



JOSÉ RIZAL UNIVERSITY

STUDENT HANDBOOK SY 2024-2025

Graduate School

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FOREWORD

Welcome to the Jose Rizal University graduate community. As you embark on this academic journey, we encourage you to regard the University as a second home and to immerse yourself in its storied history and distinguished accomplishments.

This handbook serves as a comprehensive guide to your responsibilities and conduct, both within the campus and in activities that may impact the University's reputation. Thoroughly familiarizing yourself with the policies, guidelines, and procedures in this handbook of commitment will significantly help you to achieve smooth conduct of your academic tasks free of hassles and repercussions.

Please be advised that, while we strive to maintain the accuracy and completeness of the information contained in this handbook, the University retains the right to amend its content at any time during the academic year. Such amendments will take effect as deemed necessary by the University upon due consultation and ratification of all concerned.

OFFICERS OF THE ADMINISTRATION

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Vice President - Academic Affairs

AUGUSTO K. FABELLA

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Vice President - Information Systems

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Dean, Law School Division

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Accountancy*

MA. DULCE B. MANGIBIN

Dean, Criminal Justice Education

LIZA R. REYES

Dean, Computer Studies and Engineering

DON VICENTE C. REAL

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AUXENCIA A. LIMJAP

Director, Research Office

HIROMI M. LASCANO

*Director, Student Development Office &
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BILLY JAY B. ANGELES

*Director, Institute of Technology-Based
Learning*

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University Registrar

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Vice President - Financial Affairs

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*Director, Administrative &
Human Resource Office*

EFREN JOSE Y. SUPAN

Director, Athletics Office

CAROLINA A. FERNANDEZ

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

IVORY JOY C. MALINAO

Director, Marketing & Communications Office

MARIA KARENINA S. GUILLERMO

Director, Quality and Linkages Office

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Assistant Dean, Law School Division

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*Assistant Director, Engineering &
Maintenance Office*

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Assistant Director, Treasury Office

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Assistant University Registrar

THE GRADUATE SCHOOL DIVISION

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Vice President for Academic Affairs

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Area Chair, Graduate Studies in Business Administration

Raul A. Aquino

Area Chair, Graduate Studies in Public Administration

Sophia D. Deterala

Area Chair, Graduate Studies in Educational Administration (Concurrent)

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.

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.

INSTITUTIONAL OUTCOME

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

GRADUATE SCHOOL VISION

JRU Graduate School Division will be a market leader in technology-driven multidisciplinary graduate education producing local and international graduates of social importance.

PROGRAM OUTCOMES

Consistent with the stringent demands of higher management in the industry, the educational sector, and government, the graduate of JRU Graduate School are able to:

1. Be a responsible and useful professional and citizen guided by Rizalian values;
2. Manifest expert knowledge in the field of specialization;
3. Enhance managerial, organizational, professional, and personal competencies through lifelong learning;
4. Solve complex problems and propose innovative programs through interdisciplinary scholarship and research;
5. Apply higher quantitative and qualitative skills in the performance of assigned tasks;
6. Communicate and market ideas, support co-workers, and inspire them to work cooperatively and collaboratively as a well-oiled team; and
7. Manage and lead an institution effectively to meet the challenges of the Philippines and the global economy.

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

Website: www.jru.edu

Accounting Office	For school fees assessment and student accounts clearances. Located at the ground floor of Building A (Room A-13)
Athletics Office (ATH)	For the use of athletic equipment and facilities. Located on the 3 rd floor of the East Tower Building (Building G-37).
Auditorium	For varied events and formal assembly. Located at Building H, phase 3, ground floor.
Cashier	For payments of accounts. Located on the ground floor of Building A (Room A-16).
Centennial Auditorium	For varied events and formal assemblies. It is located at the Centennial Building, 9 th floor.
Community Development Office	For community extension and outreach programs. Located at the ground floor of Building C (Room C-17).
Computer Laboratories	For computer-assisted instruction and activities. Located at the Building H, Room H-201, H-303, H304, H-311, H-411 and H-412.
Customer Advocacy Office (CAO)	For customer service assistance and inquiries. Located on the 2 nd floor of Building H, (Room- 202)
Engineering & Maintenance Office (EMO)	For security location of buildings and offices within the campus. Located at the ground floor of the JRU Gymnasium (Room G-37).
Graduate School Area Chairs Office	For academic concerns. Located at Tower Building (T-12)

