



COLLEGE DIVISION
STUDENT MANUAL

JOSÉ RIZAL UNIVERSITY

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Copy of Student Manual is available online

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Computer Engineering
Criminology
Economics and Finance
Education
History and Social Sciences
Hotel and Restaurant Management
Information Technology
Languages
Management and Marketing
Mathematics
Natural Sciences
Tourism Management
Nursing, Academic Coordinator
Nursing, Clinical Coordinator
Student Coordinator

HISTORY OF THE UNIVERSITY

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

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

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

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

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

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

MISSION OF THE UNIVERSITY

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

JRU CORE VALUES

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

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

OBJECTIVES OF THE UNIVERSITY

The Constitution mandate defines the aims of education as the inculcation of love of country, the teaching of the duties of citizenship, the development of moral character and personal discipline, and scientific, technological, and vocational efficiency.

More specifically, the University aims (1) not only to provide students with basic tools that will prepare them for their first job but also to ensure that they are well equipped to succeed in today's rapidly changing technological world, and (2) to develop in its students the personal and intellectual qualities which characterize an educated person, such as sensitivity, creativity, vision and leadership potentials.

Given the national objectives, the objective of the University is to train young men and women to become responsible and useful citizens of the nation, (1) by providing balanced instruction in general education and technical knowledge, (2) by stressing the principles of representative government in a free society, (3) by inculcating respect for the truth, (4) by teaching the art of the utilization of knowledge, and (5) by encouraging active participation in the process of national development.

SPECIFIC OBJECTIVES OF THE PROGRAMS

The Commerce Program. Within the context of and in addition to the stipulated objectives of the University, the Commerce program is meant to (1) prepare the student for a gainful and intellectually satisfying role in business through a systematic exposure to specialized knowledge in the major functional areas of business consisting of production, finance, personnel, and marketing, (2) instill the supportive computational and communication skills, and (3) provide a familiarity of the framework of business, inclusive of the role of government, and the importance of business ethics.

The Criminology Program. Within the context of and in addition to the stipulated objectives of the University, the Criminology program is meant to contribute to the improvement of the criminal justice system in the country by producing professionally competent and values-oriented young men and women who can deliver efficient and effective services in crime prevention, crime detection, law enforcement, and custody and rehabilitation of offenders.

The Education Program. Within the context of and in addition to the stipulated objectives of the University, the Education program is meant to prepare the student for a gainful and intellectually satisfying role in teaching and in related educational activities in both the public and private educational sectors, although primarily for the first and second levels, through (1) imparting a thorough knowledge of subject matter and familiarity with the competencies essential to professional educational practices; (2) evolving such type of preparations as shall ensure the broadest possible social as well as academic and professional education in a dramatically changing world; (3) a broad awareness of the various inputs and areas of training which makes for an effective but human teachers; and (4) competence with the technical skills necessary for an effective teacher.

In addition, the importance and complementary nature of general education is recognized, and its objectives as enunciated in the Liberal Arts program is made part of the general thrust of the Education program.

The Computer Engineering Program. Within the context of and in addition to the stipulated objectives of the University, the Computer Engineering program is meant to prepare its graduates for a successful career the interdisciplinary field of computer engineering that will enable them to: (1) Apply knowledge of mathematics, science, and engineering in identifying, formulating and solving computer engineering problems, and (2) Use hardware and software tools in analyzing, designing, developing and testing computer systems containing both hardware and software components.

The Hotel and Restaurant Management Program. Within the context of and in addition to the explicit objectives of the University, the Hotel and Restaurant Management program is meant to prepare the student to be highly qualified and competent Hoteliers and Restaurateurs, who are globally competitive and could promote high standards of professionalism, value oriented, knowledge and skills relevant in contributing growth to the hospitality industry.

The Information Technology Program. Within the context of and in addition to the explicit objectives of the University, the Information Technology program provides students with the breadth and depth of information technology needed in the professional success of the field. It prepares students to be professionals, be well versed on application installation, operation, development, maintenance and administration, and familiar with hardware installation.

The Liberal Arts program. Within the context of and in addition to the explicit objectives of the University, the Liberal Arts program is meant to prepare the student for a full and balanced life as an individual and responsible citizen, by (1) instilling the analytical approach by which the truth is arrived at; (2) acquainting the students with the broad major areas of intellectual knowledge, namely, the natural sciences, the social sciences, and the humanities; (3) fostering a desirable intellectual facility through the development of clarity of thought and expression, a compassionate insight into human needs and aspirations, moral and aesthetic awareness, and receptiveness to divergent ideas and proposals; and (4) facilitating an

awareness and enjoyment of the intellectual quality of life, for itself and not merely as a means for other intentions.

The Nursing Program. Within the context of and in addition to the stipulated objectives of the University, the Nursing program is meant to develop graduates who will function as beginning nursing professionals and commit themselves to the ideals of the nursing profession through the (1) delivery of health care services utilizing a total patient care and critical thinker approach; (2) use of research findings to continually upgrade the nursing profession; (3) demonstration of leadership qualities in health care delivery in various health settings; and (4) coordination and collaboration with members of the health team in the delivery of health services in any health care setting.

The Tourism Program. Within the context of and in addition to the explicit objectives of the University, the Tourism program combines skill development with relevant management, supervisory and managerial training to produce highly employable and motivated graduates in the tourism industry.

