



S Ateneo College
T Academic Regulations,
U Support Services,
E Policies, and Guidelines
N 2023 Edition

HANDBOOK

E VOLUME

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ATENEIO DE MANILA
UNIVERSITY

ATENEO DE MANILA
COLLEGE STUDENT HANDBOOK
VOLUME 1

Academic
Regulations,
Support
Services,
Policies, and
Guidelines

2023 Edition

Academic Regulations, Support Services, Policies, and Guidelines

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Updated 26 August 2023

TABLE OF CONTENTS

MESSAGE FROM THE UNIVERSITY PRESIDENT	5
MESSAGE FROM THE VICE PRESIDENT FOR HIGHER EDUCATION	6
INTRODUCTION: FORGING HOPE ON REIMAGINED PATHS	7
REVISED COLLEGE REGULATIONS	9
General Regulations	9
Academic Regulations	10
Section I. Enrollment Regulations	10
Section II. Transfer Of Credit And Validation Of Courses	16
Section III: Attendance Regulations	18
Section IV: Co-Curriculum Courses	20
Section V: Grading System	21
Section VI: Other Regulations	26
THE 2019 MAGNA CARTA OF UNDERGRADUATE STUDENTS' RIGHTS	28
Introduction	28
Article I. Guiding Principles	28
Article II. Academic Rights	28
Article III. Access to Information	31
Article IV. Right to Protection of Personal Data	32
Article V. Freedom of Expression	32
Article VI. Right to Participate in Policy Making	34
Article VII. Right to Organize	35

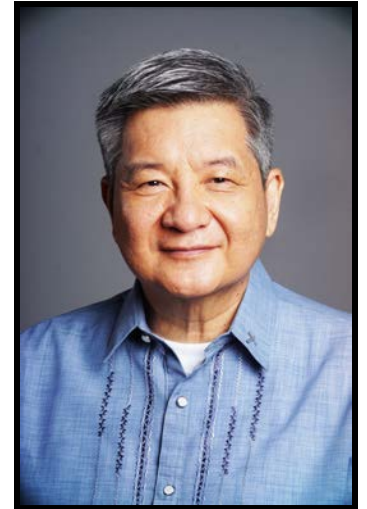
Article VIII. Right to Security	36
Article IX. Right to a Safe Space	36
Article X. Right to Due Process in Disciplinary Procedures	37
Article XI. General Provisions	38
ONLINE LEARNING RESOURCES	40
LS One Virtual One-Stop Student Services Hub	40
Adaptive Design for Learning: Ateneo’s Online Learning Network	41
Modes of Learning and Teaching	41
Online Learning Support: Using Rizal Library’s Resources	43
Scholarships and Financial Aid	43
Learning Technology Support	43
STUDENT HEALTH AND WELLNESS	44
Student Health Services	44
Mental Health and Psycho-Emotional Wellness	44
Inclusivity and a Gender Responsive Community	45
SPECIFIC POLICIES, RULES, AND GUIDELINES OF THE LOYOLA SCHOOLS	46
I. Student ID-Related Policies And Guidelines	46
II. The Loyola Schools Dress Code	49
III. The Loyola Schools No-Smoking Policy	49
IV. Campus Mobility, Traffic & Parking Regulations	50
V. The Collaborative Anti-Drug Abuse Program (CADAP) of the Loyola Schools	51

MESSAGE

University President

My dear Ateneans,

Excellence has always been an aspiration of the university, both for the programs it offers and in its students and graduates. This pertains not only to academic excellence but also excellence in character and decorum. And as a Jesuit educational institution grounded in the principles and values of Saint Ignatius of Loyola, this drive for excellence in everything that we do is rooted in the desire to proclaim God's glory through our actions and service.



Ultimately, this is the deeper purpose of the university's rules and code of discipline. By internalizing them and appreciating the values that they affirm, may they serve as your steadfast guides not only during your Ateneo journey but throughout your life's journey as well.

Roberto C. Yap SJ

President

Ateneo de Manila University

MESSAGE

Vice President for Higher Education

Dear Ateneans,

Greetings of peace!

We traverse life and study in a world that is increasingly more complex but we are here to serve you and support you with steadfast hope and courage.

Your years in Ateneo are packed with lessons, activities, friendships, and memories. All these, we hope, will combine to form you into an Atenean whose mind is anchored in excellence, whose heart is filled with the zeal to serve others, and whose life direction is guided by the wisdom of the Holy Spirit. Your life in the university will be shaped by your own efforts and decisions, but it will be supported and guided by a structure of systems, procedures, and programs which keeps order in the institution and builds discipline and a moral sense in our students.

This Handbook summarizes the robust support system that we have in place for you. Read it carefully when you refer to it as you need it. Its contents are arranged in such a way that you can navigate the material with ease. It includes new sections that highlight online learning resources and essential student services that are adapted to the online setting.

We wish you a memorable and fruitful journey here in Ateneo de Manila. Strive to become *Lux in Domino*, Light in the Lord. More than ever before, the world needs that Light. Let it shine on and through you.



Maria Luz C. Vilches, PhD
Vice President for Higher Education

INTRODUCTION

Forging Hope on Reimagined Paths

Welcome to Ateneo College.

We have hurdled our way very well through the thicket for more than three years now. And thanks to all the members of our community for sharing strengths, talents, hopes, faith, and courage. These graces enabled us, together, to weather the onslaughts of heavy rains on flooded walkways, strong winds and falling debris. The same graces helped us to celebrate many successes too: the glitter of sunshine on a cloudy day, a helping hand that pulled us out of a muddy ground, humor with friends when we finally found a way out of a nasty situation, a flicker of an insight that shifted our perspective away from an impasse. Many graces to be thankful for! That's the first order of things.

The second order of things is for us to move ahead. Knowing that we continue to return to a face-to-face mode of learning, we will strive to build on our positive experience from the last few years and improve on what didn't go well.

Ateneo de Manila offers college education through undergraduate degree programs offered by five schools, once clustered together as the Loyola Schools: the School of Humanities, the John Gokongwei School of Management, the School of Science and Engineering, School of Social Sciences, and the Gokongwei Brothers School of Education and Learning Design.

In addition to these, Ateneo had a second set of individual schools in higher education: the Ateneo Professional Schools, which included the School of Law; the Graduate School of Business; the School of Government; and the School of Medicine and Public Health.

Starting this school year 2023–2024, the Professional Schools and the Loyola Schools have integrated into one Higher Education cluster headed by the Vice President for Higher Education. In this Higher Education structure, the pillars of strength are the nine schools, each given the academic mandate of excellence in three areas: teaching and learning, research, and internationalization.

What we hope to achieve in this integration of the nine schools is an agreement on common principles and policies that govern our ways of proceeding that are anchored in our core values of competence, conscience, compassion, and commitment, while at the same time, mindful of compliance with government rules and regulations. We are mindful too that we don't lose our anchors in our strategic priority areas of Education Reform and Transformation, Integral Ecology, Universal Health and Well-being, and Bridging Cultural Divides.

We are only at the starting phase of this integration goal. We are still trying to understand the context of each school and each school's needs. This is why many of the items in this handbook still use the term Loyola Schools, and refer to offices in the former Loyola Schools. This manifests our constant change and growth, as we continue to be adaptive in our teaching and learning, imbued with greater hope, following the example of Saint Ignatius of Loyola. His cannonball experience was painful but that pain woke him up to the reality of a greater meaning in life. With a discerning heart, he left the luxurious and prestigious life of an earthly king's soldier for the humble and simple life of servanthood to Christ—in faith, hope, and love.

With this edition of the Handbook, we remind ourselves, through Ignatius' values, that our way of proceeding is also part of a continuing communal discernment of determining what works and of deepening the principles of Jesuit education. The Handbook retains information on our philosophy of education and our framework for online learning and teaching and what the latter entails in terms of teacher training and course designing. It also provides practical information related to reformulated academic protocols and policies, changes in the Student Code of Conduct, the Code of academic integrity, student support systems, as well as a guide on Quickfire procedures on how to access services and information.

We continue to commit ourselves to serving the students fully and to making learning and teaching fruitful, successful, and meaningful. Joy is the ultimate drive for learning. And I add to that, gratitude. We hope that despite the rigor of academics, we don't lose joy and gratitude in our hearts and in our classes. After all, we are a community that cares for one another.

I'm with you in prayer as we try our best to keep ourselves well and to stay safe.

Maria Luz C Vilches PhD

Vice President for Higher Education

Revised Loyola Schools Regulations

Approved by the School Council 30 April 2021

NOTE: The following general and academic regulations have been written in the context of traditional face-to-face classes. When the situation requires a shift to an online or blended mode of delivery, the Loyola Schools will issue the necessary memos to adapt accordingly.

GENERAL REGULATIONS

The Ateneo de Manila University is a Filipino, Catholic, Jesuit community committed to the preservation, extension, and communication of truth and its applications for the fullest development of the human person. The Ateneo de Manila University's Loyola Schools (hereinafter referred to as "Loyola Schools"), founded on the revered tradition of excellence and service, is concerned with the harmonious development of the intellectual and moral virtues of the students so that they may give greater glory to God and greater service to others.

1. The regulations of the Loyola Schools as set forth in this Handbook are calculated to secure the good order necessary for the effective pursuit of knowledge, to help the students attain the level of quality work required of them, and to ensure proper department of the entire body.
2. The student's registration in the Loyola Schools is considered an expression of willingness to abide by all the rules and regulations prevailing in the Loyola Schools. Every student, therefore, is committed to the observance of these rules.
3. Students of the Loyola Schools are in college primarily to achieve academic excellence and develop their total selves to be persons for, and with, others. The standard set before each student presupposes maturity, responsibility, and judicious use of all the opportunities made available by the Loyola Schools.
4. A student whose parents do not reside in Metro Manila should have a guardian in Metro Manila who is duly authorized by the parents to represent them and with whom the University is to coordinate for matters relating to the student.
5. Students are encouraged to use the library facilities, engage their teachers in academic consultation, and whenever necessary, consult with guidance counselors and campus ministers.
6. Students are encouraged to develop a deep Christian piety by regular participation in the religious exercises and services of the Loyola Schools. Regular retreats are scheduled for student groups; at least two Masses are offered in the Loyola Schools Chapel daily and the Sacrament of Reconciliation (Confession) is available every day at designated hours.
7. Special University and School functions, being part of a student's life, should be attended by all students.
8. The Loyola Schools has always considered participation in the student council, student organizations, and athletics essential to community life and the balanced formation and

development of its students. Students are encouraged to participate in as many student organizations and athletic teams as their studies and current wellbeing will allow.