Graduate School Dean's Office	For consultation with the Dean. Located at Tower Building (T-13)
Guidance & Testing Office (GTO)	For counseling (educational, social, career, or personal) and testing (IQ, Personality), needs. Located on the 2 nd floor of Building H (Room H-212).
Hospitality and Tourism Management Office (HTM)	For academic concerns, it is located on the fourth floor of Building C (Room C-44).
Institute of Technology-Based Learning Office (ITBL)	For blended learning courses (canvas). Located on the 2 nd floor of Building H (Room H-211),
IT Office (Technical)	For technical support. Located on the 3 rd floor of Building H (Room H-409)
Library	For books, newspapers, magazines, and research and reading materials, use audio-room and audio-visual equipment. (Ground floor of Building H).
Management Information System (MIS)	For request of ID, creation of accounts, data encoding. Located on the 3 rd floor of Building H, Room H 309
Medical & Dental Clinic (MDC)	For first aid medical and dental services and benefits. Located on the ground floor of Building C (Room C-18).
Prayer Room	It is located on the ground floor of Building C (Room C-14).
Quality and Linkages Office (QLO)	For maintaining University's quality initiatives and overseeing Linkages that support CHED typology. Located at the 7 th floor or Tower Building.
Registrar's Office (REG)	For scholastic records, evaluation, diplomas, certificates, and transfer credentials. Located on the ground floor of Building A (Room A-18).
Student Accounts	For student accounts, assessment, examination permits, periodical, and final grades. It is located on the ground floor of Building A (Room A-15).
Student Development Office (SDO)	For student affairs, lost and found items, excuse slips, discipline matters, and student clubs are located on the 2 nd floor of Building C. (Room C-17).
The Office of President (TOP)	Located on the 3 rd floor of the Building H(Room H-309)
Treasury Office (TRE)	For tuition and fee adjustments and refunds. Located on the ground floor of Building A (Room A-13).
Vice President for Academic Affairs (VPAC)	It is located on the second floor of the Building B (Room B-29).
Vice President for Administrative Affairs (VPAD)	It is located on the 2 nd floor of Building A inside the Administrative Personnel Office (Room A-22).
Vice President for Financial Affairs (VPFIN)	It is located on the ground floor of Building A (Room A-12).
Vice President for Information System (VPIS)	It is located on the 3 rd floor of Building H (Room H-307).

Vice President (VPO)	It is located on the 2 nd floor of Building H (Room H-213).
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I. STUDENT PROGRESS AND RETENTION

1.1 Student Attendance/Absences

1.1.1 Attendance

A student is required to attend classes regularly and punctually.

Always be on time for the lectures and meetings during synchronous sessions. Make sure you access your lessons on time. Students are expected to log into their course(s) to keep up with the course materials. Faculty, staff, and administrators can track the students' activities online.

1.1.2 Tardiness

A graduate school student who arrives in class 20 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 graduate school 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.

Regular classes are offered during weeknights and whole Saturdays and are conducted in the most conducive atmosphere for three and a half (3 1/2) lecture hours per session for 15 meetings within a given trimester.

1.1.3.1 Excused and Unexcused Absences

Graduate school students shall be excused for not attending a school or school-related activity only in special circumstances approved by the Area Chair and the Dean. Because of the small number of class days in relation to the number of units in class, excused absences are exceptional and must be weighed and judged on a case-by-case basis. Excused absences of students during special holidays or activities relative to their religion shall be allowed, provided the permission of the faculty, the Area Chair, and the Dean is sought.

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

1.1.3.2 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.

1.1.4 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.

1.1.5 Cancellation of Classes and Specific Procedures

1.1.5.1 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 professors 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 other available learning materials or references.

1.1.5.2 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 must keep the students safe in school if travelling become unsafe.