SCHOOL FACILITIES AND SOURCES OF INFORMATION

José Rizal University

Shaw Boulevard, Mandaluyong City

Telephone: 531-80-31 to 35

Private Exchange Connecting to All Departments

Fax No.: 531-60-87

E-Mail: deans@jru.edu

Website: www.jru.edu

Administrative and Personnel Office	For job placement. 2 nd floor of building A-21, local 25
Alumni Office	For alumni affairs. Room A-25, local 38
Athletic Department	For use of athletic equipment and facilities. Annex I, Room K-13, local 63
Clinic	For first aid medical and dental services. Room C-18, local 24
University Bookstore	For textbooks and school supplies. Ground floor of building C, local 16

Graduate School	For application, registration and study programs regarding the graduate school. Room T-13, local 34
Guidance and Testing Office	For counseling (educational, social, career or personal) and testing (IQ, personality) needs. Room H212, local 32
Student Affairs	For excuse slips, placement programs, retention programs, discipline, outreach programs and NSTP Room C-17, local 20
Information Technology Office	For computer services. Room H-313, local 17
Law School	For application, registration and study programs regarding the law school. Room T-11, local 33
Library	For books, newspapers, magazines and other research and reading materials, use of audio-visual room and audio-visual equipment. Ground floor of building H, local 15
Engineering and Maintenance Office	For use of facilities, vehicles, room reservations, and sound systems. Gym basement, local 23
Registrar's Office	For scholastic records, student evaluation, registration, diplomas, certificates, transfer credentials. Room A-15, local 27
Student Accounts Office	For student accounts, assessment. Room A-13, local 19
Treasurer's Office	For tuition fee adjustments and refunds and salary matters. Room A-12, local 12
President's Office	Room T-63, local 14
Vice President for Administration	Second floor, Room 21 of building A, local 25
Vice President for Financial Affairs	Ground floor of building A, local 26
Vice President for Information Systems	Third floor of building H, Room H-307, local 36

1. STUDENT SELECTION, PROGRESS, AND RETENTION

1.1 ADMISSION

Only graduates of the general academic secondary curriculum will be considered for admission to college. Graduates of vocational agricultural and similar high schools must remedy deficiencies from the general academic secondary curriculum before they can be considered for admission.

Students desiring to enrol in the freshmen level should present their Form 138 (high school report card), validly marked for transfer. High School diplomas are not acceptable as entrance credentials.

Admission requirements for students enrolling in the Graduate School and the Law School are set forth in separate bulletins.

Transfer students may be admitted subject to prior evaluation and approval of their transfer credentials by the Dean.

Foreign nationals seeking admission should present a copy of their Alien Certificate of Registration as verified and a study permit given by the Commission on Higher Education. Students with alien surnames but claiming Filipino citizenship should comply with government requirements for presentation of acceptable proof of their citizenship.

Old students have priority in admission as well as the choice of subjects and sections only if they enrol during the preferential dates for enrolment indicated for each curriculum year at the time of the enrolment period; beyond these dates, admission and choice of subjects of old students shall be subject to availability of openings or space.

The University reserves the right to decline any application for admission to the University that does not conform to its policies, rules and regulations.

1.2 REGISTRATION

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

Students enrolling for the first time at Jose Rizal University should accomplish the following forms, which are available at the Office of the Registrar, Room A-18 or on-line at the “applicant” section of www.jru.edu. Both paper and on-line applications are subject to acceptance.

- (1) JRU Form
- (2) Any other forms as may be deemed necessary by the University.

An enrolling student may refer to and choose from the schedule of subjects offered through the University’s on-line registration system. Students should select subjects in accordance with their curriculum requirements and particular course of study, and any deviation must have the approval of the College Dean. A student is considered officially enrolled upon payment and acceptance of the initial down payment.

If a student deliberately makes a false statement or conceals material information on any University document, his registration may be cancelled and he will be ineligible for subsequent registration.

Students are responsible for knowing about prerequisites for subjects and sequence for the course he has chosen. If the student enrolls in a subject for which he is not qualified, the University reserves the right to cancel his registration in that subject even after the enrollment period; if for any reason he obtains a passing grade he will not be given credit.

Every student whose registration has been completed has entered into a contractual agreement and will be considered a student of the University during the term for which he is registered unless his connection with the University is officially severed by withdrawal, dismissal, or expulsion.

Upon admission, students are subject to the announcements, policies, rules and regulations of the University on student conduct and discipline, and any amendments thereto, which are available at the Office of the Dean in Room A-20 or posted in bulletin boards.

1.2.1 Transfer Students.

In addition to the registration requirements, transfer students must submit an honorable dismissal, a certification of subjects taken

and their respective grades, and a certification of good moral character from the school last attended.

A candidate for graduation must have obtained at least sixty (60) units of academic credit from the University, and must have been in residence during the last two years of the course.

1.2.2 Changes in Registration.

Each student is responsible for the completeness and accuracy of his registration. He must ensure that there is no discrepancy between the program and course he is following and that which is recorded in the Office of the Registrar and that all changes are reported promptly to the Registrar as a student may receive credit for only the courses in which he/she is officially registered according to the records of the Registrar.

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

Changes in registration are allowed only under circumstances indicated in policies of the University and must be made within two weeks after the beginning of classes by applying and duly filling up JRU Form 106, and submitting the same to the Registrar. No further changes may be made after that period and changes in subjects made without the approval of the Registrar will not be given credit.

Changes in registration become official only after all pertinent fees have been paid, as evidenced by a validated official receipt and JRU Form 106 has been stamped "PAID".

1.3 ATTENDANCE, ABSENCES AND TARDINESS

1.3.1 Attendance.

Punctual attendance is required of all students. Extreme tardiness may be considered as an absence, upon the discretion of the instructor. A student who has incurred absences of more than 20% of the required total number of classes and laboratory periods in a given

term will not be given credit and this may constitute adequate grounds for dismissal at the discretion of the University.

1.3.2 School Days and Class Hours.

Classes for each subject of 3 units are usually held for one and a half hour twice a week, for roughly eighteen weeks, to make up the semester.