9. However, these activities are meant to supplement studies, not to interfere with them. The Loyola Schools, thus, reserves the right to advise against participation in activities if the student needs to devote more time to studies.
10. To officially represent the Ateneo de Manila University Loyola Schools in academic, co-curricular or extra-curricular activity (e.g., competitions, workshops, conferences, etc.), students must be endorsed by the appropriate office: the College Athletics Office for athletic competitions, the corresponding academic department for academic competitions or activities, and the Associate Dean for Student Formation for co-curricular and extra-curricular activities.
11. Students who are not enrolled full-time, who do not meet the yearly QPI requirement for their year level, or are serving a disciplinary suspension, may not officially represent the school.
12. Students, as individuals or groups, may not use the name and/or seal of the University without authorization from the activity moderator and the approval of the University Marketing and Communications Office. This applies to printed programs, invitations, announcements, tickets, and similar materials.
13. Activities of Loyola Schools students in the context of their membership in an accredited student organization should have the written approval of the Director of Student Activities. Appeals, however, may be made to the appropriate Associate Dean.
14. Articles and news releases concerning the Ateneo de Manila should be cleared through the appropriate University office.
15. The regulations governing the payment of tuition and other fees are issued by the Office of the Vice President for Higher Education.

ACADEMIC REGULATIONS

By joining the Loyola Schools community, students assume the responsibilities, rights, and obligations of scholarship, which pertain to their status as students. Because they are serving a period of intellectual apprenticeship, students are expected to perform their academic duties according to the proper standards. They are committed to serious study, the results of which are gauged by the grades they receive.

All students—including cross-enrollees from other schools, non-degree students, and auditors—are subject to the academic regulations of the Loyola Schools.

SECTION I. ENROLLMENT REGULATIONS

1. **Classification of Undergraduate Students: A student may fall into any of the following categories:**
 - 1.1. **Degree students**—refers to students enrolled in a degree program
 - 1.2. **Non-degree students**—refers to students who, with the approval of the Department Chair/Program Director, may receive credit for courses, even though they are not working toward any degree

- 1.3. **Auditors**—refers to students who are admitted to courses on a non-credit basis, subject to the approval of the Department Chair/Program Director
- 1.4. **Cross-enrollees**—refers to students from other colleges/universities who take courses in the Loyola Schools on a credit or audit basis, subject to the approval of the Department Chair/Program Director

2. Official Enrollment

Definitions **Course**—refers to a subject offered by a higher education institution. A course is identified by a catalog number and course title while its coverage is explained in its course description. A course is a component of a degree program.

Registration—refers to the process of signing up for courses before the start of each academic term.

- 2.1. Students should complete the registration process (which involves enlistment in advised courses, payment of assessed fees, and validation of the School ID) to be considered officially enrolled.
- 2.2. Students must be officially enrolled in a course to participate in class activities, submit papers, take exams, and receive grades at the end of the semester or term.

3. Individual Program of Study (IPS)

Definitions **Ateneo Integrated Student Information System (AISIS)**—refers to the portal for Ateneo de Manila students, faculty and staff. Through the AISIS Online, officially enrolled students may view pertinent school information including their Individual Program of Study (IPS), grades, class schedules, etc. Enrollment is also done using AISIS Online.

Individual Program of Study (IPS)—refers to the official curriculum of a degree program that is regularly updated to reflect an individual student's academic progress as well as changes in one's course requirements due to shifting, failing a course, taking minors, specializations, or double degrees.

- 3.1. Students should regularly review their Individual Program of Study (IPS) on the Ateneo Integrated Student Information System (AISIS) to ensure that they are on track and are enrolling in courses they need in order to graduate on time.
- 3.2. If a student has already passed a course but it is not yet listed as "passed" or "exempted" on AISIS, he/she must immediately report the discrepancy to the Office of the Registrar.
- 3.3. Students are responsible for ascertaining their general academic performance and making sure that they have taken and passed all courses required for the completion of their degrees.

4. Credit/Audit

Definitions **Audit**—refers to the enrollment in a course that does not earn credit towards the completion of a degree. The units assigned to the course are meant for tuition assessment purposes only. While enrolled for audit, a student has access to lectures and course materials but does not need to complete course requirements. At the end of the term, the student does not receive a letter grade for the course.

Credit—refers to the enrollment in a course for which a student earns units towards a degree, minor, or specialization. Upon completion of course requirements, the student receives a letter grade at the end of the term. In some cases, students may enroll for credit in courses categorized as “extra subjects.” While these extra subjects may not necessarily count towards a degree, minor, or specialization, the grades earned are still included in the computation of a student’s Quality Point Index (QPI).

- 4.1. All courses that form part of a student’s program of study are graded on a CREDIT basis, i.e., a letter mark with a corresponding quality point value.
- 4.2. A student may register for a subject on an AUDIT basis for those courses outside a student’s program of study subject to the approval of the student’s home department chair/program director.
- 4.3. No credit is given for courses taken on an Audit basis. No student may change the grading option of a course after the deadline set by the Office of the Registrar. The change of status from credit to audit, and vice versa, shall only be valid once the completed load revision form is signed by the offices concerned and submitted to the Office of the Registrar.

5. Overload

- 5.1. Students are expected to enroll for the maximum load as prescribed in their official curriculum. However, in certain cases, enrollment beyond one’s maximum load is allowed. The following are automatically granted permission to carry an overload:
 - 5.1.1. Dean’s Listers are automatically granted permission to carry an overload of up to 3 units in the immediately succeeding semester.
 - 5.1.2. Seniors and Fifth Year students may overload up to six (6) units beyond their maximum load provided that the total load for the semester (counting both the regular load and the overload) does not exceed 24 units.
- 5.2. Exceptions to the above rules are subject to the approval of the Associate Dean for Academic Affairs (ADAA).

6. Load Revision

- 6.1. The official list of courses in which a student is enrolled is reflected in AISIS. Students who wish to request for any changes in this official list: add or switch courses, change sections, and change status from audit to credit or vice versa, must complete the procedure for the Load Revision by the deadline set by the Office of the Registrar.
- 6.2. Load Revision may only be initiated by students who are officially enrolled.

7. Withdrawal with Permission

Definitions **Academic Load**—refers to the total number of units that a student should register for in a particular academic term, not counting co-curriculum (InTACT, PE, NSTP), basic, and bridging courses. The academic load is determined by the official curriculum of the student’s degree program.

Withdrawal with Permission—refers to both the process of obtaining official permission to withdraw from a course that a student is officially enrolled in as well as to the final grade that a student receives upon receiving approval for such withdrawal.

- 7.1. Students who wish to withdraw from a course with permission must accomplish the Load Revision form and have it duly approved and filed with the Office of the Registrar by the given deadline.
- 7.2. Withdrawal with permission may be availed of only by students who have not exceeded the number of absences permitted by the Loyola Schools.
- 7.3. While the request is pending, the student must continue to attend the class(es).
- 7.4. First Year students are required to enroll in all courses indicated in their IPS. They shall not be allowed to withdraw from these courses, although exceptions to this rule may be made by the ADAA.
- 7.5. Sophomores, Juniors, and Seniors shall not be allowed to withdraw from courses such that their academic load falls below 12 academic units.
- 7.6. Once approval is granted, the Registrar enters the final grade of WP in the student’s records. No quality points are assigned to a WP grade and the WP grade is not included in the computation of the QPI.

8. Leave of Absence

Definition **Leave of Absence**—refers to a period when a student temporarily discontinues one’s studies for non-academic and non-disciplinary reasons. A student’s request for an LOA requires the approval of relevant offices in the Loyola Schools.

- 8.1. Students who will not enroll at the Loyola Schools for non-academic or non-disciplinary reasons should apply for a Leave of Absence (LOA).
- 8.2. The LOA may not be granted to students who are on academic probation or have disciplinary cases. Exceptions to this rule may be granted by the ADAA for academic matters and by the Director of the Office of Student Discipline for disciplinary matters.
- 8.3. Students may not study or enroll in another school while on LOA.
- 8.4. The period of leave may not exceed one academic year and may be availed of only once throughout the student’s entire stay in the Loyola Schools. Exceptions to this rule may be made by the ADAA.

9. Minors and Specializations

DefinitionS **Minor**—refers to a secondary area of specialized academic study, outside of the major field, requiring fewer courses or credits than a major

Specialization—refers to a focused area of study within the major field, indicating the content emphasis

- 9.1. Students may take a minor or specialization in consultation with the concerned department chair(s)/ program director(s).
- 9.2. A program leading to a Minor requires between 12 and 18 units in the field of minor study, provided no more than 6 units are within the student’s regular program of study (i.e., the core and major curricula). Free electives may be used to count towards the Minor. For programs without free electives, two Interdisciplinary Electives can count towards the Minor in addition to the 6 units mentioned above.
- 9.3. A Specialization requires at least 12 units in the focused area of study within the major field. The Loyola Schools core and required major courses as specified in the curriculum of a major program shall not be counted. Major electives (including the Interdisciplinary Elective-Major) and Free Electives may be used to qualify for the Specialization.
- 9.4. At least twelve (12) units leading to the Minor/Specialization must be completed in residence at the Loyola Schools. These twelve units are inclusive of the six (6) units that may be taken from the student’s regular program of study as specified above.
- 9.5. Double counting of courses between two Minors/Specializations is not allowed (i.e., a required/elective course for one Minor/Specialization may not be counted towards the completion of another Minor/ Specialization). If the same course is required by a student’s second Minor Program, the student must take an additional course to replace that required course.
- 9.6. Minors and Specializations will be indicated on the transcript of records.
- 9.7. All courses required for the Minor/Specialization must be completed by the time students complete their Major Program.
- 9.8. Students may not enroll for an additional academic term to complete their Minor/ Specialization after they have already graduated from the Loyola Schools.

10. Change of Degree (Shifting)

Definitions **Degree**—refers to a title conferred by a higher education institution upon the completion of a program of study. At the undergraduate level, the Loyola Schools confers the bachelor’s degree.

Major—refers to a field of study chosen as an academic specialty. Each undergraduate major program in the Loyola Schools follows an approved four- or five-year curriculum.

- 10.1. Students may shift to another degree program only after completion of their first year of studies at the Loyola Schools.

- 10.2. Students who wish to change their degree program or major must accomplish a Change of Degree Program form.
- 10.3. The Change of Degree Program form must be signed by the offices concerned and submitted by the student to the Office of the Registrar.

11. Double Degree

Definition **Double Degree**—an academic program that combines two curricula leading to the conferment of two undergraduate degrees. The Loyola Schools recognizes two types of double degrees: (1) Prescribed, or (2) Requested. A Double Degree is also referred to as a Double Major.

- 11.1. Currently enrolled students, except those already enrolled in LS prescribed double degree programs, may apply for a double degree consolidating the curriculum of the first degree with that of another. Students must successfully fulfill all the requirements of both degree programs.
- 11.2. Courses taken in the student’s first undergraduate degree may be credited towards the second degree provided that the student completes at least 21 additional units for the second degree.
- 11.3. Applying for a third undergraduate degree is not allowed.

12. Second Degree

- 12.1. Loyola Schools graduates may apply for a second undergraduate degree within five (5) years from their graduation from the first undergraduate degree.
- 12.2. Courses taken in the student’s first undergraduate degree may be credited towards the second degree provided that the student completes at least 21 additional units for the second degree.
- 12.3. Applying for a third undergraduate degree is not allowed.

13. Residency

Definitions **Full-time student**—refers to a student who carries an academic load of at least 12 academic units, not counting co-curriculum (InTACT, PE, NSTP), basic, and bridging courses.

