institute of Technology-Based Learning Office (ITBL)</b>	For blended learning courses (canvas). Located on the 2nd floor of Building H (Room H-211),

<b>IT Office (Technical)</b>	For technical support. Located on the 3 <sup>rd</sup> floor of Building H (Room H-409)
<b>Library</b>	For books, newspapers, magazines, and research and reading materials, use audio-room and audio-visual equipment. (Ground floor of Building H).
<b>Management Information System (MIS)</b>	For request of ID, creation of accounts, data encoding. Located on the 3 <sup>rd</sup> floor of Building H, Room H 309
<b>Medical &amp; Dental Clinic (MDC)</b>	For first aid medical and dental services and benefits. Located on the ground floor of Building C (Room C-18).
<b>Nursing and Health Sciences Office (NHS)</b>	For academic concerns, located at the ground floor of Building H (Room H-508).
<b>Prayer Room</b>	It is located on the ground floor of Building C (Room C-14).
<b>Quality and Linkages Office (QLO)</b>	For maintaining University's quality initiatives and overseeing Linkages that support CHED typology. Located at the 7 <sup>th</sup> floor or Tower Building.
<b>Registrar's Office (REG)</b>	For scholastic records, evaluation, diplomas, certificates, and transfer credentials. Located on the ground floor of Building A (Room A-18).
<b>Student Accounts</b>	For student accounts, assessment, examination permits, periodical, and final grades. It is located on the ground floor of Building A (Room A-15).
<b>Student Development Office (SDO)</b>	For student affairs, lost and found items, excuse slips, discipline matters, and student clubs are located on the 2 <sup>nd</sup> floor of Building C. (Room C-17).
<b>The Office of President (TOP)</b>	Located on the 3 <sup>rd</sup> floor of the Building H(Room H-309)
<b>Treasury Office (TRE)</b>	For tuition and fee adjustments and refunds. Located on the ground floor of Building A (Room A-13).
<b>Vice President for Academic Affairs (VPAC)</b>	It is located on the second floor of the Building B (Room B-29).
<b>Vice President for Administrative Affairs (VPAD)</b>	It is located on the 2 <sup>nd</sup> floor of Building A inside the Administrative Personnel Office (Room A-22).
<b>Vice President for Financial Affairs (VPFIN)</b>	It is located on the ground floor of Building A (Room A-12).
<b>Vice President for Information System (VPIS)</b>	It is located on the 3 <sup>rd</sup> floor of Building H (Room H-307).
<b>Vice President (VPO)</b>	It is located on the 2 <sup>nd</sup> floor of Building H (Room H-213).

## **I. STUDENT 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 Tardiness**

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.

#### **1.1.3 Absences**

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 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.

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.

#### **1.1.4 Excused and Unexcused Absences and Exemptions**

##### **1.1.4.1 Excused Absence**

Students shall be excused for not attending a university or university-related activity if the university has been notified. In addition, excused absences 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.

##### **1.1.4.2 Unexcused Absence**

Students shall not be excused for not attending a university or university-related activity if there is no valid reason provided for the absence.

If an unexpected situation such as illness should arise and there is an extended leave from the course, it is the student's responsibility to contact the faculty and report the problem so that alternative methods of action for meeting class requirements can be made. Failure to comply may result in a failing grade.

##### **1.1.4.3 Exemptions**

The Dean may at his/her 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.

### **1.1.5 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 Cancellation of Classes and Specific Procedures**

#### **1.1.6.1 Suspension of Classes**

##### **Automatic Suspension of Classes**

In-person and online classes in all grade levels are automatically canceled when Tropical Cyclone Wind Signals (TCWS) 1, 2, 3, 4, or 5 are raised by PAG ASA. (DO 37, s. 2022).

The Local Chief Executives may announce the cancellation or suspension of classes if there are threats to public health and safety such as heavy rains, strong winds, or floods in all areas of LGU but are not issued a TCWS, earthquakes, transport strikes, and other circumstances. After clearing with the President of the University, the suspension of classes will be announced.

**Online Classes During Inclement Weather Conditions.** For those attending online class sessions, completing online tasks shall continue during inclement weather conditions. In cases where connectivity is affected due to bad weather conditions, students and subject teachers may agree to re-schedule their online or synchronous session until connectivity is restored.

**Self-directed learning.** In the event of canceled or suspended classes, students are encouraged, whenever possible, to continue with self-directed learning by utilizing the school's Learning Management System (LMS), particularly Canvas, and their textbooks and other available learning materials or references.

#### **1.1.6.2 Specific Procedures**

##### **Dismissal**

In cases where suspension of classes is announced when the students are already in the school attending classes, they will send everyone home if it is safe to do so. However, schools are obligated to keep the students safely in school if travelling has become unsafe.

## **1.2 Grading, Promotion and Retention**

### **1.2.1 System of Grading**

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

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

### **1.2.2 Promotion and Retention**

The promotion of a student from any curricular or component course of a degree program toward graduation shall strictly comply with the conditions or requirements as follows:

- 1.2.2.1 A student shall be given the necessary academic credits toward the completion of, or graduation from a degree program, provided that he/she has enrolled in the program, has satisfactorily complied with the admission requirements, has faithfully and regularly attended classes, and has acquired the expected proficiency required in the curricular or component course of the program.
- 1.2.2.2 A student shall be promoted or permitted to enroll in advanced or specialized courses provided that he/she has satisfactorily passed the basic and pre-requisite course(s).
- 1.2.2.3 A student shall earn academic credits for promotion towards graduation, provided he/she garners a final grade of 3.5 in a curricular or component course.
- 1.2.2.4 Commencing on SY 2024-25, all students newly admitted as first year to the BSA Program must get a grade of at least 3.5 in every Accounting and Law course.

A student who fails to meet this minimum grade requirement may re-enroll in the same course only once to obtain the minimum grade requirement of 3.5. Otherwise, he/she will be disqualified from the program but may still be eligible to transfer to the BSBA program of their choice.