The first bell is the signal for the immediate dismissal of the preceding class. The second bell, which is rung five minutes after the first bell, is the signal for the commencement of instruction for the subsequent class.

1.3.3 Absences, Tardiness and Excuse Slips.

Roll-call is a necessity, but it takes up valuable time in larger classes if not done efficiently. It is suggested that students be assigned specific seats in class, perhaps arranged by sex and alphabetically, so that it will be possible to immediately identify absent students by noting the vacant seats and checking with a seating chart. Alternative methods are also possible.

A student who has been absent from class is required to present an excuse slip (JRU Form 139) from the Dean of Student Affairs, to be signed by the faculty member; in the absence of such an excuse slip, the student is marked with an "Unexcused" absence.

As basis for inclusion of students to Retention Program, Faculty members should report immediately to the Dean of Student Affairs any student who has inquired three (3) absences at any given time within the semester. Students with three absences shall be subjected to a parent dialogue or a possible referral to the Guidance Office.

At reasonable intervals during the semester, faculty members should check the student attendance record to determine whether any student has accumulated unexcused absences of more than 20% of the total class hours in a semester (CHED requirement). The periods immediately after the first and second preliminary examinations are

convenient points at which to check accumulated unexcused absences. Faculty members should report immediately to the Dean of Student Affairs any student whose total absences exceeds the 20% limit.

1.3.4 Cancellation of Classes

A. Automatic Suspension of Classes

Collegiate classes are automatically suspended when typhoon signal no. 3 is raised by Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAG-ASA).

B. Localized Suspension of Classes

The Mayor of Mandaluyong City or the Commission on Higher Education (CHED) may announce the suspension of classes if there are threats to public health and safety such as heavy rains, earthquakes, floods, high tide, transport strikes, and the like. Under these circumstances, the suspension of classes shall be announced, subject to clearance from the President of the University.

1.4 GRADING, PROMOTION AND RETENTION

1.4.1 System of Grading.

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

The University uses the decimal system of grading, that is, from 1.0 to 5.0. Grades from 1.0 to 1.9 are considered honor grades, 2.0 to 3.5 are passing grades, while 5.0 is unsatisfactory and failing.

A grade of Incomplete or INC is also given, which indicates that the student did not take the final examination and the instructor does not have a sufficient basis for giving the student a passing grade. An INC grade is permanent and does not have any credit.

The table for conversion follows:

1.0.....100%	2.4..... 86
1.1.....99	2.5..... 85
1.2.....98	2.6..... 84
1.3.....97	2.7..... 83
1.4.....96	2.8..... 82
1.5.....95	2.9..... 81
1.6.....94	3.0..... 80
1.7.....93	3.1..... 79
1.8.....92	3.2..... 78
1.9.....91	3.3..... 77
2.0.....90	3.4..... 76
2.1.....89	3.5..... 75
2.2.....88	5.0..... Failure
2.3.....87	

1.4.2 Classification of Students.

University students are classified into regular students and special students. Regular students are those who are graduates of high schools of recognized standing and who are admitted to credit courses as a candidate for a degree or a diploma. Special students are those who do not desire credit for their studies.

Students in four-year degree courses are also classified into:

1. Freshmen, or students who have finished less than 25 per cent of the required units for graduation;
2. Sophomores, or students who have finished at least 25 per cent of the required units for graduation;
3. Juniors, or students who have finished at least 50 per cent of the required units for graduation; and
4. Seniors, or students who have finished at least 75 per cent of the required units for graduation.

1.5 GRADUATION

All students are responsible for consulting with the student advisers, the Dean, or the Registrar's Office to ascertain eligibility for the degree or title for which the student desires to qualify and to determine that all program requirements are met.

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

1.5.1 Academic Requirements.

A candidate for graduation must have (1) graduated from a high school of recognized standing, (2) fulfilled the group requirements for graduation as specified in the General Information, (3) obtained satisfactory grades in all his subjects, and (4) filed an application for graduation with the Office of the Registrar within a month after the beginning of classes during the last semester or summer of residence of the student in the University.

The academic requirements for graduation are subject to change if, in the opinion of the University, a further improvement of the curriculum will result. The academic requirements for graduation are inclusive of all current stipulations of the Commission on Higher Education (CHED); obviously, however, the University cannot make the assurance that future CHED requirements are already incorporated above.

1.5.2 Financial Requirements.

A candidate for graduation must have settled all his financial obligations with the University not later than the end of the last term of the school year in which the student hopes to graduate.

1.5.3 Residence Requirements.

A candidate for graduation must have obtained at least sixty (60) units of academic credit from the University, and must have been in residence during the last two years of the course.

2. STUDENT CONDUCT AND DISCIPLINE

In order to safeguard those ideals of scholarship and the moral atmosphere which are the very purpose of its founding and maintenance, the University reserves the right and the student concedes to the University the right (1) to impose such rules of conduct as it may deem necessary, both within and outside the classroom, and (2) to impose disciplinary sanction as to dismiss, exclude or require the withdrawal of any student from the University or from any class or classes, whenever in the interest of the student, the student body or the University, the University deems it advisable to do so under its rules and traditional practices.

2.1 REQUIREMENTS ON CAMPUS

The completion of one's registration binds the student to agree to and abide by the University policies, rules and regulations; to accept the prescribed course of study; and to meet the test required as to attendance, diligence in study and personal conduct. The continuance of the student in the rolls and his graduation, the awarding of academic credits, and the granting of any certificate or degree are strictly subject to the disciplinary authority of the University.