Residency—the time spent enrolled in the Loyola Schools to complete an undergraduate degree

- 13.1. Students are expected to complete their undergraduate degree program within the period prescribed in their official curriculum.
- 13.2. Maximum Residency: Students who need additional time to complete their degree due to special circumstances, such as illness, shifting programs, course deficiencies, etc., must complete all their coursework in a period not to exceed eight (8) school years inclusive of leaves of absence and disciplinary suspensions, if any. The maximum residency of eight (8) school years also applies to students pursuing minors, specializations, double degrees, and second undergraduate degrees.
- 13.3. Minimum Residency: Students must fulfill a minimum residency requirement of two (2) years (i.e., four semesters of full-time status) in order to graduate with an

Ateneo diploma. Intersessions and study abroad terms, do not count toward fulfilling the minimum residency requirement.

SECTION II. TRANSFER OF CREDIT AND VALIDATION OF COURSES

1. Transfer of Credit

Definitions ***Transfer of Credit***—refers to the crediting of courses taken from another institution

Validation—refers to the process of crediting courses recognized as the equivalent or substitute of courses required for a student's current program

- 1.1. Credit for courses taken in another institution may be allowed if there is an equivalent course in the Loyola Schools. However, interdisciplinary electives and free electives need not have an Ateneo de Manila University equivalent course.
- 1.2. As a general rule, Ateneo core courses should be taken in the Ateneo de Manila. There may be exceptions, however, if courses taken outside the Ateneo are shown to achieve the learning and formation outcomes of the equivalent Ateneo core courses. Such validation will be evaluated by the relevant program/department/school and approved by the ADCC.
- 1.3. Standard unit equivalencies are to be observed in the validation of courses taken from foreign universities.
- 1.4. Thesis and capstone courses must be taken and completed in residence.
- 1.5. Grades for credits transferred from other institutions are not included in the computation of a student's Quality Point Index (QPI).
- 1.6. The grade for the course to be entered in the student's transcript of records is the grade given by the other institution.

2. Validation of Courses by Incoming Transfer Students

- 2.1. The total number of units that may be credited from one's previous school shall not exceed thirty percent (30%) of the total number of academic units required in the program at the Loyola Schools.
- 2.2. To transfer credit for a particular course, the grade earned in one's previous school must be at least a C or one full grade higher than the passing grade (using the previous school's grading system). Any additional requirements for validation (e.g., validation exam) are determined by the validating departments.
- 2.3. Credits earned for PE and NSTP may also be validated following the same procedures for validation of academic courses. However, transfer students are advised to ascertain whether their degree program has specific requirements with regard to the particular PE or NSTP courses.
- 2.4. Courses to be validated must have been taken within four years prior to the student's transfer to the Loyola Schools.
- 2.5. For validation of major courses and major electives, introductory/ lower-level courses should be validated before upper-level courses.
- 2.6. If transferees later shift to another degree program, courses validated for their original program which are no longer required in their new degree program may be credited as free electives.

- 2.7. The validation process must be completed by the end of the student's first year in the Loyola Schools.

3. Cross-Enrollment

Definition ***Cross-Enrollment**—refers to the process that a student undertakes to enroll in a course/s in another university while enrolled in a degree program of the Loyola Schools.*

- 3.1. A student may enroll for a course(s) in another college/university subject to the following conditions:
 - 3.1.1. The course to be taken in another school is not a core curriculum course.
 - 3.1.2. The course is not offered in the Loyola Schools during the particular semester.
 - 3.1.3. The total number of units of the courses registered in the Loyola Schools and cross-enrolled course(s) must not exceed the prescribed maximum load of the student's degree program for that particular semester.
 - 3.1.4. Approval of the Home Department Chair/Program Director and approval of the Department Chair/Program Director who will validate the course to be cross-enrolled are required.
 - 3.1.5. Unless the cross-enrolled course is to be validated as a free elective, it must have an equivalent in Ateneo and can be validated for a specific Ateneo Course Catalogue Number.
- 3.2. Endorsement to cross-enroll in another institution does not automatically mean approval of validation of the course for its Ateneo equivalent. The validating department may impose certain requirements (e.g., require a minimum final grade or a validation exam, etc.) before the course is validated as a Loyola Schools course. It would help a student if these conditions for validation are determined before proceeding with cross-enrollment.

4. Credit Earned from Student Mobility Programs

- 4.1. Students who participate in international student mobility programs like the JTA and STA Programs are allowed to enroll in courses in a partner university abroad for one semester (Summer, Fall, or Spring).
 - 4.2. Courses taken may be credited to their respective programs, subject to the conditions of the offering department/program.
5. **Validation of Courses due to Shifting:** Students who shift to another degree program may have courses taken in their previous major validated towards their new major subject to the conditions of the offering program and their department chair/program director.

SECTION III: ATTENDANCE REGULATIONS

1. General Regulations on Attendance

Definition **Credit Unit**—corresponds to at least seventeen hours of lecture/recitation in a semester; two to three hours of laboratory work or fieldwork is equivalent to one lecture/recitation hour.

- 1.1. The unit of instruction used for computing the amount of work required for graduation is the semester hour which is equivalent to an hour's recitation or lecture per week for one semester.
- 1.2. Regular attendance in all classes is one of the most important obligations of students. They are expected to attend all scheduled classes, exams, and activities required by the instructor.
- 1.3. Students are held responsible for all matters taken and assignments given in their absence.

2. Student Absences

- 2.1 A limited number of absences is permitted. The total number of absences in a class must not exceed twenty percent (20%) of the total number of meetings per academic term.
- 2.2 For courses assigned letter grades, students will receive an automatic grade of W (Withdrawal without Permission) if their absences exceed this norm.
 - 2.2.1. The grade of W is equivalent to 0 quality points and is included in the QPI computation.
 - 2.2.2. A student must retake courses where the grade of W was received.
- 2.3 For courses graded on a Satisfactory (S)/Unsatisfactory (U) basis, absences in excess of this norm result in an automatic grade of U.
- 2.4 The following tables indicate the maximum number of absences allowed according to the credit units of the course, the prescribed number of meetings per week, and the number of hours per meeting.

2.4.1. First and Second Semesters

LECTURE COURSE

No. of Units	No. of Meetings Per Week	Maximum No. of Allowed Absences (class meetings)
1	1	3
2	1	3
2	2	6
3	1	3
3	2	6

3	3	9
4	2	6
4	4	12
5		15 hours
6		18 hours

LABORATORY COURSE

No. of Units	No. of Meetings Per Week	Maximum No. of Allowed Absences (class meetings)
1	1	3
2	1	3
2	2	6

CO-CURRICULUM COURSE

	Maximum No. of Absences Allowed
PE	4 Meetings
NSTP	10 hours
INTAC	3 Meetings

2.4.2. Intersession (based on five full weeks of classes): The maximum number of absences (class meetings) allowed is equal to the number of meetings in one week.

3. Tardies

- 3.1. Class attendance should not only be regular; it should be punctual.
- 3.2. Recording lateness as an absence shall be left to the instructor's discretion.

4. Excused and Unexcused Absence

Definition **Cut**—refers to an absence from class

- 4.1. There is no distinction between excused and unexcused absences.
- 4.2. There is no such thing as a free cut.
- 4.3. Class hours lost by late registration are considered as absences.

5. Unlimited Absences for Honor Students

- 5.1. Honor students may be allowed unlimited absences, unless specified otherwise by the instructor in the course syllabus.
- 5.2. The privilege of unlimited absences only applies to the semester immediately following the semester in which the student's grades qualified for honors.

- 5.3. The privilege of unlimited absences for honor students does not apply in the Intersession term.

6. Make-up Classes

Definition ***Make-Up Class***—a class session held outside the regular class schedule to make up for a class suspension or the teacher’s absence

- 6.1. Attendance is not required in make-up classes.
- 6.2. Make-up classes, whether physical or virtual, cannot be held between 9:30 pm and 7:00 am nor on Sundays, holidays, and days when classes have been officially suspended.

SECTION IV: CO-CURRICULUM COURSES

1. Introduction to Ateneo Culture and Traditions (InTACT)

- 1.1. First Year students are required to enroll in InTACT, a year-long formation program that aims to assist first-year students in their transition to Ateneo college life, provide opportunities for continuing self-discovery and greater self-awareness, and introduce them to the school’s culture and traditions which are rooted in Filipino, Catholic, and Jesuit values.
- 1.2. Upon completion of InTACT courses, students receive a grade of either S (Satisfactory) or U (Unsatisfactory).

2. Physical Education (PE)

- 2.1. All regular students are required to complete eight (8) units of PE in the four semesters comprising their First and Second years. Students who fail any PE course must take it the following Intersession term in order to complete the 8 units required prior to entering their Junior year.
- 2.2. The Commission on Higher Education (CHED) prohibits students from taking more than 2 units of PE in one semester or summer session.
- 2.3. Physically challenged students are not exempted from the PE requirement. Upon examination by the Loyola Schools physician, they may take PE options that are appropriate given their challenges.
- 2.4. Members of varsity teams are required to enroll in the designated PE Class for student athletes.

3. National Student Training Program (NSTP)

- 3.1. All students, regardless of citizenship, are required to enroll in NSTP as part of the Integrated Ateneo Formation (INAF) Program.
- 3.2. The NSTP Program consists of the following components:
 - 3.2.1. Reserve Officers’ Training Corps (ROTC)
 - 3.2.2. Civic Welfare Training Service
- 3.3. All students must take one of these NSTP components which can be completed in two semesters (three units per semester), unless the student obtains official exemption.

SECTION V: GRADING SYSTEM

1. Basis of Grades

- 1.1. The student's grade in any course is computed at the end of each academic term.
- 1.2. A grade is based not only on formal examinations, but on every kind of academic evidence: recitation, term papers, book reports, written and oral tests, class participation, field work, etc. Attendance does not form part of the student's grade for the course.

2. Grade Equivalences

- 2.1 The academic performance of students is expressed by the marks they receive in the courses enrolled. These marks, their respective meanings, and corresponding quality point values, are as follows:

Letter Grade	Description	Quality Point Value
A	Excellent performance in the fulfillment of course requirements	4
B+	Very good performance in the fulfillment of course requirements	3.5
B	Good performance in the fulfillment of course requirements	3
C+	More than satisfactory fulfillment of course requirements	2.5
C	Satisfactory fulfillment of course requirements	2
D	Fulfillment of the minimum requirements for the course	1
F	Failure, non-fulfilment of the minimum course requirements	0
W	Withdrawal from a course without permission	0
WP	Withdrawal from a course with permission	No Quality Point
INC	Incomplete (temporary grade)	
NE	No Final Examination (temporary grade)	
AUD	Audit	No Quality Point
S	Satisfactory performance in basic or bridging and INTACT courses	No Quality Point
U	Unsatisfactory performance in basic or bridging and INTACT courses	No Quality Point

3. Grade Penalty for Cheating

Definition **Major course requirement**—refers to a midterm and final examinations, or any other course requirement that constitutes twenty percent (20%) or more of the final grade in the course

- 3.1. Cheating in any major course requirement will merit an academic penalty of F (Failure) in the course and will be regarded as a major disciplinary offense.
- 3.2. Cheating in any other course requirement will merit a minimum academic penalty of F in that academic requirement and will be subjected to the usual review befitting a disciplinary case.