1.2 Grading, Graduation and Retention

1.2.1 System of Grading

A. Grading System. The work of the Master's students shall be graded at the end of each trimester by the following system:

Grade	Explanation	Numerical Rating Scale
1.00	Excellent	97 – 100
1.25	Very Good	92 – 96
1.50	Above Average	89 – 91
1.75	Average	86 – 88
2.00	Passing	85
5.00	Failing	Below 85
NC	No Credit/Incomplete Requirements	-
WD	Withdraw (Student officially drops after the start of classes)	-

The work of the Doctoral students shall be graded at the end of each trimester under the following system:

Grade	Explanation	Numerical Rating Scale
1.00	Excellent	97 – 100
1.25	Very Good	92 – 96
1.50	Average	89 – 91
1.75	Passing	88
5.00	Failing	Below 88
NC	No Credit/Incomplete Requirements	-
WD	Withdraw (Student officially drops after the start of classes)	-

1.2.1.1 Correction of Grades

Correction of final grades in any course is allowed within one (1) year. The Correction of Grades Form is used for this process. This process includes a proper endorsement from the faculty, approved by the Dean and the University Registrar using the appropriate Change of Grade Form.

1.2.2 Graduation

A Graduate school student is responsible for consulting with the office of the Graduate School and the Registrar to ascertain eligibility for the degree or title for which he/she desires to qualify and to determine that all program requirements are met. A graduation application should have been filed online to the Registrar's Office within a prescribed period after the beginning of classes during the first or last semester of the student's residence at the University. Otherwise, the candidate may not be considered for graduation during that application period.

No title or degree candidate will be permitted to graduate or participate in the commencement exercises unless the following requirements have been satisfactorily fulfilled.

Academic Requirements. A candidate is required to comply with specific requirements of the JRU and Commission on Higher Education (CHED). The academic requirements for graduation are subject to change if, in the opinion of JRU, a further improvement of the curriculum will result.

Financial Requirements. A candidate for graduation must have settled all financial obligations with the University not later than the end of the second semester of the school year.

School Record Requirements. No candidate for a title or a degree will be permitted to graduate or participate in the Commencement exercises unless his/her Official Transcript of Records from the previous school attended has been received by the Registrar's Office. In such cases, the student should ensure that all required submissions, documents, and records, must be submitted earlier so as not to cause delay on the student's graduation.

1.2.3 Retention

Retention Requirements. A candidate for graduation must fulfill the following:

- For Doctorate Degree programs, the candidate must have fulfilled all the program requirements for graduation within a period of eight (8) school years from the initial date of enrolment;
- For Master's Degree programs, the candidate must have fulfilled all the program requirements for graduation (including refresher courses, if any) within a period of five (5) school years from the date of initial enrolment;
- For Master's programs, a general average of not lower than 2.00 in all courses;
- For doctoral programs, a general average of not lower than 1.75 in all courses; and

The candidate must successfully defend the thesis/dissertation when applicable to their program. A student who is unable to complete his/her thesis/dissertation writing during the enrolled trimester is required to enroll in a Continuing Thesis/Dissertation course in the following trimester within the allowable retention period. In the event a student goes beyond the allowable retention period, consideration for continuing enrolment is subject to the evaluation of a review committee to be formed by the respective GS Area Chair, and its recommendation submitted to the Dean for final decision. However, a student who returns after 10 years from his/her initial enrollment needs to retake the entire degree program.

1.2.3.1 **Leave of Absence**

A student may notify the Graduate School Office if they would like to take a leave from their studies. However, a leave of absence does not automatically extend the residence rule within which a student must complete his/her master's or doctoral degree program of study. If the leave of absence is extended beyond the required period of residency, the student will be assessed to enroll in refresher courses to continue in the program.

1.2.3.2 Research Leave Policies

All face-to-face thesis and dissertation advising are done on campus. Whenever applicable according to specific governing bodies, international students cannot leave the Philippines if revisions of their research paper are not yet finished. Revision is considered part of the writing of their paper.

For international students whose immigration and attendance must be monitored according to the policies of governing bodies: The Research Leave Form and Waiver are available at the Graduate School Office and any application for research leave is subject to approval of the Dean. Leave for research is only allowed once for those who have finished their proposal defense.