2.2 IDENTITY AND LIBRARY CARDS

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

Student identity cards are required to be worn inside the campus by all currently registered students of all divisions. Such identity cards will be color coded to determine visually the division to which the student belongs, as well as the current school year. The ID cards are to be worn slung over the neck or clipped to the shirt front. Aside from entry into the school premises, these ID cards are required when borrowing books from the Library and for other on-campus identification purposes, borrowing athletic equipment, securing examination slips, availing of medical/dental services, and applying for the use of school facilities.

2.3 DRESS CODE AND THE SCHOOL UNIFORM

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

1. The school ID must be conspicuously worn slung over the neck or clipped to the shirt front within the University and as prescribed during events outside the school.
2. Wear school uniforms as required uniforms must be clean, without tatters, properly buttoned and cut to the appropriate length and style.
3. Hairstyle should be neat and appropriate for school.
4. Only shoes appropriate to the uniform will be allowed. The use of sandals, slippers, clogs, step-ins or similar foot wear is not allowed.

GUIDELINES FOR SCHOOL UNIFORM:

1. Students not wearing the correct school uniform in cases this is required shall be directed to surrender their ID card to the security guard at the gate. The security guard will issue referral slips which the students need to present to the Office of Student Affairs for proper sanctions.
2. All faculty members are required to strictly enforce the rules on identification cards and uniform inside the classroom. Students not wearing the correct uniform should be referred to the Office of the Dean of Student Affairs.
3. Exemption from wearing of uniforms may be given by the Dean of Student Affairs to students under meritorious circumstances (working students with office uniform, pregnant students, etc.) The exemption permit must be with the student at all times.
4. Students, while in their uniform, shall at all times refrain from committing acts that may bring the name of the University into disrepute or cause disorder, discredit or contempt for the name of the University.
5. All college students are required to wear the approved school uniform. Details about the cut and cloth materials maybe obtained from the University Bookstore.

2.4 TEXTBOOKS

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

2.5 STUDENT DISCIPLINE

In line with its function to provide optimal conditions conducive to learning, the school authorities shall maintain custodial supervision and disciplinary authority over students in consonance with the principles of “in loco parentis” (special parental authority) under the New Family Code. Schools may constrain students under pain of disciplinary action to observe such norms of conduct and behavior which are expected of members of the academic community, whether on or off campus.

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

2.5.1 Types of Offenses.

- A. **Major Offenses.** A major offense is one which merits, after due process, suspension, forced transfer or expulsion. The following are considered major offenses:
- (1) Cheating in any form during examinations.
 - (2) Vandalism or destruction of school property or property belonging to any officer, faculty member, administrative staff, student, or visitor.

- (3) Carrying or possession of firearms, deadly weapons (e.g. lead pipes, baseball bats, ice picks, deadly blades, metal chains and knuckles, pellet guns) and explosive (firecrackers, pyrotechnics) within the premises of the University.
- (4) Deliberate disruption of academic functions or school activities which tends to create disorder, breach of peace or serious disturbance not necessarily connected with any academic function or school activity.
- (5) Involvement or participation in-campus and off-campus brawls.
- (6) Membership in any fraternity or sorority not authorized by the University.
- (7) Any form of hazing whether in-campus or off-campus.
- (8) Inflicting physical injuries upon another within the campus premises.
- (9) Illegal possession of or trafficking, or use of prohibited drugs or chemicals in any form within the University premises; or the possession of any regulated drug without prescription.
- (10) Possession and/or drinking of alcoholic beverage within the University premises; or entering the University in a state of intoxication.
- (11) Gross acts of disrespect, in words or in deeds, which tend to put any officer, faculty, or administrative staff in ridicule or contempt.
- (12) Threatening another with infliction upon his person, honor, or property or any act amounting to a crime or delinquency.
- (13) Any form of extortion or blackmail, whether or not purpose or the objective is accomplished.
- (14) Unauthorized solicitation.

- (15) Acts of lewdness; commission of any act or immorality or public display of affection and distribution of pornographic materials within the University premises.
- (16) Acts that bring the name of the University into disrepute such as a public and malicious imputation of a crime, vice, defect, (real or imaginary), or any act, omission, condition, status or circumstance, tending to cause disorder to, discredit or contempt for the name of the University.
- (17) Stealing, betting or an attempt thereof; misappropriation of or failure to account for funds belonging to the University or any recognized organizations.
- (18) Habitual disregard for or willful violation of established policies and regulations.
- (19) Forging, falsifying and/or tampering with academic, official records, receipts or documents of any kind; intentionally making a false statement of any materials fact, practicing or attempting to practice any deception or fraud in connection with his admission to or registration in or graduation from the University.
- (20) Any form of gambling within the campus.
- (21) Any acts of subversion or insurgency.
- (22) Lending, borrowing, tampering with ID's, enrolment permits, examination permit, clearance certificate or other documents; or otherwise committing, allowing or abetting acts impersonation and or misrepresentation for the purpose of entering the University premises, enrolling, securing permits or taking the examination.
- (23) Use of University name without authority.

- (24) Commission of a third minor offense.
- (25) Use of social networking (like facebook, twitter) for any illegal or immoral purpose against the school, its administrators, employees or students.
- (26) Violation of library rules.
- (27) Grave immorality
- (28) Gross misconduct

B. Minor Offenses. All offenses not included in the foregoing enumeration shall be considered minor offenses, including but not limited to:

- (1) The use of cellphone (defined as holding of cellphone, reading/sending text messages, receiving/answering calls) is strictly prohibited while inside the classroom, laboratory, library and other places where learning activities are going on.
- (2) Smoking.
- (3) Absenteeism.
- (4) Improper classroom attire. (e.g. wearing of shorts, caps, slippers, spaghetti straps, cross dressing)
- (5) Wearing of long/unkept hair colored dyed and colored nail polish by male students.
- (6) Unauthorized use of University facilities and equipment.