4. No Final Examination (NE) grade

- 4.1. The temporary grade of NE shall be given for every course in which a student is absent from the final examination due to (a) grave reasons such as, but not limited to, physical illness, medical and psychological conditions, and family or personal emergencies; or (b) the student is representing the University or the country in an official capacity, provided that the student presents relevant supporting documents.
- 4.2. If the absence has been caused by some grave reason, the student should apply to the Office of the ADAA for approval for a deferred examination. When, in the judgment of ADAA, the reason for the absence has been sufficiently justified, the student shall be granted the privilege of a deferred examination. In case the absence is not approved by the ADAA, the grade for the examination shall be changed automatically to F and the final grade shall be computed accordingly.
- 4.3. An NE grade must be completed within two weeks after the release of final grades. Any request for extension of the NE shall be subject to the approval of the ADAA.

5. Incomplete (INC) grade

- 5.1. In extraordinary circumstances meriting consideration by the instructor, the temporary grade of INC (Incomplete) may be given to a student when a major course requirement (except the final examination) has not been submitted.
- 5.2. An INC grade must be completed within two weeks after the release of final grades. Any request for extension of the INC shall be subject to the approval of the ADAA.

6. Appeals for Change of Grade

Definition **Standards Committee**— also known as the Committee on Academic Standards, it is the standing committee of the School Council that acts on all matters pertaining to the maintenance of school standards, probationary status, and retention or dismissal of students for academic reasons. The Committee also deliberates on the selection of the Valedictorian and all academic awards of students.

- 6.1. Students may submit an appeal for a change of grade if they have a valid reason to believe that there was a miscalculation or typographical/encoding error by the instructor.
- 6.2. Appeals of change of grade must be made within the semester following the release of final grades.

- 6.3. Appeals should be substantiated with available graded assessments.
- 6.4. Appeals for change of grade are deliberated on by the Standards Committee.

7. The Quality Point Index (QPI)

Definition **Quality Point Index (QPI)**—refers to the weighted average, which is the measure of the quality of a student’s general academic performance for a regular academic term.

- 7.1. The QPI or weighted average is the measure of the quality of a student’s general academic performance for a regular academic term. The QPI determines a student’s promotion to the next year level. The QPI is also one component for determining graduation or separation from the Loyola Schools. It is also used to determine semestral and graduation honors.
- 7.2. The QPI is computed by:
 - Multiplying the quality point value of the letter grades in each course by the number of credit units in the course, and
 - Adding these products and dividing the result by the total number of units taken during the academic term
- 7.3. Grades in bridging and basic subjects (English 9 and 10, Filipino 10, and Math 1.1, 1.2, and 2, and CHEM 2.20), INTACT, PE and NSTP are not included in the computation of the QPI.

8. Eligibility for Promotion to the next year level

Definitions **Regular Student**—refers to a student who enrolls continuously such that one’s progression from one year level to the next is aligned with the regular school year.

Irregular Student—refers to a student who temporarily discontinued one’s studies such that the student’s progression from one year level to the next is temporarily not aligned with the regular school year.

School Year—refers to the academic year composed of the First and Second Semesters and the previous Intersession

Yearly QPI—refers to the QPI computed on the basis of all grades earned during a school year. The yearly QPI determines promotion, graduation, and separation from the Loyola Schools.

- 8.1. Students are expected to demonstrate satisfactory performance as reflected in their yearly QPI.
- 8.2. Students should meet the QPI requirement for their current year level to be promoted to the next year level. The following yearly QPI requirements must be met at the end of the school year:
 - First Year: **1.80**
 - Sophomore Year: **1.90**
 - Junior Year: **2.00**

Senior Year: **2.00** (For students enrolled in five-year undergraduate degree programs)

- 8.3. For regular students, the yearly QPI is computed on the basis of the total load taken in the school year.
- 8.4. Irregular students should consult the Office of the ADAA for the computation of their yearly QPI.

9. Probation

- 9.1. Students who do not meet the QPI requirement for their year level may be admitted on probation and allowed to continue their studies upon the recommendation of the Standards Committee to the Vice President for Higher Education.
- 9.2. To apply for probation, students must write a letter of appeal to the Standards Committee (through the Office of the ADAA).
- 9.3. Students may be granted probation only once during their entire stay in the Loyola Schools. No second probation is given.
- 9.4. Students who are on academic probation may not officially represent the school in academic, co-curricular, or extracurricular activities, such as inter-collegiate competitions, workshops, and conferences.

10. Eligibility for Graduation

Definitions **Regular Senior/5th Year Student**—refers to a student who completes all degree requirements within the prescribed period of time (4 years for a four-year degree program; 5 years for a five-year degree program)

Irregular Senior/5th Year Student—refers to a student who is unable to complete all degree requirements within the prescribed four- or five-year period of the program and therefore needs an additional term(s) to complete degree requirements.

- 10.1. To be eligible for graduation, students must:
 - 10.1.1. have completed all the course requirements for their degree program;
 - 10.1.2. meet the minimum yearly QPI for Senior/Fifth Year;
 - 10.1.3. not be serving a penalty of suspension or expulsion;
 - 10.1.4. be free from all financial and/or property accountabilities; and,
 - 10.1.5. secure clearance from the concerned offices within the Loyola Schools.
- 10.2. The required yearly QPI for seniors and 5th year students for eligibility for graduation is 2.00.
- 10.3. The computation of the yearly QPI for graduation eligibility of Senior/5th year students is as follows:
 - 10.3.1. Regular Senior/5th year student: The yearly QPI is computed on the basis of the total load taken in the final school year of the program.
 - 10.3.2. Irregular Senior/5th Year student:
 - 10.3.2.1. For students who take 18 units or less, the Senior/5th year QPI is computed on the basis of the total load taken in the previous school

year and the additional term(s) needed to complete degree requirements.

- 10.3.2.2. For students who take more than 18 units, the final yearly QPI is computed on the basis of the total load taken in the additional term(s).

11. Separation from the Loyola Schools

- 11.1. Students who do not meet the QPI requirement for their year level shall be separated from the Loyola Schools.
- 11.2. Seniors/5th Year students who do not meet the required QPI for graduation shall not be entitled to a diploma. No degree or date of graduation shall be indicated in their transcript of records.

12. Semestral Honors

Definitions **Dean's List**—refers to the roll of semestral honor students

Semestral QPI—refers to the QPI computed on the basis of grades earned during a semester

- 12.1. Honors are awarded at the end of each semester on the basis of the semestral QPI. To be eligible for semestral honors, a student must be enrolled for a minimum of 15 credit units.
- 12.2. First Honors are awarded to students with a semestral QPI of 3.70 and above.
- 12.3. Second Honors are awarded to students with a semestral QPI of 3.35 or above but lower than 3.70.
- 12.4. Students who qualify for semestral honors are included in the Dean's List.
- 12.5. There is no Dean's List during the Intersession.

13. Graduation Honors

Definitions **Cumulative QPI**—refers to the QPI computed on the basis of all grades earned during a student's entire residence in the Loyola Schools

Resident credits—credits earned in the Loyola Schools. These exclude credits earned through validation of courses taken in other universities.

- 13.1. To be eligible for graduation honors, students must have completed a minimum of 80 percent of the total number of units required for graduation in their program in the Loyola Schools and only resident credits shall be included in the computation.
- 13.2. Latin honors and Honorable Mention are awarded on the basis of the following cumulative QPI at the time of graduation:
- Summa Cum Laude = 3.87–4.00**
- Magna Cum Laude = 3.70–3.86**
- Cum Laude = 3.50–3.69**
- Honorable Mention = 3.35–3.49**

- 13.3. Students who graduate from more than one program may receive Latin Honors or Honorable Mention only once.
 - 13.3.1. Unless otherwise requested by the student, graduation honors will be awarded to a student upon completion of the first undergraduate degree.
 - 13.3.2. Once awarded, graduation honors may no longer be transferred to a student's second undergraduate degree.

SECTION VI: OTHER REGULATIONS

1. Transfer credentials

Definition **Transfer Credentials**—a document issued by the Loyola Schools certifying that a student is eligible to transfer to another higher education institution

- 1.1. A student who withdraws from the Loyola Schools is entitled to Transfer Credentials under the following circumstances:
 - 1.1.1. The student is free from all financial and/or property accountabilities.
 - 1.1.2. The student's admission credentials are complete and in order.
 - 1.1.3. The student is not serving a penalty of suspension or expulsion.
 - 1.1.4. The student has secured clearance from the concerned offices within the Loyola Schools.
- 1.2. Withdrawal shall be effective as of the date the completed Clearance and Load Revision forms are filed with the Office of the Registrar.

2. Official documents:

No student may receive official school documents unless all obligations to the Loyola Schools are settled. Some examples of official school documents are: transcript of records, all academic certifications, and the Diploma.

3. Readmission

Definition **Readmission**—refers to the process whereby a student who previously withdrew from the Loyola Schools applies to return as a regular student to complete an undergraduate degree.

- 3.1. A student who withdrew from the Loyola Schools for non-academic and non-disciplinary reasons may apply for readmission. The application is subject to the review and approval of the ADAA.
- 3.2. A student who withdrew from the Loyola Schools due to academic deficiency may apply for readmission subject to the following conditions:
 - 3.2.1. The student must have enrolled for at least two semesters (or the equivalent) in another higher education institution.
 - 3.2.2. The student must have maintained a minimum load of fifteen (15) academic units for each semester of enrollment.
 - 3.2.3. The student must have attained minimum grades as specified by the Standards Committee.

- 3.3. Applications for readmission from students who withdrew due to academic deficiency are subject to the review and approval of the Standards Committee.
- 3.4. Students readmitted after withdrawing from the Loyola School due to academic deficiency must meet the minimum yearly QPI requirement every school year after readmission. If the yearly QPI is not met, a readmitted student cannot appeal for probation and will automatically be separated from the Loyola Schools.
- 3.5. Students previously on probation are not eligible to apply for readmission.

The 2019 Magna Carta of Undergraduate Students' Rights

Introduction

As an institution that integrates compassion into practice and promotes the recognition of and respect for the fundamental human dignity of each individual, the Ateneo de Manila Loyola Schools—in accordance with one of its foundation principles in the active pursuit of truth and justice—upholds the rights of all its students.

Students have the right to engage proactively in their education and formation toward social responsibility and moral duty, through participation in the shaping of school policies, programs and procedures, as well as through creative and responsible involvement in social transformation. Their fundamental constitutional rights are upheld that they too may honor the rights of others, grow into individuals with a sensitive social conscience, and develop into catalysts of social change and liberation.

Faithful to the nature of Ateneo de Manila as Filipino, Catholic, and Ignatian, and guided by the principles of conscience, competence, compassion, and commitment, the Ateneo de Manila Loyola Schools enacts the Magna Carta of Undergraduate Students' Rights.

Article I. Guiding Principles

Section 1. The provisions of the Magna Carta of Undergraduate Students' Rights shall be interpreted in the light of the University's Vision-Mission Statement. Its meaning shall also be interpreted in a spirit of dialogue between and among the various sectors of the school, acting as one community sharing the same vision and mission.