In addition, a mandatory qualifying examination will be given to all incoming 3rd-year BSA students during the summer immediately after the 2nd-year level.

The Qualifying Examination shall cover areas of discipline in Law and Accounting that were taken up during the 1st and 2nd-year levels of the BSA program.

A student who fails to take the Qualifying Examination for valid reasons like illness, hospitalization, victim of calamities, and other fortuitous events shall file a request to be approved by the BAA Dean to take the next scheduled Qualifying Examination. Such request shall be accompanied by the necessary supporting documents (e.g. medical certificate validated by the University Medical Health Clinic, an official barangay certificate or clearance signed by the Authorized Barangay Official, etc.). In such a case, the concerned student shall be given a "conditional status."

The student with conditional status will still be allowed to enroll for 3<sup>rd</sup> year-level BSA courses, provided that he/she shall take the missed qualifying exam on a one-time-chance basis during the next summer immediately after finishing the third-year level.

To pass the Qualifying Examination, a BSA student must obtain a passing rate of 75% of the raw score on each examination subject using the zero-base approach. Failure in one exam course shall mean failure in the entire Qualifying Examination.

Similarly, a student who took but failed the Qualifying Examination for the first time shall likewise be granted the same "conditional status" and may repeat to pass the Qualifying Examination only once on the succeeding summer; otherwise, he/she will no longer be allowed to enroll in the 4th-year level and will no longer be eligible to continue under the BSA Program. The student may still be eligible to transfer to the BSBA Major in Accounting.

Finally, a student successfully enrolled in the 4th year must pass all the Integrated Accounting Course (IAC) review courses under the same standard using the zero-base method and earn a minimum grade of 3.5 in all courses. If a student fails in one of the IAC review courses, he/she may still be conferred, upon submission of a written formal request to the Dean, with a Bachelor of Science in Business Administration (BSBA) Major in Accounting degree. On the other hand, if the concerned student desires to graduate with a BSA degree, the student should enroll in a second course and repeat and pass all the IAC review courses. The student may repeat all the IAC review courses only once.

Only students who meet the above requirements will be conferred with the degree of Bachelor of Science in Accountancy (BSA) and eligibility to take the CPALE.

For the currently enrolled 2nd-year to 4th-year students (except IAC courses) who are not yet covered by this new policy effective SY 2024-25, the 2.5 minimum grade requirement still remains for eligibility to a BSA degree.

### **1.2.3 Graduation Requirements**

1.2.3.1 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 university for graduation.

1.2.3.2 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.

1.2.3.2.1 Must have fulfilled all the program requirements for graduation, as specified in the prescribed program curriculum.

1.2.3.2.2 Must have obtained satisfactory grades in all his courses.



- 1.2.3.2.3 Must have earned at least sixty (60) units of academic credit at JRU for transferee students' residency.
- 1.2.3.2.4 Must have settled all his financial obligations not later than the last term of the school year in which the student hopes to graduate.
- 1.2.3.2.5 Must have submitted all the required admission credentials and scholastic records such as F137 or Official Transcript of Records from other schools attended.
- 1.2.3.2.6 Must have filed an application for graduation online using JRU SWIT on the specified dates of application of the Registrar's Office.
- 1.2.3.2.7 It is the duty of the student to see the evaluation form in the Student Access Module through AIMS, JRU SWIT, or any other Student Dashboard.
- 1.2.3.2.8 Students shall be responsible for checking their courses taken and passed.
- 1.2.3.2.9 Transfer students' final evaluation shall be based on the official Transcript of Records of the students.

## 2. STUDENT HONORS AND AWARDS

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

### 2.1 Academic Honors

In order to qualify for academic honors, a student must meet the following requirements:

- 2.1.1 **Summa Cum Laude.** Candidates must have completed all four curriculum years at JRU with a general point average (GPA) of not lower than 1.200, with no final grade below 2.500 in all academic courses, including PE/NSTP.
- 2.1.2 **Magna Cum Laude.** Candidates must have completed all four curriculum years at JRU with a general point average (GPA) of not lower than 1.500, with no final grade below 2.500 in all academic courses, including PE/NSTP.
- 2.1.3 **Cum Laude.** Candidates must have taken at least ninety (90) units of academic credit at JRU, including the last two curriculum years, with a general point average (GPA) of not lower than 1.750, with no final grade below 2.500 in all academic courses, including PE/NSTP.
- 2.1.4 Not have committed any major infractions.
- 2.1.5 In all cases, the grades from other colleges/universities of transferee students who are candidates for honors shall be included in the computation provided they are relevant to their currently enrolled curriculum. However, students should still have no final grade below 2.500 in all academic courses taken.
- 2.1.6 In the case of students who shifted degree program and opted to credit previous courses, only required courses in the current curriculum are included in the computation for Latin Honors. However, students should still have no final grade below 2.500 in all academic courses taken.
- 2.1.7 Final marks of Withdrawal and Dropped, shall not be included in the computation: however, Incomplete, Conditioned, No Credit (NC), and 4.0 shall be counted as failing grades of 5.0

if no action was taken on the courses concerned within a year after the provisional grades had been given.

- 2.1.8 A failing final grade of 5.0 in any course is a ground for disqualification for a Latin Honor regardless of whether the student shifts to, or commences a new or different academic degree program, and in the process, requests to credit any course grade/s from the previous degree program where the failing grade was obtained. The same disqualification rule applies in the case of a transferee student who had obtained a failing grade from a school of origin and requests to credit any course grade/s from the previous to a present degree program.
- 2.1.9 On the other hand, a failing grade from a previous degree program obtained by a student shall not affect the student's eligibility for a Latin Honor in a subsequent degree program, provided that s/he takes and completes the new or subsequent degree program in its entirety without requesting to credit any course from the previous degree program where the failing grade/s originated.
- 2.1.10 A student's failing grade in Senior High School is not a deterring factor on eligibility for Latin Honor in the College Division. Neither shall a student's failing grade in the College be a deterring factor on eligibility for academic honors in the Law School and Graduate School Division.