2.5.2 University Policy on ID Cards and Smoking

2.5.2.1 The University prides itself in being a safe and secure place for the pursuit of learning. By wearing his or her ID, each student, will be doing his/her part to help the University maintain that goal. Security is everyone's responsibility. The wearing of the ID offers instant visual recognition that an individual is

a legitimate member of the Jose Rizal University community. It gives security officers and University personnel an opportunity to reasonably question anyone not wearing his or her ID. Most importantly, the policy will deter potential wrongdoers who prefer to operate in an environment where their presence will go unchallenged. ID Cards are issued by the University to all enrolled students at the beginning of each school year, upon enrolment.

They are to be worn slung over the neck before entering and while inside the campus. University officials have the right to demand the presentation or surrender of an ID card from any student as a security spot check if the ID is not being worn. Any student caught not wearing his/her ID may be subject to disciplinary action.

2.5.2.2 JRU is a smoke-free environment for students, employees and visitors. Students who violate the JRU Policy on Smoking shall be subject to non-academic disciplinary sanctions.

2.5.3 **Forms of and Reasons for Disciplinary Action.**

The following are the disciplinary administrative sanctions which may be imposed on erring students:

	<u>Major Offense</u>	<u>Minor Offense</u>
First Offense	2-day suspension	Warning
Second Offense	7-day suspension	Written notice and 1 day suspension
Third Offense	Forced transfer, Terminal suspension, or Expulsion	2-day suspension and will be considered as a major offense

The University reserves the right to accelerate the punitive suspension or other penalty to the student (e.g., impose a 7-day

suspension or greater even if a first offense), depending on its assessment of the extent/degree of the offense committed.

2.5.3.1 Suspension.

Under the school policy, there are two kinds of suspension, namely temporary suspension and terminal suspension. Temporary suspension may be undertaken by the Dean, provided a written notice is furnished to the student and or the guardian clearly indicating the misbehavior for which the punishment is being meted and the duration of the temporary suspension. Terminal suspension may be undertaken by the Dean and is usually a disciplinary measure. The student is suspended until the end of the semester (so that no credit is received for that semester) and then given transfer credentials.

2.5.3.2 Forced Transfer.

This action may be undertaken by the Dean with the guardian properly informed and the necessary report filed in the student's permanent record. Where a student is given a forced transfer, the following procedures will be followed: (1) The student will be charged only up to the month when the student was given transfer. It is presumed that the misconduct involved is serious enough to warrant waiving any balance due from the student for the remainder of the semester, or even refunding the unutilized portion of any full cash payment; (2) The transfer credential will be the usual document but will contain a notation of "F" for character education, where applicable. It will be the responsibility of the Dean to see to it that no credential is issued without this notation. Any disciplinary action involving a forced transfer given late in the term, when it may not be possible for the student to finish the term in another institution shall be considered very carefully.

2.5.3.3 Expulsion.

This action may be initiated by the Dean, but will

require a review of the matter and written approval by the President. In addition, the consent of the CHED will also have to be obtained. This punishment is reserved for extremely grave matters inasmuch as no transfer credentials will be issued, and therefore the erring student will be unable to continue his studies even in another school.

2.6 DAMAGES

In infrequent cases, a student will be found to have been directly responsible for damage to school property, or even the property of others while within the school premises. While the student's guilt should first be established beyond reasonable doubt as determined by the Dean and approved by the President, once it has been proven then the student must stand ready to make financial redress on the damages caused.

2.6.1 Liability of Student.

There are two types of sanctions, those of a financial nature, and those of an academic nature. The financial compensation involves the payment by the erring student of the cost of the damaged property, whether or not done deliberately, and involves the determination of replacement cost. The second concerns additional disciplinary measures, should it appear that the student's acts approximate that of vandalism, and may involve academic sanctions.

2.6.2 Procedure for Payment.

Once the cost of the damages have been established and the cost has been approved, the student (or more likely, his parents or guardian) will be required to settle the cost as soon as possible.

2.7 OFF CAMPUS

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

3. STUDENT SCHOLARSHIPS

A number of scholarships are granted each year to applicants who can fulfill the requirements prescribed by the University. These scholarships make it possible for deserving young men and women to further their studies in spite of possible financial difficulties.

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

3.1 LA PLUMA SCHOLARSHIP

The pen, or La Pluma in Spanish, symbolizes education, which is a powerful tool for improving the quality of life and moving the nation towards progress. The La Pluma Scholarship (La Pluma) aims to make a student's dream of learning and holding a degree within easy reach.

The La Pluma is offered to the Filipino youth who desire to make a difference in life, to stand out and stand proud, to reach high and follow Dr. Jose Rizal's lead, to make their mark and leave a lasting legacy. All incoming freshmen in the College Division who have been certified as belonging to the top 10 in academic ranking by their High School Principal from any DepEd recognized school are automatically qualified as "La Pluma" scholars for their initial two (2) school years in JRU.

3.2 ACADEMIC SCHOLARSHIP

Other Academic scholarships are also available to students which entitle them to various tuition fee and miscellaneous fees discounts.

3.3 ENTERING NON-ACADEMIC SCHOLARSHIPS

Non-academic scholarships are available for those who are accepted in the University NCAA basketball teams, in the University Band, and for other areas on a discretionary basis.

3.4 NON-ACADEMIC SCHOLARSHIPS IN RESIDENCE

The editor-in-chief and the managing editor of the collegiate publication, The Journal, are entitled to full and half scholarships valid for one year, respectively. Likewise, the ROTC Corps Commander is entitled to full scholarship valid for one school year. Scholarships are also awarded to band members and deserving athletes and cheerleaders.