Section 2. The provisions of the Magna Carta of Undergraduate Students' Rights shall be taken in the context of students' responsibilities found in various University documents. Students shall exercise their rights responsibly and with due regard for the rights of others.

Article II. Academic Rights

Section 1. Academic Freedom. Students' academic freedom shall consist of but not be limited to the following rights:

- a. To choose their program of study from among existing curricula, given the specific conditions and requirements for acceptance in a certain field
- b. To conduct research and to freely discuss and publish their findings and recommendations as long as they present them as their own
- c. To express their opinion inside and outside the classroom in a manner acceptable to the academic community
- d. To resort to procedures, as provided for in the Students' Handbook and the Faculty and Administrative Manuals, for the redress of their grievances concerning teachers, grades, class policies, and other academic-related matters
- e. To be consulted regarding the revision of existing programs and the establishment of new programs.

Section 2. Academic Procedures.

- a. Student Handbook. Students shall be given access to digital or printed copies of the Student Handbook, Code of Academic Integrity, and any revisions to these documents.
- b. Academic Advisement. Students shall have the right to complete information on their individual program of study. They are encouraged to keep updated records of their academic records and their academic curriculum.
- c. Class Schedules.
 - i. Classes should follow the schedule issued by the Registrar. Should there be any change of schedule initiated by the teacher, the official approval of the Registrar must be secured. If the change is initiated after the deadline for submission of load revision forms, the official approval of the Registrar and the consent of the class must be secured without undue prejudice to the rights of individual students.
 - ii. Makeup classes. Similarly, extra sessions exceeding the total number of class hours provided by the syllabus are not required.
 - i. Students shall be informed of schedule of the makeup class and/or extra session at least 1 week in advance
 - ii. Students reserve the right to miss makeup classes and/or extra sessions without affecting their cuts.
 - iii. Within the prescribed time, students may effect changes in their prescribed load according to their requirements.
 - iv. Regular classes shall not be scheduled during co-curricular activity hours prescribed by the Office of the Associate Dean for Academic Affairs.
 - v. Students shall not be obliged to attend an academic activity during Sundays, university mandated and/or national holidays.
- d. Course Syllabus. Students shall be provided with a written course syllabus at the beginning of every semester. The syllabus should at least contain the following:
 - i. course description
 - ii. course outline
 - iii. course policies
 - iv. course requirements
 - v. grading system
 - vi. teacher's consultation hours

Concerns regarding the course syllabus may be raised to the department chair or program director. Any major deviation in the syllabus requires the prior consent of the students enrolled in the course and approval of the departmental chair or program director.

- e. Academic Evaluation. In accordance with academic freedom, students shall have the right to be graded according to their merits.
 - i. Students shall have the right to know at the start of the semester how they shall be evaluated in their course.
 - ii. Should there be any change of requirements initiated by the teacher, the approval of the departmental chair and the consent of the class must be secured without

undue prejudice to the rights of individual students. Class consent must be documented.

- iii. Absences shall not be taken against the grades of students unless they have gone over the prescribed number of allowable cuts.
- f. Class Performance. Students shall have the right to know their class performance data during the semester.
 - i. Students shall have the right to consult with their teachers. The faculty should comply with the consultation hours defined in their syllabus.
 - ii. Students shall have the right to see their graded quizzes, exams, projects, among others, before the final examination.
 - iii. Students shall have the right to an explanation concerning the bases of their grades for particular items, especially essays, oral exams, and group work.
 - iv. Students shall have the right to be provided a system of marking by the teacher that ensures just and equitable grading for both individual and group work.
- g. Graded Requirements.
 - i. Major Exams. Students shall be informed of long examinations one (1) week in advance, and midterms and/or finals at least two (2) weeks in advance.
 - ii. Other Requirements. Students shall be informed of major papers and projects (including timetable for submission) within the first three (3) weeks of the semester.
 - iii. Students shall have the right to do make-up work in the event that they cannot accomplish major requirements because of grave reasons (which refer to situations wherein the physical, mental, or emotional well-being of a student is at risk and, in consequence, make it difficult for the student to fulfill a requirement, including but not limited to family and other emergencies) or because they are representing the school in an official capacity (such as student seminars, cultural performances, debates, athletic competitions, among others), provided that the students are able to present relevant supporting documents.
- h. Consultation. Students shall have the right to consult their teachers in a timely manner. The faculty should inform the students of their consultation hours within the first week of classes.
- i. Final Grades.
 - i. Students shall have the right to know their final grades at the date appointed by the Registrar.
 - ii. Students shall have the right to see their papers and the computation of their final grades after the distribution of corrected final marks within the prescribed period of appeals for change of grade.

Section 3. Security of Tenure. Students shall have the right to complete their program of study in the school, except in cases of academic deficiency; violation of disciplinary regulations; failure to settle tuition and fees, and other obligations; sickness or disease that would prevent the student from handling the normal pressures of school work or the student's continued presence in school will be deleterious to other members of the academic community; closure of a program or closure of the institution itself; or other grounds as may be provided by law, or the policies and rules of CHED or the University.

Section 4. Evaluation of Teachers. Students shall have a right to competent instruction from teachers whose expertise and commitment are evidenced in the quality of their course content, their regular presence and punctuality in their classes, and their teaching competence and effectivity. They shall have the right and responsibility to make a written evaluation of the performance of teachers toward the end of the semester. All these hold true regardless of the teacher's tenure and rank in the Loyola Schools.

Section 5. Evaluation of Courses. Students shall have the right to evaluate their program of study, and through their official representatives, to propose the creation and deletion of courses, and to participate in the updating of the curriculum.

Section 6. Faculty Hiring Procedures. All departments are encouraged to have teaching demonstrations in the hiring of new faculty, where students are allowed to participate and give feedback.

Section 7. School Facilities.

- a. It is the right of the students to have adequate academic facilities. It is the responsibility of the school authorities to provide the students with adequate classrooms, library, research, laboratory, and physical education facilities. The school shall also provide students with open spaces for student academic interactions.
- b. The school administration shall ensure that the existing housing facilities for students within campus are safe, clean, and affordable.
- c. The school administration shall provide a list of accredited adjacent housing/dormitories. There shall be a Dormitory Committee that shall supervise the accreditation of off-campus dormitories and ensure that the requirements for dormitory facilities are met.

Article III. Access to Information

Section 1. Access to Official and Public Documents. Students shall have access to all official public information on matters directly affecting their individual and/or collective welfare.

Section 2. Access to School Records and Other Vital Documents.

- a. Students shall have access to their own school records, subject to the provisions under Chapter IV "Rights of the Data Subject" of the DPA, and provided that they have settled all requirements and obligations to the school. Such records shall otherwise be kept confidential by the school administration.
- b. Students shall have the right to be issued official certificates, diplomas, transcripts of records, grades, transfer credentials, and other similar documents within thirty (30) days from the filing of request and accomplishment of all pertinent requirements. Documents concerning the students' admission into the Loyola Schools are excluded.

Section 3. Access to Information on Tuition and Fees.

- a. Students shall have the right to be informed of tuition fees, special fees, and their breakdown, as well as deadlines for payments.
- b. Students shall have the right to be properly informed of the periods during which refunds can be claimed for laboratory breakage fees and other such fees. School authorities shall mount a reasonable number of prominent notices in the most frequented locations within the school campus informing them of such periods. The information campaign shall start at least one (1) week before the refunds are given.

Section 4. Access to information regarding services that are available to them.

- a. Students shall have the right to access information regarding the services offered by the Loyola Schools Office of Guidance and Counseling. Students shall also have the right to access information regarding the services offered by other facilities located within the Ateneo de Manila University campus such as the Ateneo Bulatao Center for Psychological Services and Ruben M. Tanseco Center for Family Ministries.
- b. Students shall have the right to access information regarding the qualifications and specializations of the counselors, psychometricians, psychologists, and psychiatrists designated to administer the psychological services available, so that students may be able to request the most appropriate service based on their declared needs.
- c. Students shall have access to all official information on the General University Procedures of handling their cases.

Article IV. Right to Protection of Personal Data

Section 1. Right to Information Regarding the Processing of One’s Personal Data. Except in certain instances recognized by law, students have a right to be informed whether their personal data shall be, are being, or have been processed by the University. They must be notified of the following details before their personal data are entered into the processing system of the University, or at the next practical opportunity:

- a. description of their personal data
- b. purposes for which such data are being or will be processed
- c. basis of processing such data
- d. scope and method of the processing
- e. recipients of the personal data or classes thereof
- f. methods for automated access, when allowed, and the extent of such access
- g. storage period of the data
- h. existence of their rights under the Data Privacy Act of 2012.

Section 2. Right to Access. Students have the right to demand reasonable access to the following details regarding the processing of their personal data:

- a. their personal data that were obtained from other sources
- b. other sources of their personal data
- c. names and contact details of the recipients of their personal data
- d. manner by which their personal data were processed
- e. reasons for the disclosure of their personal data to recipients, if applicable
- f. information on the automated decision-making process being used, if any
- g. date when their personal data were last accessed and modified, if applicable
- h. name, designation, and contact details of the University.

Section 3. Right to Rectification. Students have the right to dispute and seek the rectification of inaccuracies or errors in their personal data. Recipients or third parties who had received their erroneous personal data shall be informed of the inaccuracies and/or changes upon request of the concerned students.

Section 4. Right to Object. Students have the right to object to the processing of their personal data in accordance with the provisions of the Data Privacy Act of 2012. If they object or withhold consent, the processing of their personal data must stop, unless:

- a. their personal data is being processed pursuant to a subpoena
- b. their personal data is being processed for obvious purposes; or
- c. their personal data is being processed as a legal obligation.

Section 5. Right to Erasure and Blocking. Students have the right to suspend or withdraw their consent, or order the blocking, removal, or destruction of their personal data from the University's filing system, upon discovery of any of the following, supported by substantial proof:

- a. personal data is incomplete, outdated, false, or unlawfully obtained
- b. personal data is being used for unauthorized purposes
- c. personal data is no longer necessary for the purposes for which it was collected
- d. consent has been withdrawn or an objection to the processing has been raised, and there is no other legal ground or overriding legitimate interest for the processing
- e. personal data concerns private information that is prejudicial to them, unless justified by freedom of speech, of expression, or of the press, or other authorized grounds
- f. processing of personal data is unlawful
- g. the University or any of its service providers has violated their rights

Section 6. Right to Data Portability. Students have the right to obtain a copy of their personal data if these are being stored or otherwise processed by the University in a commonly used electronic format.

Section 7. Right to File a Complaint. Students have the right to file a complaint and be indemnified for any injury or damages sustained resulting from the University's use of their inaccurate, incomplete, outdated, or false data, or if their personal data were unlawfully obtained or used without authorization.

Article V. Freedom of Expression

Section 1. Right Against Prior Restraint. Students shall have the right to express their views and opinions freely in a manner acceptable to the academic community. Furthermore, opposition to school policies which are detrimental to the students' interests shall not be a ground for denying or withdrawing scholarship grants and privileges of deserving students, provided that such opposition is expressed in a manner consistent with the policies and rules of the University.