However, residence and conduct shall be considered only as limiting factors, in that candidates academically qualified may be rejected due to lack of sufficient residence or poor conduct.

- 2.1.11 Finally, unless absolutely pardoned by the University President for an offense committed, a student aiming for a Latin Honor must not have any derogatory record and must not have been subjected to a disciplinary sanction that merited the penalty of suspension under the Student's Manual/Handbook, for the duration of the course where he is a candidate for graduation.

## **2.2 Special Award for Scholastic Achievement**

- 2.2.1 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.
- 2.2.2 Other special awards shall also be given to students who have shown outstanding performance in the major courses, or specialization.

## **2.3 Special Award for Loyalty**

- 2.3.1 For purposes of determining eligibility for loyalty awards, the program of study at Jose Rizal University shall be divided into four curricular levels: the elementary program of study, the secondary program of study, the tertiary/undergraduate degrees and the graduate school degrees or its equivalent.
- 2.3.2 A student who successfully completes four consecutive levels of program 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.

2.3.3 No loyalty awards are given for successfully completing full residence for only one level.

## 2.4 Dean's List

The Dean's List is an initiative that promotes academic excellence. It is not guaranteed or used solely to automatically grant Latin honors and scholarships. Students who have satisfied the criteria and obtained the required grade will receive an individual notice through the JRU SWIT and a certificate of achievement from the Dean.

To qualify for the Dean's List, a student should meet the following criteria:

- 2.4.1 Full-time student who obtained a GPA of 2.000 and above;
- 2.4.2 Minimum academic load as prescribed in the curriculum during the semester;
- 2.4.3 No final grade below 2.500 in all academic courses, including PE/NSTP/MS;
- 2.4.4 The student's moral character must be beyond reprehension. Hence, must not have committed any major violation in or off campus during the semester that he/she is being evaluated.

Moreover, the University reserves the right to review, discontinue, adjust the parameters, or revise the qualifications for the Dean's List at any time deemed required.

## 3. SCHOLARSHIPS AND FINANCIAL ASSISTANCE

A number of scholarships are granted each year to applicants who can fulfill the university's requirements. These scholarships allow deserving young men and women to further their studies in spite of possible financial difficulties.

Essentially, two types of scholarships exist, for those who wish to enter the University, and those who are already studying at the University. In turn, for both kinds, there exist academic and non-academic scholarships. 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 below.

### 3.1 Academic Scholarships

- 3.1.1 **La Pluma.** This form of academic scholarship is given to incoming college students who graduated in the **top ten** of the whole graduating batch of the Senior High School consisting of at least 80 graduate students from DepEd/CHED-recognized schools.
- 3.1.2 **Entrance Scholar A.** This entrance scholarship is given to incoming students in the college division who obtained the top three highest scores in the JRU scholarship admission test.
- 3.1.3 **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.
- 3.1.4 **Academic Scholar A.** This academic scholarship is for existing students enrolled in JRU who obtained a final GPA of 1.500 with no grade lower than 1.750, no failing grade in any subject, and carrying a regular load in the program of study in the previous semester.

**3.1.5 Academic Scholar B for College.** This academic scholarship is for existing students enrolled in JRU who obtained a final GPA of 1.750 with no grade lower than 2.000, no failing grade in any subject, and carrying a regular load in the program of study in the previous semester.

### **3.2 Athletic Scholarship**

**3.2.1 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.

**3.2.2 Band Scholarship.** This scholarship is open to officially enrolled college students at 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.

**3.2.3 NCAA (National Collegiate Athletic Association) Cheerleading Scholarship.** The scholarship is open to officially enrolled university students. It is endorsed by the coach/instructor in charge and through the office of the athletics director.

### **3.3 Non-Academic Scholarships**

**3.3.1 CSC (Central Student Council) President and Vice President Scholarships.** This kind of scholarship is open to the 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, endorsed by the Vice President for Academic Affairs, and approved by the University President.

**3.3.2 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 the Student Development office, endorsed by the VP Academic Affairs, and approved by the University President.

**3.3.3 DMST Scholarships.** This is open to the incumbent Corps Commander of the Corps of Cadets of DMST. A scholarship of this kind is recommended in writing by the DMST Commandant and the Director of Student Development Office, endorsed by the VP Academic Affairs and approved by the University President.

**3.3.4 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 the Director of Student Development Office, endorsed by the VP Academic Affairs and approved by the University President.

### **3.4 Special Scholarships**

**3.4.1 Jose Rizal University Alumni Association (JRUA) Scholarship.** This scholarship is for incoming first-year college students who successfully pass the screening and evaluation requirements of the JRUA.

**3.4.2 Presidential Decree No. 451 (PD451).** This scholarship is for poor but deserving students, as recommended by the VP of Financial Affairs and approved by the University President.

**3.4.3 Special Funded Scholarships.** This scholarship is open to all officially enrolled students who show exceptional promise as recommended by the VP of Academic Affairs and approved by the University President.

**3.4.4 Special Military Scholarship.** This scholarship is open to the dependents of military personnel who die or are incapacitated in the line of duty.

**3.4.5 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 University President will determine the eligibility for any such scholarship.

### **3.5 Financial Assistance**

**3.5.1 Student Assistance.** This scholarship is open to economically challenged 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 by a mental ability test and interview by the head of the requesting office.

**3.5.2 Financial Assistance/Aid Scholarship from Partner Entities.** Financial assistance opportunities are available to qualified students in the college division upon screening and evaluation by the Director of the Student Development Office.

All scholarship applicants, whether for the first time or continuing, are required to submit a completed application form and requirements at the Guidance and Testing Office (GTO).

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

## **4. STUDENT CONDUCT AND DISCIPLINE**

### **4.1. 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 program 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.

#### **4.1.1 Identification Card (ID)**

The student's identification card (ID) is secured at the Information Technology Office in Building H (Room H308).

All currently enrolled students are required to wear their ID slung over their necks 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.