1.2.4 Other Academic Requirements

1.2.4.1 Refresher Courses. At the beginning of each trimester, the Graduate School conducts short-term refresher courses in Mathematics, English Writing, and Basic Accounting. The courses run for approximately 3-4 meetings each and last approximately 1-2 weeks. The courses are conducted on a pass/fail basis and are equivalent to one (1) unit each. New students are assessed upon enrolment whether they need to take the refresher courses. Exempted from taking the refresher course are students whose degree is related to the Graduate Program and upon approval of the Graduate School Dean/and the Registrar (Contact the Graduate School Office for the details regarding exemption from the refresher courses.) Students who are required to take any or all of the courses are excused from their first week of regular classes should there be a conflict between the refresher course and a particular course.

All new students who were assessed to take refresher courses are supposed to enroll and pass all these before proceeding to the relevant courses in the graduate program. Students whose major courses fall under any of these three areas are exempted from enrolling in said area/areas, as the case may be. Off-campus classes in Metro Manila are required to enroll in these three areas subject to the provisions stated in the first sentence of this paragraph.

1.2.4.2 English Enhancement Program (EEP) (For International Students)

Coursework and research at the university are conducted in English, and all graduate students must demonstrate readiness to engage in their studies before proceeding to undertake a thesis or dissertation. Students who have completed their academic studies in a non-English-speaking country must demonstrate English proficiency by taking a language proficiency examination officially recognized by the university. Additionally, these students are required to attend an English language enrichment program through the university or an accredited provider per the university's policies. Ideally, this program must be taken before the student applies for the comprehensive examination.

Before taking the comprehensive examination, which is required before enrollment to a thesis or dissertation, students must demonstrate that their English language proficiency in all four components of usage (speaking, reading, writing, and listening) is at the approved language level for their degree program. Students who have taken their Bachelor's degree fully in English are exempted from demonstrating their English proficiency because their Bachelor's or equivalent was delivered and accomplished

completely in English. Students may be considered provisionally enrolled at a lower level of proficiency, but may not take the comprehensive examination until they fulfill the required level of proficiency. The comprehensive examination is conducted purely in English for students who are enrolled, and, as such, students who pass the English proficiency enhancement program and subsequently pass the comprehensive examination are provided with a passing score in the University's English Enhancement Program (EEP).

1.2.4.3 Comprehensive Examinations

All graduate school students shall be required to take and pass the comprehensive examination before enrolling in thesis/dissertation writing. The comprehensive examination shall be composed of three areas: the Foundation examination, which tests knowledge of basic concepts of graduate schools (statistics and research); the Core examination, which tests knowledge of basic graduate school concepts and theories of the candidate's discipline; and the Professional examination, which tests knowledge of the candidate's specific area of specialization.

The three sets of the examination shall be given to the candidates over a period of no more than three days, with each test running for about four (4) hours. The Area Chair shall appoint faculty, as much as possible from different fields within the discipline, to be part of the Comprehensive Examination and Evaluation Committee. The student may only take the comprehensive exams a maximum of two (2) times each to attain a passing score. If, after two attempts to complete the comprehensive examination, the student has still not passed all parts, they will no longer be considered a candidate for a degree in their field of study.

2. STUDENT HONORS AND AWARDS

2.1 Academic Honors

To graduate with honors, students in the Master's and doctoral programs should not be a transferee nor have received any grade of NC in any term or any failing grade.

For a Master's degree, the student should have a final thesis defense grade of not lower than 1.50. For a Doctoral degree, a final dissertation grade of not lower than 1.25 is required; and should have met the GPA requirements of the program.

Honors	Master's Degree	Doctoral Degree
Gold Medal (With High Academic Distinction)	1.126	1.060
Silver Medal (With Academic Distinction)	1.250	1.125

2.2 Special Award for Loyalty

2.2.1 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.

- 2.2.2 A student who successfully completes four consecutive levels of the 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.
- 2.2.3 No loyalty awards are given for successfully completing full residence for only one level.

3. SCHOLARSHIPS AND FINANCIAL ASSISTANCE

3.1 Graduate School Latin Honors Scholarship

This academic scholarship is given to incoming students in the GS MBA, MPA, and MAED programs who graduated with Latin Honors in their undergraduate degree programs.