Section 2. Right to Privacy of Communication. The privacy of communication and correspondence of students is inviolable. However, any form of private communication and correspondence that violates class policies is not allowed.

Section 3. Rights of Student Publications.

- a. Students shall have the right to publish student newspapers and other similar publications, as guided by Republic Act 7079 (otherwise known as the "Campus Journalism Act".) These rights shall be exercised without fear of persecution from authorities, and without threat of being in any way penalized or punished by authorities for any view responsibly expressed. The student publication shall not be subjected to any kind of coercion, bribe, or duress.
- b. The selection of the student editor-in-chief and his/her staff shall be made by annual competitive examinations administered by representatives of the respective publications

according to official procedures. School authorities and other governing bodies shall not interfere in, nor influence, the decisions of each publication's selecting body.

- c. The editor and the editorial staff, unless removed for a just cause and with due process, shall be assured of security of tenure for the duration of their term.

Section 4. Right to Peaceably Assemble.

- a. Students shall have the right to peaceably assemble and petition school authorities and/or government authorities for the redress of any grievances.
- b. Military elements and/or policemen in uniform or in plain clothes and school security forces shall not interfere with any legitimate student activity, particularly peaceful mass actions inside the school campus.

Section 5. Right to Religious Formation and Practice.

- a. Students shall have the right to proper religious formation. As a Catholic university, the administration is responsible for providing students with adequate Catholic religious services and facilities.
- b. Students shall have the right to practice their respective religions as long as they do not impede the practice of other faiths and beliefs and they do not transgress the University's Vision and Mission.

Section 6. Right to Dress.

- a. Students shall have the right to dress according to their preferences consistent with the Loyola Schools Policy Statement on Building a Gender Inclusive, Gender Responsive and Gender Safe Community while keeping within the academic context and rules of the University.
- b. As a Jesuit and Catholic university, the Ateneo de Manila University urges the students to promote a simple, value-oriented, and spirit-inspired lifestyle. Students are encouraged to dress simply, appropriately, and decently.
- c. Administrators and faculty members, acting individually or in groups, either as a Department or as a School, may specify the appropriate dress code in designated classrooms or other areas and for specific events or occasions.

Article VI. Right to Participate in Policy Making

Section 1. Observer Status in the Board of Trustees. The students of the Loyola Schools, through their elected representative, shall have the right to observe the meetings of the Board of Trustees in the discussion of formal policies directly concerning students. The President of the Student Council or any designated representative chosen from and by the Student Council may act as the observer.

Section 2. Representation in the School Council and Committees. Students shall have deliberating rights, and where applicable voting rights, in the following committees of the Loyola Schools.

- a. School Council (2 representatives)
- b. School Forum (2 representatives)
- c. Administrative Council (2 representatives)
- d. Standards Committee (2 representatives)
- e. Curriculum Committee (1 representative)

- f. Discipline Committee (2 representatives)
- g. Budget Committee (2 representatives)
- h. Committee on Social Involvement (2 representatives)
- i. Agenda Setting Committee (1 representative)
- j. Dormitory Committee (2 representatives)
- k. Cafeteria Committee (2 representatives)

The Student Council shall appoint the representatives to the aforementioned councils and committees. If a committee is dissolved or the number of students in the committee is increased, the Magna Carta shall be amended accordingly.

Section 3. On the Matter of Tuition and School Fees.

- a. The Loyola Schools Budget Committee shall act on a proposal to adjust tuition fees only after students and their parents have been consulted at least thirty (30) days before the start of the academic year when the adjustments are to take effect.
- b. The students shall have the right to be consulted on any proposed increase or creation of school fees as well as their justification. There shall be dissemination of adequate information regarding tuition and school fees. Any necessary adjustments and objections shall be discussed in consultative meetings which shall be properly documented and circulated.
- c. In justifying any tuition adjustments before the Loyola Schools Budget Committee, the School Administration shall be required to present the pertinent financial statements for the last five (5) years immediately preceding the proposal for such adjustments.
- d. The school shall not impose involuntary contributions from students.

Section 4. Student's Initiative. Students shall have the right to propose the formulation, modification, and rejection of a school policy affecting students by making proper representation to official bodies.

Section 5. Right to Consultation. Beyond the student representation in the different committees, students shall have the right to be consulted before any school rule affecting them is approved and implemented.

Article VII. Right to Organize

Section 1. Student Organizations

- a. Students shall have the right to form, assist, or join any campus organization, alliance, or federation for the promotion of Ateneo ideals.
- b. Student groups shall have the right to seek accreditation subject to set standards as determined by the Office of Student Activities and the Council of Organizations of the Ateneo.
- c. Student organizations shall enjoy autonomy. This means that they have their own leadership structure; they shall set their own directions and goals; they shall plan and manage their accounts. The student organization moderators act in an advisory capacity. The Office of Student Activities sets the parameters within which the organizations shall operate.

Section 2. Student Council

- a. The school shall ensure the democratic and autonomous existence of the Student Council. Pursuant thereto, there shall be one supreme body, the Student Council, which shall be the official representative of the student body and which shall be given recognition by the Loyola Schools. It shall have its own set of officers, both elected and/or appointed. It shall have the right to determine its policies and programs on matters within its jurisdiction, guided by its duly ratified constitution and policies.
- b. The school shall also provide, free of charge, a space or a hall to house the office/s of the Student Council.

Section 3. Security of Tenure of Student Leaders. Student leaders shall be assured of security of tenure in their positions for the duration of their term, unless removed due to academic cases, disciplinary cases, or impeachment.

Section 4. Student Activities Finances

- a. Collection of Student Publication Fees and Student Activity Fees. On behalf of the Student Council and the Student Publications, the school shall collect the student activities fund and the student publication fee.
- b. Allocation of Student Activity Fund and Student Publication Fund. The allocation of student activity fund and student publication fee shall be agreed upon by the Office of Student Activities, Student Council, and the Student Publications. The allocation shall be subject to the auditing procedures of the OSA and the Accounting Office.

Section 5. Allocation of Facilities for Student Activities

- a. The School shall provide, free of charge, a space, hall, or building to house the offices of the different recognized student organizations and athletic teams within the campus.
- b. Excessive charges for the use of school facilities shall be prohibited. Whenever possible, the School shall allow student organizations and athletic teams to use school facilities free of charge, to support and encourage student participation in co-curricular and extra-curricular activities.

Article VIII. Right to Security

Section 1. Rights Against Unreasonable Searches and Seizures. Every student of the Loyola Schools shall be free from any form of unreasonable search and seizure as defined by law.

Section 2. Rights to Security of Person and Honor. All students shall have the right to be treated with courtesy and respect. They shall have the right to be free from verbal, physical, and sexual harassment, and from libelous and slanderous statements. In cases involving sexual harassment, the complainant shall have the right to file a complaint in accordance with the University Anti-Sexual Harassment Policy.

Section 3. Rights Against the Militarization of the School Campus. The pursuit of Academic excellence and exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachment shall be installed or maintained in the school campus, except in the case of national or local emergencies, such as war, natural calamities, or if the prevailing situation so requires.

Article IX. Right to a Safe Space

Section 1. Right to a Safe Community. Students shall have the right to a community that fosters recognition, respect, and acceptance of the inherent dignity of every person.

Section 2. Right to Be Free from Harm and Discrimination¹

- a. Students shall have the right to be free from all forms of harm and discrimination.
- b. Students shall have the right to be granted opportunities based solely on capabilities regardless of their personal background or declared special needs.
- c. Students with declared special needs shall have the right to avail themselves of services, accommodations, and support offered by the university.

Section 3. Right to Participation.

- a. Students shall have the right to participate in programs and measures specifically aimed at reducing the stigma around students who have experienced any form of discrimination.
- b. Students shall have the right to consult with experts and stakeholders on the continued development of University policies on students' rights and welfare.

Article X. Right to Due Process in Disciplinary Proceedings

Section 1. Right to Due Process

- a. Students shall have the right to be informed of their offense, to defend themselves, and to be rendered an impartial decision.
- b. Penalties of suspension, deferment of graduation, dismissal, or expulsion shall not be meted out unless the following rights have been observed and accorded the student:
 - i. The right to be presumed innocent until proven otherwise.
 - ii. The right to be informed in writing of the charge(s).
 - iii. The right to full access to the evidence in the case.
 - iv. The right to defend one's self and present argument/evidence/testimony in support of one's position.
 - v. The right to assistance of a counsel of one's own choice from members of the community (any member of the LS, except those serving as Associate Dean, Dean or Vice President), especially during the hearing of the case.
 - vi. The right to adequate time to prepare one's defense, as prescribed in the Code of Conduct.
 - vii. The right to appeal decisions in accordance with existing structures, rules, and procedures.
 - viii. The right to have their parents witness the presentation of their defense during the hearing conducted by the Discipline Committee.

Section 2. On the Rights of Complainants

- a. Students shall have the right to file a report regarding harmful situations and to file complaints against their perpetrators if these are inflicted by another member of the

¹ Students with Declared Special Needs shall refer to students who have disclosed to the proper channels in the Loyola Schools that they have "restriction[s] of different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being" as defined in Republic Act 7277 or the Magna Carta for Disabled Persons.

Loyola Schools community within or outside campus. Students shall also have access to psychological or other forms of medical assistance.

- b. Complainants shall have the right to be free from retaliation. Retaliation includes:
 - i. Direct or indirect intimidation.
 - ii. Threats.
 - iii. Coercion
 - iv. Harassment.
 - v. Other acts which could reasonably deter a party or witness from filing a complaint or participating in an investigation.

Section 3. Rights in Disciplinary Proceedings

- a. To safeguard the right of students against arbitrary enforcement of rules, the Associate Dean for Student Formation shall consult the members of the Discipline Committee to determine the nature of all reported cases without precedent.
- b. In cases which may merit suspension, deferment of graduation, dismissal, or expulsion, the Discipline Committee is convened for final proceedings.
- c. All decisions in any disciplinary proceeding of the student involved must be rendered on the basis of relevant and substantial evidence and testimonies.
- d. The gravity of disciplinary sanctions must be proportionate to the seriousness of the violation committed.

Article XI. General Provisions

Section 1. Right to Human Dignity. Students shall have the right to an enabling environment and to be treated with courtesy and respect regardless of their sex, gender, sexuality, ethnicity and religion. They shall be free from any form of discrimination, violence, and any action that will threaten their dignity and integrity.

Section 2. Right Against Enactment of Ex Post Facto Policy. No policy shall be enforced ex post facto.

Section 3. Right to File a Complaint. Students shall have the right to file a complaint should any of the provisions be violated, in accordance with existing structures, rules, and procedures.

Section 4. Right to File an Appeal. Students shall have the right to file an appeal on any policy and decision of the school, in accordance with existing structures, rules, and procedures.

Article XII. Final Provisions

Section 1. Rules and Regulations. The Student Council, the School Administration, faculty and staff shall uphold, promulgate, and publish the necessary rules and regulations to implement the provisions of this act.