If 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 from the Student Development Office and the payment of ID Replacement Fee.

In case the ID is misplaced, damaged, or left at home, the Student Development Office can provide a temporary gate pass.

#### **4.1.2 Dress Code and the School Uniform**

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

- 4.1.2.1 The school ID must be conspicuously worn slung over the neck while within the University and as prescribed during events outside the school.
- 4.1.2.2 Wear JRU school uniforms as required. Uniforms must be a yellow blouse and dark blue skirt for females and light blue polo and khaki pants with JRU tag and logo for males. They must be clean, without tatters, properly buttoned, and cut to the appropriate length (knee level for females) and style.
- 4.1.2.3 Hairstyles should be neat and appropriate for school-
- 4.1.2.4 Only shoes appropriate to the uniform will be allowed. For females, black closed shoes with the use of black or skin tone stockings and foot socks should be worn. For males, only black leather shoes and black socks are allowed. Using sandals, slippers, ~~logs~~, step-ins, or similar footwear is not allowed.
- 4.1.2.5 For students' activities and events, a letter of request to wear civilian attire must be written and submitted to Student Development Office for approval.

#### **4.1.3 Textbooks**

All students are encouraged to obtain a complete set of the prescribed textbooks. 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.

#### **4.1.4 Off-Campus**

Official school activities held outside the campus must be sanctioned by the University such as interscholastic athletics contests, competitions and community engagements among others. Any other off-campus activity shall not bind the University unless its prior written consent is sought through the proper channels.

### **4.2 School Activities**

School activities consist of curricular and non-curricular (extra-curricular). Students must 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 interest groups and programs of their own choosing, all of which provide significant opportunities to develop leadership qualities. They are reminded that such participation should not distract them from completing their academic requirements. Thus, all extra-curricular activities are prohibited from being conducted a week before and during any major examinations.

All student activities conducted on or off campus must be supervised by faculty, organizational advisers, or the Person-In-Charge (PIC).

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.

#### **4.2.1 Required and Other School Activities**

##### **4.2.1.1 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 on the campus. A student's active participation 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 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 associated with attending NCAA games.

The entire university sponsors a comprehensive intramural sports and recreation program, and students are encouraged to participate in these sports and recreation activities. Awards are given for group and individual excellence.

##### **4.2.1.2 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:

- 4.2.1.2.1 Reserve Officers Training Corps (ROTC), which is optional.
- 4.2.1.2.2 Civic Welfare Training Service;
- 4.2.1.2.3 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 two (2) semesters.

All program components shall emphasize citizenship training and shall instill patriotism, respect for the rights, and adherence of civilians to the 1987 Constitution.

#### **4.3 Student Discipline**

##### **4.3.1 Coverage of the Rules.** The University shall impose rules of conduct both within and outside the campus and on Face to face/HyFlex/On-line.

**4.3.2 Classification of Offenses.** Offenses shall be classified as major or minor depending on their gravity, and frequency shall be given corresponding disciplinary actions.

**4.3.2.1 Major Offenses.** The major offenses shall be sanctioned with suspension, non-re admission, exclusion, or expulsion and shall include the following:

4.3.2.1.1 Cheating in any form during examinations, either face-to-face or online; any unnecessary action (face-to-face or online) during examinations is considered cheating. Students who are caught will be given zero as their score;

4.3.2.1.2 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;

4.3.2.1.3 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;

4.3.2.1.4 Disrupting academic functions or school activities to create disorder, breach of peace, or serious disturbance not connected with any academic function or school activity;

4.3.2.1.5 Involvement or participation in-campus and off-campus brawls;

4.3.2.1.6 Membership in any fraternity or sorority not recognized by the institution;

4.3.2.1.7 Any form of hazing whether in-campus or off-campus;

4.3.2.1.8 Inflicting physical injuries upon another within the campus premises;

4.3.2.1.9 Possessing, trafficking, using prohibited drugs or chemicals, or any regulated drug without permit or prescription, in any form within the University premises;

4.3.2.1.10 Possessing or drinking an alcoholic beverage or being in a state of intoxication within the University premises or during Hyflex online virtual classes or when wearing school uniform outside the university. Students enrolled in HTM related courses 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;

4.3.2.1.11 Gross acts of disrespect, in words or in deeds, which tend to put any officer, faculty, or administrative staff in ridicule or contempt;

4.3.2.1.12 Threatening another with infliction upon his person, honor, or property or any act amounting to a crime or delinquency;

4.3.2.1.13 Any form of extortion or blackmail, whether or not the purpose or the objective is accomplished;

4.3.2.1.14 Unauthorized solicitation;

4.3.2.1.15 Acts of lewdness or immorality, public display of affection, any form of sexual harassment or distribution of pornographic materials within the University premises and during HyFlex/online/virtual classes.



- 4.3.2.1.16 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;
- 4.3.2.1.17 Stealing, extorting or any attempt thereof; misappropriating or failing to account for funds belonging to the University or any recognized organization;
- 4.3.2.1.18 Habitual disregard for or willful violation of established policies and regulations;
- 4.3.2.1.19 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;
- 4.3.2.1.20 Any form of gambling or betting within the campus;
- 4.3.2.1.21 Any acts of subversion or insurgency;
- 4.3.2.1.22 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;
- 4.3.2.1.23 Wearing or using an identification card other than your own inside the campus;
- 4.3.2.1.24 Using the University name without authority;
- 4.3.2.1.25 Committing a third minor offense;
- 4.3.2.1.26 Using social networking tools (chats, blogs and the like) and emails for any illegal;
- 4.3.2.1.27 Smoking or vaping within the University premises or outside the university with a student wearing his school uniform or during Hyflex online virtual classes
- 4.3.2.1.28 Any form of bullying; As mandated by Republic Act No. 10627 or the "Anti-Bullying Act of 2013", the University prohibits harassment and bullying between students, faculty, parents, school staff, and any third parties, directly or indirectly. Its commitment is to create a working and learning environment that is free of intimidation, fear, coercion, and reprisal, and a community that allows its members to grow intellectually and professionally. The programs and equipment being used by the faculty, employees, and students are intended for educational purposes only.