3.5 JRU ALUMNI ASSOCIATION SCHOLARSHIPS

The Jose Rizal University Alumni Association (JRUA) maintains a number of academic scholarships for students to pursue and obtain a bachelor's degree at Jose Rizal University. These scholarships are intended to assist deserving students with academic promise to further their studies, and include free tuition fee and other school fees and, for certain special scholarships, monthly stipends and book allowance. The JRUA will determine every year how many scholars can be funded by the program.

3.6 OTHER SCHOLARSHIPS

A number of other scholarships available may also be awarded by the University at its discretion.

4. STUDENT HONORS AND AWARDS

4.1 HONOR ROLL

The Dean's List is issued at the end of each regular semester, and contains a list of those students who obtained a general academic average better than 2.0. Students included in the Dean's List are enumerated on the basis of their general point average or GPA, rather than alphabetically.

4.2 AWARDS

Loyalty Awards. For purposes of determining eligibility for loyalty awards, the courses of study at Jose Rizal University are divided into four curricular levels, the first being the elementary course of study, the second the secondary curriculum, the third being the collegiate bachelor's degree, and the fourth the graduate degree or its equivalent (MBA, MPA, MAEd program and

the Law School). Any student who successfully completes three consecutive levels of course of study exclusively at the University will be eligible for a gold medal for loyalty, and for two consecutive levels a silver medal for loyalty to be given during the commencement exercises. No loyalty awards are given for successful completion with full residence for only one level.

During the annual commencement exercises, certain medal awards are granted, classified into three categories: (a) Special Award for Loyalty, (b) Special Award for Scholastic Achievement (PACSB Award, PSITE Award), and (c) Honors.

4.3 GRADUATION REQUIREMENTS

A student is responsible for consulting with the student advisers or the Registrar to ascertain eligibility for the degree or title for which he/she desires to qualify and to determine that all program requirements are met.

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

Academic Requirements. A candidate for graduation must have (1) graduated from a high school of recognized standing, (2) fulfilled the group requirements for graduation as specified in the General Information, (3) obtained satisfactory grades in all his subjects, and (4) filed an application for graduation with the Office of the Registrar within a month after the beginning of classes during the last semester or summer of residence of the student in the University.

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

Residence Requirements. A candidate for graduation must have obtained at least sixty (60) units of academic credit from the University, and must have been in residence during the last two years of the course

4.4 GRADUATION WITH HONORS

Candidates for graduation with bachelor's degrees are eligible for graduation with honors with the following minimum requirements:

Summa Cum Laude. Candidates must have completed all four-curriculum years at Jose Rizal University with a general average of not lower than 1.250, with no failing grades.

Magna Cum Laude. Candidates must have completed all four curriculum years at Jose Rizal University with the general average of not lower than 1.500, with no failing grades.

Cum Laude. Candidates must have taken at least ninety units of academic credit at Jose Rizal University, including the last two curriculum years, with a general average higher than 2.000.

ACADEMIC DRESS

Specific academic dress, incorporating the predominant University colors of blue and gold, may be worn for each degree granted by the University. Full details may be obtained from the Registrar.

5. SCHOOL ACTIVITIES

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

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

Students and student organizations shall not, either individually or collectively, use the name of, or hold itself to be the official representative of Jose Rizal University in any activity of any kind without the previous written

authority of the Dean. Violation of this rule constitutes adequate cause for disciplinary action.

The Central Student Council, the highest student body in the campus, prepares students for leadership in the community outside the University. It is composed of the officers of the different campus organizations and advised by a senior faculty member. It has the basic task of coordinating student activities in which student body has direct interest.

The Junior Philippine Institute of Accountants (JPIA) is composed of students under the BSA program. It is an honor society devoted to the promotion of accounting research. It aims to develop the students to become practitioners in accountancy in the future.

Student organizations of long standing include the various class organizations, Association of International Students, Association of Students in History, Auxiliary of Computer Engineering Students, Communication Arts Society, Computer Society, Economics Society, Finance Society, Hospitality Hoteliers and Restaurateurs Society, JPEG, Management Society, Mathematics Society, JRU Chorale, JRU Dance Troupe, Natural Science Society, Nursing Society, Young Educators Society, Young Marketer Association, Sports Club (LEADS), Debate and Speech Club, Teatro Rizal and Girls Scout of the Philippines-College Division.

The student body publishes a bi-monthly magazine, *THE JOURNAL*, which is managed and edited by the students themselves; they have the opportunity to express themselves in school and other current matters and to help in the information campaign on the objectives of government. At the same time, handling the magazine teaches the students the meaning of responsibility and work.

5.1 REQUIRED AND OTHER SCHOOL ACTIVITIES

5.1.1 Physical Education and Athletics

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

The University has adequate athletic facilities in the campus.

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

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

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

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

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

The program consists of the following service components:

- a) Reserve Officers Training Corps (ROTC), which is optional and voluntary;
- b) Civic Welfare Training Service;
- c) Literacy Training Service

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

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

5.2 STUDENT ORGANIZATIONS

The duly recognized student organizations in the University are as follows, in alphabetical order:

1. Association of International Students
2. Association of Students of History
3. Auxiliary of Computer Engineering Students
4. Central Student Council
5. Communication Arts Society
6. Computer Society
7. Debate and Speech Club
8. Economics Society
9. Finance Society
10. Girls Scout of the Philippines-College
11. Hospitality Hoteliers and Restaurateurs Society
12. JRU Choral
13. JRU Dance Troupe
14. Junior Philippine Institute of Accountants
15. Management Society
16. Mathematics Society
17. Natural Science Society
18. Nursing Society
19. Sports Club (LEADS)
20. Student Catholic Action
21. Teatro Rizal
22. Young Educators' Society
23. Young Marketers Association

5.2.1 Organization

An application for approval of a new student organization may be made to the Dean of Student Affairs . Written approval by the Dean is required if the organization intends to represent itself as a University student organization, avail of University facilities, use the name of the University in any connection, or be eligible for membership in the Central Student Council.