Section 2. Separability Clause. If any provision of this act is declared invalid, the remainder thereof is not affected.

Section 3. Repealing Clause. Rules and regulations inconsistent with the provisions of this act are hereby repealed or modified accordingly.

Section 4. Effectivity. The provisions of this Magna Carta shall take effect in the regular semester after its approval.

Section 5. Amendments and Revisions. The Magna Carta can be amended two school years after the semester in which it has taken effect, unless justifiable causes warrant amending it outside the prescribed timeframe. Any sector of the Loyola Schools, through its official representatives, may propose amendments through the School Forum, and these shall be approved in the School Council.

Section 6. Final Interpreter of Provisions. The School Council, as the highest policy-making body of the Loyola Schools, shall be the final interpreter of the Magna Carta.

ONLINE LEARNING RESOURCES

Updated 16 August 2022

LS One Virtual One-Stop Student Services Hub

go.ateneo.edu/lstone

LS One is the Virtual One-Stop Student Services Hub of the Loyola Schools. And while it was built and set up quickly at the start of the pandemic within the second quarter of 2020, this was already part of the Student and Administrative Services Cluster's long term plans.

LS One is a portal where students are able to access student services in one place. The main portions of LS One are as follows:

[Home Page](#)

Contains access to the various student services arranged by service rather than office as it is more intuitive. There are also announcements, services, and memos on spotlight which highlight this information which is relevant, urgent, and important at a given point during the school year. There are quick links to Student Services with buttons indicating links to Academic Services, Library Services, Health and Wellness, etc. There is also a directory of all the offices which can assist the students in contacting the persons they wish to get in touch with for their concerns.

[OSSo](#)

This is the Real-time Virtual Help Desk on LS-One which provides a way for students to talk to trained personnel who can help provide right information or direct students to the right person(s) and office(s) for help. It offers a live, real-time service that is available from Monday to Friday, 8 am to 10 pm and on Saturday, from 8 am to 5 pm, giving students a virtual experience of cura personalis.

The LS One Helpdesk may be reached by email or GChat through LS.One@ateneo.edu.

[COVID Response](#)

In order to address the various concerns of the community in relation to the ongoing pandemic, this portion of LS One has these sections

[The Cura Project](#) which provides help seeking entry points for concerns related to medical and mental health, academic support, and HR matters.

[Self Reporting Guide](#) which outlines the standard operational measures for reporting COVID19 infections for students who may become ill as a result.

There is also a link that directs students to the COVID19 portal of the university as well as a link to the hospitals with bed capacity as provided by our health insurance provider.

[LS Memos](#)

This is a repository of all memos released to the Loyola Schools students- whether at the undergraduate or graduate level. The memos are arranged chronologically for easier searching.

[Ready for Class](#)

This section has some material that can help the students prepare for and manage their online studies. There is a section for their learning management system (LMS), Self care (Care Kit), online studies (KlikKit), among others.

New features on LS One are an [FAQ section](#), a forms and requests [portal](#), a [Calendar](#), and an [events page](#), to name a few.

LS One may also be found on Canvas (the LMS of the students) through a course card or through the quick link on the navigation sidebar. It will also be on Facebook and Twitter as [LS One Student Blueboard](#) (www.facebook.com/AteneoSBB and www.Twitter.com/AteneoSBB).

Adaptive Design for Learning: Ateneo's Online Learning Network

The Loyola Schools has developed its very own framework for designing learning based on the AteneoBlueCloud philosophy of online education. It is called Adaptive Design for Learning (ADL).

The desired adaptability refers not only to different modes of delivery of its educational services (online, blended, and face-to-face), but also to the course designs themselves that can be repurposed to suit every individual faculty member's style and to respond to every learner's unique needs and contexts. A teacher training program on Adaptive Design for Learning is currently being conducted by the Ateneo Science and Art of Learning and Teaching (SALT) Institute.

An ADL glossary of terms was put together for your reference. For more information, please see ateneosalt.org/adl/

Modes of Learning and Teaching

We will have three modes of teaching and learning in SY 2022-2023:

Onsite

This is the regular mode of classes. The majority of contact hours will be onsite with online components (synchronous/ asynchronous) to supplement face-to-face classes. Students who have been approved for fully online classes will not be allowed to register for onsite classes

Flex

The majority of contact hours will be onsite with provisions for synchronous online participation, and asynchronous components. Flex classes will accept both online and onsite students. But approved online students may not, in any circumstance, attend onsite meetings.

Fully Online

All contact hours will be online with asynchronous components to supplement synchronous classes. Students who have been approved to attend fully online classes because of health reasons are given priority to enroll in this class. Regular students may register for this class depending on how classes are tagged by the different departments.

Learning Management System

Canvas is the main LMS of the Loyola Schools. Faculty members will design and deliver their courses using this LMS and officially enrolled students can automatically be given access to the courses in Canvas. For information on technical support for Canvas, email or chat with the Canvas Helpdesk for Learning Management Systems at canvas.ls@ateneo.edu.

Online Learning Support: Using Rizal Library's Resources

The [Rizal Library](#) provides the primary means of utilizing library resources during these extraordinary times. Students may access more than 30 databases 24/7 through [Online Resources](#), from anywhere around the world.

First time and new users of the Rizal Library's databases may log in with their Ateneo email addresses and passwords at go.ateneo.edu/rloffcampusaccess. Other users should disregard any previous links or passwords that they may have.

To assist undergraduate and graduate students more efficiently and effectively, the Rizal Library has designated a team of librarians to address queries from students from each of the Loyola Schools. Their email addresses are as follows:

GBSEALD	gbseald.rl.ls@ateneo.edu
JGSOM	jgsom.rl.ls@ateneo.edu
SOH	soh.rl.ls@ateneo.edu
SOSE	sose.rl.ls@ateneo.edu
SOSS	soss.rl.ls@ateneo.edu

You may also reach them through [Facebook](#), [Twitter](#), and [Instagram](#).

To request the purchase of journal articles or ebooks, please ask your professor to email our Acquisitions Librarian at acquisitions.rl.ls@ateneo.edu.

Scholarships and Financial Aid

The Loyola Schools through the Office of Admissions and Aid (OAA) continues to provide scholarships and support for undergraduate students most especially during these unusual times.

For more information refer to the [Scholarships and Support for Undergraduate Scholars](#).

You may also get in touch with the OAA for requests for learning devices (ie. laptops and Wifi portable devices) by emailing them at scholarships.ls@ateneo.edu.

Learning Technology Support

In collaboration with the University's Information Technology Resource Management Office (ITRMO)—the Office of Management Information Systems (OMIS) oversees the development of the academic and administrative Information Systems (IS) for the Loyola Schools, takes care of the orientation of the students, faculty, and staff who will be involved in the IS, assists the departments and offices in the implementation of the IS and ensures the security and maintenance of school records.

OMIS can assist students with their AISIS concerns and inquiries. We also manage your OBF email and Microsoft 365 accounts. You may reach us via email at omis.ls@ateneo.edu.

STUDENT HEALTH AND WELLNESS

Student Health Services

The Office of Health Services (OHS) continues to offer online consultation services in support of the student's physical health during their learning journey at this pandemic. The OHS provides various online opportunities for promoting health information via social media, including its [website](#), FB ([Ateneo LS Health Services](#)), and through various webinars for the benefit of the LS and the University.

Loyola Schools Office of Health Services (LSOHS)

1/F Social Sciences Bldg, Rm 105
Tel: (632) 8426-6001 loc.5110 /5180
+63(918)944-5997
healthservices.ls@ateneo.edu
+63(2)8332-4434

Mental Health and Psycho-Emotional Wellness

The Office of Guidance and Counseling (OGC) during the pandemic has had to adapt in several ways as it redefines online counseling to include various modalities: email, chat, voice, and online face-to-face as has been communicated through infographics dissemination, email blasts, and Facebook announcements. The Office is also translating current programs into online modules that are accessible to the student body. Find them through their [link](#) on the LS One website.

Loyola Schools Office of Guidance and Counseling (LSOGC)

2/F Social Sciences Bldg, Rm 266
+63(2)8426-6001 locals 5031 and 5032
guidance.ls@ateneo.edu
fb.com/LSOGC

Inclusivity and a Gender Responsive Community

The [Loyola Schools Gender Hub](#) is the heart of gender responsiveness in the Loyola Schools.

It aims to create an inclusive, responsive, and safe environment for all members of the LS community.

The Hub is not an investigative body or a discipline committee. Thus the Hub's case companions listen to, respond to, and support LS members who have experienced any form and degree of sexual or gender-based violence.

The services of the LS Gender Hub include:

- Provision for Safe Spaces—facilitates physical, social and online safe spaces
- Care and Companion Services—listens to and assists LS members who have experienced sexual- and gender-based violence (SGBV), assist in filing a disciplinary case, and accompany the complainant in the disciplinary process
- Gender Sensitivity Training—creates and conducts standardized and needs-specific gender sensitivity training

Loyola Schools Gender Hub

2nd floor Gonzaga Hall, Ateneo de Manila University

+63(2)8426-6001 locals 5043 to 5044

genderhub.ls@ateneo.edu

fb.com/lsgenderhub/

Specific Policies, Rules, and Guidelines of the Loyola Schools

I. STUDENT ID-RELATED POLICIES AND GUIDELINES

1. The ID-Wearing Rule

Students are required to wear their IDs upon entry into the Ateneo campus. It is a vital component of the Loyola Schools security system that identifies its wearer as a bonafide member of the Loyola Schools.

Every student must help in the effort to keep the campus safe for everyone by displaying his/her Ateneo ID **visibly and clearly on his/her person at all times** while inside the Loyola Schools premises. This constitutes a basic act of social responsibility given that campus safety and security is the responsibility of all members of the Ateneo community.

The ID is considered an official school document to be treated with care and respect. It is NOT to be defaced, altered, or misused in any way, shape or form. It is non-transferable, not to be lent or copied, nor discarded indiscriminately.

A. The following practices are considered minor violations with the use of the ID:

1. Wearing the ID concealed underneath one's clothing (shirt, jacket, etc.) or inside a pocket
2. Carrying the ID inside a personal article, for example, a bag, notebook or wallet
3. Hanging the ID on your bag instead of wearing it on your person

B. The following are considered Major offenses with the use of the ID (meriting a major disciplinary case):

1. Tampering with the ID Card (i.e. defacing ID picture, putting stickers, changing info)
2. Using another person's ID or allowing another person to use one's ID
3. Making a fake Loyola Schools student ID card

C. For one's protection, the loss of the ID should immediately be reported to the Office for Student Services (OSS).

D. Students who forget to bring their ID are asked to sign an ID-violation sheet and provide a secondary ID as proof of identity before entering school premises. Students must **proceed directly to OSS to get a temporary ID for the violation to be nullified.**

Failure to do so will merit an ID violation in the student's record of conduct, where violations are cumulative within the school year and may result in minor penalties or a major offense depending on the accumulated record of neglect.

E. Students who lose their ID should proceed to the OSS to check if their ID has been recovered. If it has not been found in three (3) days, a replacement ID must be applied for. Follow the procedure in securing a new Ateneo ID card.