The University shall not tolerate bullying and harassment. Any student, parent, faculty, or staff member whose actions are found to be inappropriate and related to bullying, harassment, or cyberstalking shall be thoroughly investigated by the school administration and may be subjected to disciplinary action.

- 4.3.2.1.29 Disruption of classes whether face to face or online/virtual classes;
- 4.3.2.1.30 Gross misconduct;
- 4.3.2.1.31 Use of profane, obscene, disrespectful language during classes;

- 4.3.2.1.32 All forms of hacking and any attempt that may lead to hacking other's personal or institutional accounts;
- 4.3.2.1.33 Using someone's account to enter online classes;
- 4.3.2.1.34 Unauthorized recording of any class sessions, faculty or classmates during online classes;
- 4.3.2.1.35 Sending or posting discriminatory, harassing, or threatening messages or images;
- 4.3.2.1.36 Violating the copyright law;
- 4.3.2.1.37 Sending or posting messages that defame or slander other individuals;
- 4.3.2.1.38 Using Canvas for political causes or activities, religious activities, or any sort of activities;
- 4.3.2.1.39 Refusing to follow the rules of the University;
- 4.3.2.1.40 Offering (Direct or Indirect) gifts/money/gift certificates/food or accommodation to influence teachers, school staff or administrators to circumvent school rules and regulations or decisions relative to student's final grades and performance;
- 4.3.2.1.41 Plagiarism; Plagiarized works (<https://www.plagiarism.org/>, 2017) mean:
  - 4.3.2.1.41.1 turning in someone else's work as your own
  - 4.3.2.1.41.2 copying words or ideas from someone else without giving credit
  - 4.3.2.1.41.3 failing to put a quotation in quotation marks
  - 4.3.2.1.41.4 providing incorrect information about the source of a quotation
  - 4.3.2.1.41.5 changing words but copying the sentence structure of a source without giving credit
  - 4.3.2.1.41.6 copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
- 4.3.2.1.42 Use of Open AI tools if a student:
  - 4.3.2.1.42.1 Submits text, images, designs, or any other academic work generated by AI without proper attribution or citation;
  - 4.3.2.1.42.2 Use open AI to generate text and submit it as one's own work for exams, essays, theses or dissertations, research and any graded assessment; and
  - 4.3.2.1.42.3 Submit content generated by open AI or similar tools as one's own original work. *Reference: JRU Memorandum No. 2023-09 dated April 11, 2023, Guidelines for Ensuring Academic Integrity with the use of AI Tools (ChatGPT).*
- 4.3.2.1.43 Engaging in any other illegal activities; and
- 4.3.2.1.44 Any other offenses are analogous to the foregoing.

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

- 4.3.2.2.1 Using cellphones and other electronic gadgets inside the classroom, laboratory, library and places where learning activities are going on except upon instruction of the faculty;
- 4.3.2.2.2 Not wearing the prescribed uniform;
- 4.3.2.2.3 Wearing improper attire (e.g., wearing shorts, caps, slippers, spaghetti straps, crop tops, ripped jeans, etc.) on occasions when wearing the prescribed uniform is not required;
- 4.3.2.2.4 Unkempt hair by students;
- 4.3.2.2.5 Wearing earrings by male students;
- 4.3.2.2.6 Wearing more than one pair of earrings per ear by female students;
- 4.3.2.2.7 Body piercing accessories on any part of the body except earlobes;
- 4.3.2.2.8 Eating inside classrooms, auditorium, gymnasium, library, learning and information commons and prayer room; and during online virtual classes;
- 4.3.2.2.9 Using University facilities and equipment without authority;
- 4.3.2.2.10 Wearing improper attire during online class/meeting;
- 4.3.2.2.11 Sleeping during online class;
- 4.3.2.2.12 Sending or posting inappropriate messages either through email, LMS, or online and social media platforms; and
- 4.3.2.2.13 Use of inappropriate photo displayed in authorized LMS or JRU email.

### **University Portal Internet Usage Policy**

All students' input and output shall be considered part of the institution's official record. The same may be disclosed to parents and administrators, and any third parties if the need arises.

Both parents and students shall observe the University's policy on internet usage.

Students shall practice professionalism in composing, transmitting, accessing, and receiving data. Such should not be offensive in all manners to any individual.

Offensive content is as follows: racial discrimination, sensual comments in violation of sexual harassment act, gender bias, and anything derogatory in nature to any individual.

Abuse and misuse of any internet platform or tool shall result in disciplinary action.

**Communication Policy**

- Always use your official University e-mail when communicating with faculty/teachers and officers.
- Always be respectful in your e-mails and other forms of communication.
- Use correct spelling and grammar when communicating.
- Never post/submit anything that will be considered defamatory, cyberbullying, or plagiarized. Disciplinary or academic sanctions may be applied.
- If you are having connectivity issues, inform the faculty by sending an e-mail or an SMS.

**Parent/Guardian's Responsibility**

The University believes that parents and guardians have a very significant role in every student enrolled in the university.

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

4.3.3.1 In case of offenses:

	<b><u>Major Offense</u></b>	<b><u>Minor Offense</u></b>
First Offense	2-Day suspension; The on-line platform is blocked	Warning
Second Offense	7-Day suspension; The on-line platform is blocked	Written notice
Third Offense	Suspension, non-readmission, exclusion The on-line platform is blocked	2-day suspension and will be considered as a major offense

4.3.3.2 For major offenses, the sanctions that may be imposed are suspension, non-readmission, exclusion, or expulsion.

4.3.3.3 **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.

4.3.3.3.1 **Preventive Suspension** - A student may be suspended during the period of the investigation and/or the pendency of the disciplinary proceedings.

4.3.3.3.2 **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.