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

For additional inquiries on other scholarships, please contact 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

Upon completing their registration, students are expected to comply with all University policies, rules, and regulations, adhere to the prescribed course of study, and meet the standards for attendance, academic performance, and personal conduct. The University's authority extends to overseeing a student's ongoing enrollment, eligibility for graduation, and the awarding of academic credits, certificates, or degrees, all of which are contingent upon adherence to these requirements and the University's disciplinary standards.

4.1.1 Identification Card (ID)

The University upholds professionalism as a core value among Graduate School Students. Consequently, the wearing of identification cards is considered an integral aspect of professional conduct.

- a. The Identification Card (ID) is obtained from the Information Technology Office situated within Building H, Room H-308.
- b. The wearing of ID upon entering the University and while inside the premises is mandatory. It must be worn properly with the student's picture displayed. Also, the ID card is an indispensable requirement when borrowing books from the library and for any other purposes necessitating identification.
- c. In the unfortunate circumstance of the ID card being lost, destroyed, or damaged, the student must promptly secure a Request for ID Replacement Form from the Graduate School Office,

Room T-12. It is imperative that an affidavit attesting to the loss be submitted to the office concurrently. A replacement card may then be obtained from the Information Technology Office, Room H-308, upon submission of the duly completed form and remittance of the prescribed ID Replacement Fee at the teller.

- d. In the event the ID card is misplaced, damaged, or inadvertently left at one's residence, a Temporary Student ID may be secured from the Graduate School Office.
- e. The act of lending or borrowing an ID card, which serves as an act of misrepresentation, is strictly prohibited and will not be tolerated under any circumstances.
- f. Under no circumstances will a student be permitted to replace a lost ID card more than twice. Exceptions may be made at the sole discretion of the Dean for students presenting valid and compelling reasons.

4.1.2 Dress Code

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

Graduate students are expected to maintain a professional appearance and adhere to a formal or semi-formal dress code while attending classes, participating in program events and activities, or representing the university in an official capacity.

Formal Attire

Formal attire is required for special events, presentations, or when meeting with faculty, administrators, or guests. Formal attire includes:

- suits, dress shirts, ties, and dress shoes for men
- dresses, skirts, blouses, and dress shoes for women
- dress pants, button-down shirts, and dress shoes for all genders

Semi-Formal Attire

For regular classes and meetings, a semi-formal dress code is acceptable. Semi-formal attire includes:

- collared shirts, sweaters, and slacks for men
- blouses, skirts, dresses, or dress pants for women
- button-down shirts, polo shirts, sweaters, and khakis or dress pants for all genders

Unacceptable Attire

The following attire is not permitted in the classroom or at official university events:

- ripped, stained, or excessively worn clothing
- excessively short pants, sweatpants, or athletic wear
- flip-flops or slippers
- hats or caps worn indoors
- clothing with offensive language or images
- crop top, sleeveless, or tube

The school ID must be conspicuously worn slung over the neck while within the University and as prescribed during events outside the school.

4.1.3 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 at the University encompass both curricular and extra-curricular elements. Students are required to obtain all necessary waivers, clearances, and permits for specific activities as outlined by the Commission on Higher Education (CHED). Extra-curricular activities offer students the chance to engage in interest groups and programs of their choosing, thereby enhancing their leadership skills. Various student organizations operate on campus, led by students with faculty oversight. These organizations may organize convocations and open forums on current topics, often featuring prominent speakers with specialized knowledge. Students and student organizations must not use the name of Jose Rizal University or represent themselves as official representatives of the University without prior written consent from the Dean. Any unauthorized use of the University's name or representation will be grounds for disciplinary action.

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/Virtual classes.