2. The ID-Validation Rule

ID Validation is the final stage of the registration process. Student IDs without a validation sticker for the current semester will not be honored.

All student IDs should have a validation sticker for it to be valid for the current semester. This should be stuck on the ID by designated OSS personnel only. The sticker should be of the current semester for the ID to be considered valid. A minor violation is incurred when the ID is not validated after the specified deadline announced each semester for the registration procedure.

Penalties for ID-Related Violations

The following are the sanctions for each violation related to the student ID:

1. Late ID Application: 2 hours of community service²
2. Late ID Validation: 2 hours of community service³
3. ID Wearing Violation Sanctions

Violations w/in 1 SY	Verbal Reprimand	Letter of Apology addressed to OSS Director	Fines	Mandatory work in the form of community service
1st violation	✓			
2nd violation	✓	✓		
3rd violation	✓			4 hours
4th violation	✓		✓ Php500 ⁴	8 hours

ID Replacement/Temporary ID

Loss of ID should be reported immediately to the Office for Student Services (OSS). The OSS receives lost IDs regularly. Check if your ID has been turned over. If not, obtain a temporary ID. If it has not been found in three (3) days, apply for an ID replacement.

Temporary IDs are only valid for the day of the application. A Temporary ID fine of P 50.00 is imposed upon request. The 10th instance within one school year will result in a recorded violation in the name of the student, and the forced replacement of his/her ID.

If your ID is damaged, get an ID replacement immediately from the OSS Office.

Students are advised to take good care of their Ateneo ID and ensure that it is not used by others, damaged or lost.

Penalties for Lost or Damaged ID

In the event that the ID is damaged or lost, the following penalties apply:

1. Lost ID

² The deadline for ID application is the last day of late registration

³ The deadline for ID validation is the last day of registration

⁴ Fine may be converted to four (4) hours of community service on top of mandatory 8 hours

- a. First instance: P 300.00
 - b. Second instance: P 500.00
 - c. Third instance: P1,000.00
2. Damaged ID
 - a. A fine of P 300.00 will be charged for IDs that are damaged through the negligence of the student
 - b. IDs with defective barcodes and visible defects in printing will be replaced without cost
 3. Students applying for a new ID due to wrong or out-of-date information will only need to pay **P 150 as a printing fee**. This does not apply to change of photo or signature which will be charged a full replacement fee of Php 300.

Procedure for Applying for a Replacement ID due to Loss

1. Email id.oss.ls@ateneo.edu to request for an ID replacement with an explanation of loss
2. A GForm will be sent to the student to fill up an ID Replacement Request along with a QR code to pay for your ID replacement fee
3. Present the official receipt of payment to the OSS. A temporary ID will be issued to the student until the new ID is available.
4. Pick up the new ID after 1 to 2 work days.

Procedure for Applying for a Temporary ID

1. Proceed to the OSS, G/F Xavier Hall
2. Fill out the application form for a Temporary ID
3. Scan the QR code to pay for your Temporary ID fee
 - a. Php 50 for the 1st to 5th request in one school year
 - b. Php 60 for the 6th to 9th request in one school year
4. Present the official receipt of payment to the OSS to claim the Temporary ID.

For ID-related services, please contact:

The Office for Student Services (OSS)

8426-6001 local 5020 to 5022

+63(920)914-2372

id.oss.ls@ateneo.edu

LS One

ls.one@ateneo.edu

II. THE LOYOLA SCHOOLS DRESS CODE

In accordance with the Implementing Guidelines of the Loyola Schools Dress Code released by the Office of the Vice President for Higher Education in December of 2007, students are expected to dress **simply, appropriately, and decently** at:

- a. All official functions and events of and in the Ateneo de Manila University, including commencement exercises, convocations, conferences, receptions, and assemblies;
- b. The office of all Ateneo Administrators (Heads of offices of Central Administration and the school units; Heads of auxiliary units, affiliated units, and centers; Department Chairs and Program Directors), as well as any meetings, appointments, or transactions with Ateneo administrators outside of their offices;
- c. All LS Administrative offices (i.e. Central administration, offices of the Deans and Associate Deans) and their respective waiting areas;
- d. All formal events and activities in major Audio-Visual Rooms, such as the Irwin Theater, Arete, Faura AVR, Escaler Hall, and Leong Hall Auditorium;
- e. All functions, events, and activities where the Ateneo de Manila University is represented, except those that clearly require other attire, such as in sports tournaments.

Schools or Departments may also come out with more specific guidelines for implementation in their respective areas or jurisdictions.

If a complaint is lodged by any office or personnel regarding a student’s attire, this is processed as a minor violation by the Office of Student Discipline (OSD) as “Failure to perform responsibilities as a student” as listed in Section I of the Code of Conduct for Students with corresponding sanctions as follows:

LS DRESS CODE VIOLATIONS

Violations w/in 1 SY	Verbal Reprimand	Letter of Apology addressed to Director of OSS	Fines	Mandatory work in the form of community service
1st violation	✓			
2nd violation	✓	✓		
3rd violation	✓			4 hours
4th violation	✓			8 hours

III. THE LOYOLA SCHOOLS NO-SMOKING POLICY

The Loyola Schools is committed to provide a healthy learning and working environment for students, faculty, administrators and staff.

Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of students, faculty, staff and visitors.
- Comply with the provisions of R.A. 9211 which prohibits smoking in public places including schools, colleges and universities.

Definition

The No Smoking Policy covers all types of burnt and smoked products including cigarettes, tobacco and non-tobacco cigarette products (eg. e-cigarettes, vape, juul) .

Restrictions on Smoking

Smoking is not permitted in any Loyola Schools premises* or grounds at any time, by any person regardless of their status or business** in the University.

*Vehicles—Smoking is not permitted in any vehicle when within Loyola Schools premises.

**Visitors—All visitors, contractors and delivery personnel are likewise required to abide by the no smoking policy. Security guards and Loyola Schools personnel are expected to inform visitors of the no smoking policy.

Notification

Appropriate signages to indicate that the Loyola Schools has a no-smoking policy are put up in conspicuous places so that everyone is duly informed.

PENALTIES

Violations w/in 1 SY	Verbal Reprimand	Letter of Apology addressed to OSS	Fines (in accordance with RA 9211)	Other forms of sanctions
1st violation	✓		500	
2nd violation	✓	✓	1,000	Mandatory participation in Smoking Cessation Program
3rd violation and above	✓		5,000	Mandatory participation in Smoking Cessation Program

Monitoring and Review

Compliance with the no-smoking policy will be monitored by the Office of Student Services.

IV. CAMPUS MOBILITY, TRAFFIC & PARKING REGULATIONS

There are many ways to get around campus but the school encourages walking from building to building, hence the expanded walkways and brick roads. If you must ride, an E-Jeep also makes the rounds of the campus.

Students who intend to bring a vehicle to school are required to have a Gate Pass sticker, which allows them to enter and park on school premises. Bringing a vehicle on campus entails assuming responsibility for driving safely, considerate use of roads and parking spaces, and respect for regulations and those who implement them.

Student-drivers and persons who enter campus on such students' behalf must know and follow the Traffic & Parking Rules enforced by the University through the Campus Safety & Mobility Office (CSMO), which include:

- Parking on campus is on a first-come, first served basis.
- A Gate Pass allows you to park in the COLLEGE STUDENT PARKING designated areas, but does NOT guarantee you a parking spot.

- Parking in RESERVED spots (for Carpools, Faculty, Administrators, Visitors, etc.) is strictly prohibited and entails a hefty fine, as well as a violation in the student-driver's name. Repeat violators will merit a Major Offense of the Code of Conduct.
- Overnight parking (i.e. keeping your car on campus after the cut-off for the specific lot you are parked on⁵) is also disallowed—except in emergencies, which ought to be brought to the attention of the OSS or the CSMO before the cut-off to follow the procedure to request for Overnight parking.

TRAFFIC/PARKING VIOLATIONS

Violations w/in 1 SY	Verbal Reprimand	Letter of Apology addressed to OSS	Fines	Mandatory work in the form of community service
1st violation	✓			
2nd violation	✓	✓	✓ varies per violation ⁶	
3rd violation	✓			4 hours
4th violation	✓			8 hours

V. THE COLLABORATIVE ANTI-DRUG ABUSE PROGRAM (CADAP) OF THE LOYOLA SCHOOLS

The Philippine government has authorized drug testing among tertiary students through **RA 9165**, otherwise known as the “**Comprehensive Dangerous Drugs Act of 2002**”. Furthermore, the Commission on Higher Education (CHED) has also issued **Memorandum Order (CMO) 18, Series of 2018**, pertaining to “**Implementing Guidelines for the Conduct of Random Drug Testing of all Students in all Higher Education Institutions (HEIs)**”⁷.

The Loyola Schools of the Ateneo de Manila University fully complies with the properly authorized Drug Testing procedure, as described in CMO 19, s.2003.

All members of the University share in the duty to create and maintain a healthy learning environment through a safe, drug-free campus. As part of our efforts towards this goal, the Loyola Schools developed the comprehensive, Collaborative Anti-Drug Abuse Program (CADAP) that includes the conduct of our own random drug testing covering a larger range of drugs than those specified in the government test.

Random Drug Testing procedure of the Loyola Schools

The random drug testing is conducted throughout the school year. The selection process of students to be tested is done through a computer lottery before each testing period. The drug test requires the taking of a urine sample. All selected students are required to undergo the mandatory drug test on the SAME DAY that they are summoned to report for testing. A formal summons is sent to the student through an SMS message. If the student does not respond to SMS, a call slip will be sent to his/her classroom to inform them of their required test. Failure to

⁵ Midnight for parking lots other than the Northwest (near Arete) which closes at 10pm

⁶ Refer to CSMO Traffic & Parking Primer 2017 for listing downloadable at vims.ateneo.edu

⁷ Refer to LS Student Handbook Volume III - Implementing Guidelines for the Conduct of Random Drug Testing of all Students in all Higher Education Institutions (HEIs)

respond to the summons or taking the test on the same day of selection may be considered a possible offense under the Code of Discipline.

Other Interventions

Along with the Drug Testing procedure, are measures, programs and campaigns which are in continuous development, aimed at *increasing awareness of the perils of dangerous drug use*, towards the greater aim of encouraging our students to *conscientiously opt for choices that contribute to their overall well-being and positive development*. Furthermore, although *accountability for one's actions is always advocated*, this is to be done within the *context of a Caring (rather than punitive) Community*. And in cases where students are indeed found positive for dangerous drugs through the random drug testing protocols, in consonance with the spirit of the CHED memo that veers away from a strictly criminal approach to the drug problem among students, the Loyola Schools contends that *punishment alone is an insufficient response*, and emphasizes the *levels of intervention and rehabilitation that will best enable wellness*.

It is actually recommended for students who have drug-related problems or are drug users, to relay this to the Health Services personnel. All such concerns will be dealt with as health concerns, NOT as disciplinary cases.

Students caught in possession of or using illegal drugs outside of this random drug testing procedure have to face the consequences of their act through the disciplinary process.

For further information regarding the CADAP, you may inquire with the Loyola Schools Office for Health Services at healthservices.ls@ateneo.edu.