A student who committed a major offense may be tasked to serve the JRU community in a form of community or academic service. Instructions may be given by the Dean, SDO Director or the Student Discipline Coordinator.

4.3.3.3.3 **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.

4.3.3.3.4 **Exclusion** - A student is dropped from the rolls of the University immediately upon promulgation of the resolution for exclusion and denied admission thereafter.

4.3.3.3.5 **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.

4.3.3.3.6 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.

4.3.3.3.6.1 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.

4.3.3.3.6.2 The second concerns additional disciplinary measures, should it appear that the student's acts approximate that the vandalism, and may involve academic.

4.3.4 **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.

4.3.5 **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.

4.3.5.1 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.

4.3.5.2 The records of the disciplinary proceedings shall be noted and signed by both parties.

4.3.5.3 Giving false testimony in any disciplinary investigation or proceeding shall be dealt with the appropriate action.

4.3.5.4 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.

4.3.5.5 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.

4.3.6 **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.

## **5. STUDENT CO-CURRICULAR ACTIVITIES**

### **5.1 Student Organization**

#### **5.1.1 General Provisions**

- 5.1.1.1 The University shall provide special opportunities for students to participate in the interest groups and programs of their own choosing.
- 5.1.1.2 Extra-curricular activities shall provide a significant opportunity to develop qualities of leadership.
- 5.1.1.3 Student organizations shall be under the leadership of students with faculty supervision.
- 5.1.1.4 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).
- 5.1.1.5 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.

#### **5.1.2 Application for Recognition**

- 5.1.2.1 Requirements for establishing a new student organization are as follows:
  - 5.1.2.1.1 Not partisan or religious in nature
  - 5.1.2.1.2 At least 25 members who are currently enrolled
  - 5.1.2.1.3 Constitution and By-Laws
  - 5.1.2.1.4 Recommended activities for the year
  - 5.1.2.1.5 List of officers (ad hoc), and
  - 5.1.2.1.6 Recommended faculty adviser
- 5.1.2.2 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.
- 5.1.2.3 Recognition of a student organization is renewable annually provided that the following requirements are met:
  - 5.1.2.3.1 Year-end report of activities
  - 5.1.2.3.2 Reviewed by-laws
  - 5.1.2.3.3 Financial Statements
  - 5.1.2.3.4 Ad hoc committee/s for the next school year
  - 5.1.2.3.5 Recommended adviser
  - 5.1.2.3.6 Recommended activities
- 5.1.2.4 A list of recognized student organizations shall be issued annually by the SDO Director.

- 5.1.2.5 All recognized student organizations shall have an Executive Board consisting of the President, Vice President, Internal and Vice President, External.
- 5.1.2.6 Every recognized student organization shall be assigned at least one adviser.
- 5.1.2.7 The preference of the recognized student organization shall be taken into consideration in the appointment of the adviser.
- 5.1.2.8 The adviser shall be required to attend all general meetings and activities involving the entire membership.
- 5.1.2.9 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.

### **5.1.3 Membership**

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

### **5.1.4 Elections**

#### **5.1.4.1 Recognized Student Organization**

- 5.1.4.1.1 Elections for Recognized Student Organizations will be done preferably on the second week of May.
- 5.1.4.1.2 The procedures for election shall be covered by the by-laws of the student organization.
- 5.1.4.1.3 Any election protest shall be settled by the faculty adviser, but may be appealed to the SDO Director.
- 5.1.4.1.4 Students graduating in the first semester shall not be eligible to run for office.

#### **5.1.4.2 Student Government**

- 5.1.4.2.1 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.
- 5.1.4.2.2 Students graduating in the first semester shall not be eligible to run for office.

### **5.1.5 Activities**

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

- 5.1.5.2 The use of facilities shall be prioritized in the following manner: first priority – University activity; second priority – academic division activity; third priority – organization activity.
- 5.1.5.3 Recognized Student Organizations shall submit the required documents and reports to DO
- 5.1.5.4 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.

## **5.2 Student Publications**

- 5.2.1** There shall be two major publications for the College Division: The Journal and The Rizalian.
- 5.2.2** The following content shall be prohibited in any publication of the University:
  - 5.2.2.1 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.
  - 5.2.2.2 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.
  - 5.2.2.3 Those which tend to undermine the faith and confidence of the people, their government, and/or duly constituted authorities.
  - 5.2.2.4 Those, which glorify criminals or condone crimes.
  - 5.2.2.5 Those, which serve no other purpose but to satisfy the market for violence or pornography.
  - 5.2.2.6 Those, which tend to abet the traffic in the use of prohibited drugs.
  - 5.2.2.7 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.
  - 5.2.2.8 Any partial/bias criticism of the government.
  - 5.2.2.9 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.
  - 5.2.2.10 Topics with little or no relation to student activity.
  - 5.2.2.11 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.
- 5.2.3** The budget for printing shall be submitted to the Vice President for Academic Affairs (VPAC) for approval.



#### **5.2.4 Policies on the School Organ**

- 5.2.4.1 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.
- 5.2.4.2 The Director of Student Development Office shall appoint a faculty adviser for the school organ.
- 5.2.4.3 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.
- 5.2.4.4 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.
- 5.2.4.5 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.
- 5.2.4.6 Scholarships shall be forfeited for the editor-in-chief and the managing editor should they fail to publish 2 issues per year.
- 5.2.4.7 The school organ shall be in the form of 9" x 1 2", and shall contain at most 28 pages.
- 5.2.4.8 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.
- 5.2.4.9 The school organ will either be published online or in hard copy.

#### **5.2.5 Policies for the Yearbook**

- 5.2.5.1 The college graduating class, if so desired, shall publish a yearbook at the end of the school year, named "The Rizalian".
- 5.2.5.2 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.
- 5.2.5.3 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."
- 5.2.5.4 The editorial board of graduating students shall be responsible for the preparation of the yearbook.
- 5.2.5.5 The members of the editorial board shall be appointed by the Director of Student Development Office upon the recommendation of the yearbook faculty advisers.
- 5.2.5.6 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.
- 5.2.5.7 The editor-in-chief of the yearbook shall not serve as editor-in-chief of the school organ at the same time.
- 5.2.5.8 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.