An application for approval of a new student organization will be accepted only within 30 days after the beginning of a regular semester. No applications will be accepted during the summer session.

Every approved student organization will be assigned at least one faculty adviser, whose presence will be required at all general meetings and activities involving the entire membership. No substitution of a faculty adviser will be permitted without the prior approval of the Dean of Student Affairs. The preferences of the student organization will be taken into consideration in the appointment of the faculty adviser.

Approval of a student organization is renewable annually.

5.2.2 Objectives

The student organization must list its primary objectives as well as submit a copy of its by-laws, in applying for approval. Under present school policy, student organizations of a partisan political character will not be considered for approval.

Approval of a student organization does not necessarily carry eligibility for membership in the Central Student Council. A student organization of a primarily social character and with consciously restricted membership, such as a fraternity, may be approved, but it will not be eligible for representation in the Central Student Council. A list of eligible organizations is issued annually by the Dean for Student Affairs.

5.2.3 Membership

Membership in any approved student organization must be limited to students currently enrolled at the University. Student organizations involving common membership from both the high school and the collegiate divisions will not be permitted; however, it will be possible for a student organization to have separate high school and college chapters (such as the Student Catholic Action).

A student organization must have at least 25 members initially, for approval. No arbitrary restrictions on its membership tending towards exclusiveness, other than good class standing and in the case of class organizations, class membership, will be allowed.

No student organization will be permitted to conduct initiation ceremonies involving physical activity or display, whether on the University premises or elsewhere.

5.2.4 Election of Officers

The procedures for elections should be covered by the by-laws of the student organizations. However, all elected officers should possess good academic standing (passing grades in all subjects in the preceding semester).

In the absence of specific provisions in the by-laws, Robert's Rules of Order will prevail on procedural matters; any protest will be settled by the faculty adviser, but may be appealed to the Dean of Student Affairs.

The election of officers should take place within 60 days after the beginning of classes for the regular school year. For obvious reasons, the student organization should avoid electing as officers those students graduating in the first semester, although no specific prohibition exists.

5.2.5 Meetings

Any meeting or activity requiring the use of any University facility (such as classrooms) or the excuse of students from classes

should be calendared with the Dean of Student Affairs at least twenty-four hours in advance in the case of meetings, and one week in advance in the case of convocations and other affairs involving outside speakers and guests.

The student organization should not assume that approval by the Dean of Student Affairs for a meeting or any other activity is automatic so long as the application is made on time. It is preferable to apply well in advance and obtain the approval of the Dean before making any definite commitment, especially where guest speakers are involved.

5.2.6 Finances

At the end of the school year, each student organization must render a brief financial report of its operations, indicating its income, its expenditures, and the holder of its cash balances, if any. Such a report must bear the notation of the faculty adviser. If no financial operations were undertaken, a brief note to this effect will be sufficient. Non-compliance may mean the suspension of the student organization for the succeeding school year, upon approval of the Dean.

5.3 STUDENT GOVERNMENT

The Central Student Council (CSC) is the highest collegiate student body on the campus, and prepares students for leadership in the community outside the University. It is composed of the officers of the different recognized campus organizations and advised by a senior faculty member. It has the basic task of coordinating student activities in which the whole student body has direct interest.

The CSC shall represent the student body of Jose Rizal University in duly recognized national undergraduate student organizations or associations, as the University may deem appropriate.

The CSC shall have no authority to interfere with the activities, internal affairs, relations and/or representations of any particular organization recognized by the University administration by itself or in any national student organization of which it is a charter or affiliate member.

Unless otherwise indicated in its constitution and by-laws, the rules affecting student organizations shall likewise apply to the student governing body.

5.4 STUDENT PUBLICATIONS: THE JOURNAL

5.4.1 Basic Policies

The Journal is a magazine primarily intended for student information, exchange of student ideas and views, for building up school spirit, and for assisting in the molding of student minds in the proper direction.

To serve as a general guideline concerning the subject matter and content as well as the treatment of subject matter which may appear in any student publication, the following shall be considered as undesirable subject matter for inclusion but shall not be considered as exclusive listing:

1. Any criticism of government. No mention shall be made of government shortcomings and/or institutions, nor should remarks tending to promote disrespect of authority be permitted.
2. Any treatment of sex. Where the plot of the story is based upon sex, so that it will not be possible to eliminate its mention or treatment, then such story shall be rejected.
3. "Excessively realistic" treatment of topics. By this is mentioned stress or comments which reflect adversely on the basic desired behavioral patterns, including improper, foul, or obscene language.
4. Topics with little or no relation with student activity. While certain subject matter may be of public interest, where they do not have any direct bearing on student activities or life within the University, such articles or columns should be avoided.
5. Any criticism of the University, Staff or any of the members of its faculty and other personnel which is not founded upon previously verified facts. In case based on

the alleged facts, equal space should be given, if possible in the same issue, for person concerned or the University to answer or express its views on such criticism, in the spirit of fair play.

6. Mention of the Fabella family as such. Members of the family may be mentioned in connection with their official duties and positions, but mention of the family as such should be avoided.
7. Any material which may be considered as libelous or defamatory within the purview of the law in the Philippines or which is not accordance with the established canons of good and responsible journalism, such as the use of personal insults on persons, degradation of character, use of obscene words, gossips, rumors, false statements which tend to bring any person into public hatred, contempt or ridicule.
8. Any work which constitutes plagiarism or which the editor-in-chief and/or the faculty adviser strongly feels may have been plagiarized, pirated or violated of copyright privileges.