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;
- 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 Illegal possession of explosive firearms and/or other deadly weapon/s within the premises of the University;

- 4.3.2.1.4 Disrupting academic functions or school activities/operations (face-face/virtual etc.) to create disorder, breach of peace or serious disturbance not connected with any academic function or school activity;
- 4.3.2.1.5 Assault (physical, sexual, coercion, harassment) upon the faculty, staff, students and duly constituted authorities;
- 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 and physical initiation which inflicts harm upon students or other members of the University whether in-campus or off-campus;
- 4.3.2.1.8 Theft and robbery in any form and from any source within the University premises
- 4.3.2.1.9 Bringing in, carrying, possession, or use of prohibited or illegal drugs or chemicals;
- 4.3.2.1.10 Possessing or drinking an alcoholic beverage or being in a state of intoxication within the University premises;
- 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, or distribution of pornographic materials within the University premises and during HyFlex/on-line/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 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 or immoral purpose against the school or its policies;
- 4.3.2.1.27 Smoking/Vaping inside the campus and during Hyflex on-line virtual classes;
- 4.3.2.1.28 Bullying in any form and modality
- 4.3.2.1.29 Deliberately spreading false and malicious information in any form of modality;

- 4.3.2.1.30 A student convicted by the court of any crime involving moral turpitude committed inside or outside the premises of the University;
- 4.3.2.1.31 Gross misconduct, and
- 4.3.2.1.32 Offering of monetary and/or non-monetary item to a person (JRU student or employee to:
 - achieve a particular grade
 - pass a subject
 - access or pass major examinations
 - be included in the list of graduates
 - persuade a person to do something illegal
 - use school facilities without going through a process

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 Violation of the dress code;
- 4.3.2.2.3 Wearing earrings by male students;
- 4.3.2.2.4 Wearing more than one pair of earrings per ear by female students;
- 4.3.2.2.5 Body piercing accessories on any part of the body except earlobes;
- 4.3.2.2.6 Visible tattoos that are inappropriate must be covered while on campus;
- 4.3.2.2.7 Eating inside classrooms, auditorium, gymnasium, library, learning commons, and prayer room; and during on-line virtual classes. It includes inability to secure food permit for bringing of food during thesis defense;
- 4.3.2.2.8 Using University facilities and equipment without appropriate permits;
- 4.3.2.2.9 Intrusion to the privacy of areas designated for the exclusive use of other sex;
- 4.3.2.2.10 Posting of announcements on non-designated areas without the necessary permits; and
- 4.3.2.2.11 Inviting guests outside without securing permission.

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:

	<u>Major Offense</u>	<u>Minor Offense</u>
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, Student Development Office 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 Graduate students found responsible for acts of vandalism, defined as any intentional act that damages, defaces, or destroys a school property, facility, equipment, or the like, will face disciplinary measures that correspond to the severity of the offense.

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, and administrative setting, shall be observed.

- 4.3.5.1 The Dean 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 assist the Dean in making decisions, a Discipline Committee composed of a Student Development Office representative,

school official/s and Graduate School representative can assist in determining possible sanctions for the violations students may commit.

- 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.

4.4 Communication Policy

- Always use your official University e-mail (name@my.jru.edu) 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.

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 Dean.
- 5.1.1.5 The Graduate School Student Council (GSSC), the highest 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 Dean.

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 Dean, 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 Dean.
- 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 Dean, 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 Organizations

- 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 Dean.
- 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 Graduate School Student Council (GSSC), 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 Dean.
- 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 Dean.
- 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 the Dean’s Office.
- 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 Dean’s Office.

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 Another school's request for F137/TOR and similar records based on Transfer Credentials should be attended to promptly as a matter of inter-school courtesy. The school 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 the notation "Not Valid without the University Seal and the Registrar's Original Signature."
- 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 has the student's authorization letter to obtain the 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 7th 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 15th 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 15th 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 Refunds

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

7.2.2 Refunds (Cash and Published Rates)

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

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

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

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

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

7.2.3 Refunds (Installment Basis)

After enrolment, if the student officially withdraws his/her enrolment for any reason, within fifteen (15) calendar days after the opening of classes, the University shall refund all payments already made but will charge the student the amount of Two Thousand Eight Hundred Pesos (Php2,800.00) as processing fee. If the student withdraws only a portion of his/her enrolment before 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 have 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 courses, except when the withdrawal of the course is due to the failure of a prerequisite for the course, his/her knowledge having been obtained after his/her enrolment due to failure of the faculty to submit the final grade on time. In which case, the student shall not be charged any amount.

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

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

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

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

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.

8.2 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 Dean's Office.

The University shall cover expenses related to first-aid treatment only. The 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.