- 5.2.5.9 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.
- 5.2.5.10 A graduating student, to be eligible for inclusion in the yearbook, shall complete graduation requirements within the school year, including the summer term.
- 5.2.5.11 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.

## **6. STUDENT RECORDS**

### **6.1 Registration and Enrolment**

- 6.1.1 The enrolment system can be accessed online.
- 6.1.2 Except for old students, new applicants or transfer students are required to enroll on campus.
- 6.1.3 A student is considered officially enrolled only after he has:
  - 6.1.3.1 Submitted all required admission credentials (for new applicants/transfer students)
  - 6.1.3.2 Issued an Enrolment Permit (EP)
  - 6.1.3.3 Made an initial payment of school fees
- 6.3.4 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.

### **6.2 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.

### **6.3 School Request for JRU Credentials**

- 6.3.1 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.
- 6.3.2 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.
- 6.3.3 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.

## **6.4 Student Request for JRU Credentials**

- 6.4.1 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.
- 6.4.2 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.”
- 6.4.3 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.

## **7. STUDENT ACCOUNTS AND FINANCES**

### **7.1 Tuition and Other School Fees**

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

A “prompt payment discount” of 10% of tuition is given if full payment of all tuition and miscellaneous fees are made on or before the 7<sup>th</sup> day from the opening of classes (Prompt Payment Discount). However, if payment is made through credit card, the “prompt payment discount” is reduced to 7.5% of the tuition.

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

Students who will pay tuition and miscellaneous fees in full after the prompt payment discount period but on or before the 15<sup>th</sup> 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 the 15<sup>th</sup> day from the opening of classes shall automatically be considered as paying on an “installment basis” and shall be charged the installment rates.

Students on “installment basis” should inquire and secure a schedule of payments from the Student Accounts Section of the Accounting Office located in Room A-15.

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 paying by check before the late enrollment deadline whose check is subsequently dishonored upon clearing will be considered as not having been paid, and will be subject to the late enrollment fine if he makes good after the deadline.

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

Students are required to settle all the back balance(s) and the minimum down-payment upon enrollment. Promissory notes are not allowed as settlement of back balances during enrolment.

The University offers various discount privileges, including brother and/or sisters' discounts, Reductions for JRU Kindergarten, Elementary and Senior High School Graduates, Alumni discounts for first-time enrollees etc. Further information about discount offerings may also be obtained at the Student Accounts Section in Room A-15.

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."

## **7.2 Withdrawals, Dropped Students and Refunds**

### **7.2.1 Withdrawals and Dropped Students**

Aside from the usual refunds which may be made in cases from over payment, return of deposits, and the like, refunds may also be allowed in the case of students who wish to withdraw under certain conditions.

From the point of view of the University, a student who withdraws is one who notifies the school in writing (F-REG-004) that he/she is discontinuing his studies for the term. Refunds will be made provided the application to withdraw has been approved by the appropriate division head.

A student who is dropped however is one who does not notify any competent University officer before the end of the term that he is discontinuing his studies. In such a case, the student is charged in full for the semester.

In view of the rationalization of the fees charged for miscellaneous transactions and to enhance financial control over these transactions, no refunds shall be made arising from payments made for the following:

- Certifications of any nature;
- Request for Official Transcripts of Records;
- Requests for Honorable Dismissal;
- Authentication of documents;
- Reprinting of Form 138.
- Request for 2nd copy of Diploma

Also, any pre-enrollment fee or reservation fee paid is non-refundable if the student failed to enroll on the school year the said pre-enrollment applies.

### **7.2.2 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 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 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 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.

### **7.2.3 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 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 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 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.

#### **7.2.4 Refunds for Withdrawals under Special Circumstances**

If, beyond the forty five (45) days limit, the student requests for withdrawal or transfer to another school due to (1) poor health, or (2) unavoidable physical transfer of residence, or (3) reassignment of student who is employed, and his written application is favorably considered by the respective division head, or (4) events brought about under fortuitous circumstances like flood,

fire, earthquake, etc., the student will be charged all pertinent miscellaneous fees (except the diploma fee) plus the tuition fee due whether on cash or installment basis, covering the period up to and including the calendar month in which he stopped. All the above reasons need a letter of explanation and/or medical certificate and/or certification from the employer. The exemptions are applicable only if the notice of withdrawal is filed by the student before the end of the second preliminary examination.

## **8. STUDENT PERSONNEL SERVICES**

### **8.1 Health Services**

A medical and dental clinic forms part of the services made available to students of the University. The university main clinic is located Room C-18 on the ground floor of Building C. Qualified personnel man the clinic. The medical clinic is open from 7 a.m. up to 9 p.m. Monday to Friday; and 7AM to 7PM on Saturdays. The dental clinic is open from 8AM to 5PM, Monday to Tuesday, and 8AM to 12PM on Wednesdays.

#### **8.1.1 Consultation**

Management done at the clinic consists mainly of first aid treatment. The clinic does not dispense antibiotics. Only the first dose of the necessary medicine for the immediate relief of symptoms will be provided to the patient.

No procedure is done in the dental clinic except for first aid treatment. If further treatment is needed, the dentist will issue a referral letter to their private dentist for further evaluation and management.

A student who wishes to avail of the services of the Clinic may inform his adviser or classroom teacher, who, in turn, will accompany him to the Clinic. In all cases, the clinic staff will assess the student, institute appropriate treatment (which may include providing medication or cleaning/dressing a wound), and inform the adviser or the principal of the situation. The parent/guardian is subsequently notified of the consultation and the child's medical condition.

Currently, enrolled students who wish to avail of the services of the Clinic can proceed to the said room. They should present their current JRU ID to the nurse on duty and inform the nurse of their complaint. Their consultation will be recorded on the clinic's electronic medical and dental record (EMDR) system.

The clinic offers online medical or dental consultation via email or JRU SWIT. Students and employees may send their concerns at support@jru.edu or access their JRU SWIT to schedule an online consultation. Clearances are not given online. They are to be secured personally at the clinic. Patients seeking clearance still needs to be assessed physically prior issuance of clearance.

Students are not allowed to loiter or stay in the Clinic if they do not need its services.

#### **8.1.2 Clearances and Issuance of Medical Certificates**

The clinic issues medical certificates/clearances for JRU-related and/or JRU-sponsored activities only.

### **8.1.2.1 Absence**

Students who have been absent due to a medical reason must first secure clearance from the clinic prior to returning to class. For absences of less than three (3) days, students must submit an excuse letter to the clinic from their parents/guardians on the day they report back for school. For those absent more than three (3) days or those sent home by the clinic, students must submit a medical certificate from their attending physician to the clinic on the day that they report back to school. Regardless of the number of days absent, if a student was admitted/confined in a hospital, he/she needs to submit a medical certificate from his/her attending physician or record of confinement and obtain clearance from the medical clinic that he/she is fit to go back to school.

### **8.1.2.2 Educational Tours, Intramurals, and Other Extracurricular Activities**

Students participating in activities that will require a medical clearance need to undergo a medical exam conducted by a licensed physician. The clinic offers this service to students provided that the activity be endorsed to the clinic and a request letter submitted by the faculty in charge. The request letter should contain the details of the activity and the list of students who will participate. The letter and list must be submitted to the clinic at least one (1) week before the scheduled activity. Only those students whose names appear on the list will be entertained for medical.

If a student who will participate in an athletic event is requested to undergo medical clearance at the clinic, the student must submit to the clinic a medical clearance from his/her attending physician certifying that he/she is fit to play. The student also needs to submit a PAR-Q form secured from the Athletics Office. The PAR-Q form must be completed and duly signed by the student (if of legal age) or by the parents/guardian (if minor).

Medical examinations are valid for six (6) months from the date of issuance. Students who had a medical examination within the last six months only need to have their medical records updated. Those whose last medical examinations exceeded six (6) months must undergo physical examination again.

For students with abnormal findings or known illnesses, a medical clearance from specialists must be secured and submitted to the medical clinic prior to joining the activity.

## **8.2 Medical Emergency**

The clinic shall provide first aid treatment or management in cases of emergencies.

Any student, faculty, or staff who needs immediate medical attention but is still ambulatory shall be brought to the clinic nearest his/her location accompanied by a faculty/staff or fellow student present on the scene. For non-ambulatory patients (e.g., fall, fracture, loss of consciousness, etc.), the teacher/faculty/staff/student present during the incident shall inform the nurse-on-duty (NOD) of the situation, either through phone or in person. The NOD shall go to the site to assess the patient's status and shall stabilize the patient first before transporting the patient to the clinic. Further medical assessment and first-aid treatment shall be done at the clinic by the doctor on duty. For critical cases or those that cannot be moved, the doctor on duty shall go to the site to assess the patient and facilitate the transfer of the patient to the nearest hospital.



Parents or guardians or next of kin of sick students shall be informed by the Dean's Office.

When necessary, the patient shall be brought to the nearest medical facility/hospital. The patient will be accompanied to the hospital by a designated staff member of the school. The Student Development Office/Dean's Office shall be the one to assign who will accompany the patient to the hospital. Patients who are unstable or in critical condition shall be brought to the hospital accompanied by a clinic nurse and another staff member/faculty member designated by the **Student Development Office/Dean's Office**.

The University shall cover expenses related to first aid treatment only. The **Student Development Office/Dean's Office** shall issue the Letter of Authority (LOA) to be used in the school's partner hospital. The LOA will be brought by the staff and handed over to the school's partner hospital.

### **8.3 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. This service also includes application of appropriate testing and measurement mechanisms, in order to assist the individual student in realizing his full potential.

### **8.4 Guidance Services**

Guidance and counseling services are available for all divisions and facilitated in the Guidance and Testing Office. The service provides assistance to students in managing their emotional, social, and psychological adjustments and needs. It involves assessing students' difficulties in their studies and handling relationships with their family and peers. Guidance and counseling services are available for individuals or groups of students.

### **8.5 Career and Placement Services**

Career and Placement Services aims to support and empower students with the resources, skills, and knowledge necessary to succeed through systematic industry exposure. It consists of career exploration, career planning, job preparation, and employment search.

## **9. STUDENT PROTECTIONS UNDER SPECIAL LAWS**

### **9.1 Coverage**

Some laws 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), 11313 (Safe Spaces Act or *Bawal Bastos* Law), 8049 (Anti-Hazing Law) and 10173 (Data Privacy Act of 2012). The University has adopted policies and procedures to implement these laws and their accompanying rules and regulations. These are likewise adopted entirely or supplementary, where applicable, and made an integral part of this handbook.

## **9.2 Sexual Harassment**

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

## **9.3 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.

## **9.4 Random Drug Testing**

Students randomly selected to undergo drug testing under Board Regulation No. 6 (2003) of the Dangerous Drugs Board 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.

9.4.1 The University is a drug-free campus and, in its admission and retention policies, adopts CHED Memorandum Orders such as CMO no. 64 series of 2017 as part of this handbook.

9.4.2 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.

## **9.5 Safe Spaces Act**

The University prioritizes the security and safety of its students; therefore, RA 11313 and its IRR are observed and are made a significant part of this handbook. The student may file a complaint with the SDO Director, and due process will be implemented.

## **9.6 Anti-Hazing Law**

The university implements RA 8049 and its IRR, which are important parts of this handbook. Any student may file a complaint to the SDO Director if there is physical harm or violence present in an organization.

## **9.7 Data Privacy**

The University is committed to protecting the privacy rights of its students (also known as data subjects) on personal information according to the Data Privacy Act of 2012 provisions. Students are urged to read and understand the privacy notice posted on the University 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.