The primary intent of the Journal as set forth in the opening paragraph of this section shall serve as a general subject matter and content.

5.4.2 Student Staffs

Within 14 days after the opening of regular classes, the faculty adviser shall hold a competitive examination to determine eligibility for the positions of Editor-in-Chief and Managing Editor.

Additional positions may be provided as the need may arise upon the recommendation of the Editor-in-Chief and with the approval of the faculty adviser.

A full scholarship and a half scholarship valid for one school year shall be made available to the editor-in-chief and the managing editor respectively.

5.4.3 Budget and Finance

Until otherwise indicated, the publication will be in magazine form, 9" x 12", and will contain at most 28 pages.

The budget estimates for the student publications shall be submitted to the Treasurer by the editor-in-chief with the favorable recommendation of the faculty adviser within 30 days after the beginning of the regular classes.

5.4.4 Faculty Adviser

The Dean shall appoint a faculty adviser for the periodical.

In marginal or doubtful instances of matters for publication, the faculty adviser shall have the final decision, after clarification with the student editor concerned. Any modification or rejection of an article shall be accompanied with an explanation for the action.

5.5 STUDENT PUBLICATIONS: THE YEARBOOK

5.5.1 Objectives and Policies.

The graduating class shall publish a yearbook every year. The collegiate yearbook shall be named "The Rizalian".

The yearbook is to be planned, prepared, and published by the graduating students themselves, with the assistance of faculty advisers. From an official point of view, the yearbook is published by the senior class organizations of the University, and all contracts entered into and all obligations incurred in connection with the publication of the yearbook shall be in the name of Jose Rizal University Yearbook Committee for the school year concerned.

5.5.2 Staff Organization

An editorial staff of graduating students shall be responsible for the preparation of the yearbook.

The members of the editorial staff will be appointed by the

Dean upon the recommendation of the yearbook faculty adviser. The editor-in-chief and the managing editor constitute the senior members of the staff, and as many associate editors as necessary may also be appointed. The editor-in-chief of the yearbook cannot serve as editor-in-chief of the student periodical at the same time.

The yearbook fee to be charged each graduating college student shall be determined by the Dean upon the recommendation of the faculty adviser. While the University may assist the yearbook committee in the collection of the annual fee, under present policy the annual fee is not an official obligation of the student to the University but to the class organization.

5.5.3 Functions and Duties

The following is a list of some of the duties and functions of the yearbook staff. The list is not all-inclusive, and only gives the more important tasks to be done:

1. The number of probable participants in the yearbook can be estimated by obtaining the enrolment data from the Office of the Registrar for the graduating class. It should be noted that the number of actual qualified participants included in the yearbook is invariably smaller than the figure on graduating students given at the beginning of the school year.

Budget estimates should be prepared under the guidance of the faculty adviser. In preparing the budget, revenue to be obtained from advertisement should never be included, that is, the budget should be planned such that the revenue from the students alone will be sufficient to cover the cost of publishing the yearbook.

2. Price quotations should be obtained from various printers and photographic studios. The canvass of prices is especially important and should be done early enough in the school year, preferably by the middle of the first semester by which time the official printer and photographer should have been decided upon.

3. A schedule of deadlines should be established, so that work is not deferred until the last few months of the school year. In this connection, while it usually preferable to include commencement exercises and activities in the yearbook (in which case the yearbook will have to come out after commencement) it is up to the yearbook staff to decide on the deadline for publication. In any case, the yearbook should be released not later than the end of June following the school year.

5.5.4 Budgets and Finances

The finances of the yearbook shall be the primary responsibility of the faculty adviser.

The collection of the yearbook fee from the individual graduating students shall be deposited with the University Treasurer and withdrawals from this fund will be allowed only with the consent of the yearbook faculty advisers. On the other hand, these funds are the property of the senior class organizations concerned, and may not be utilized for any other purpose. It should be noted that since the yearbook fee is not an official obligation of the student to the University. No student shall be denied examination slips or access to grades solely on the ground that the student concerned has not yet paid the yearbook fee.

The yearbook committee may, after conferring with their faculty advisers, determine the disposition of any surplus funds remaining after all expenses incurred have been settled, and this disposition may be decided before the close of the school year. However, yearbook funds may not revert to individuals in the form of cash payments, and where disposition is to be made piecemeal for any reason, such disbursement will be made by the Office of the Treasurer itself.

5.5.5 Reports and Deadlines

The faculty adviser shall be responsible for the submission of reports to be submitted to the Dean. In the preparation of these reports, he shall be assisted by the student staffs.

The reports shall include 1) the preliminary budget containing the estimate of revenues and expenses, which should be submitted not later than the end of the first semester, and 2) the final financial report containing the final actual data on income and expenditures, which should be submitted within thirty days after the annual has been delivered by the printers. Sample forms of both are available from the Office of the Treasurer.

5.5.6 Faculty Advisers

There will be two faculty advisers who shall be appointed by the Dean. Such faculty advisers usually teach senior-level classes.

The duties of the faculty advisers will be as follows:

1. **Financial.** The advisers will see to it that the estimated expenses to be incurred in publishing the yearbook do not exceed the probable collections to be obtained from graduating students' yearbook fees. This is best done by estimating the probable revenue first (adjusting for some probable bad debts and cancellations), and then planning the number of pages in the yearbook accordingly. The advisers will also encourage and supervise the solicitation of advertisements.
2. **Editorial.** The advisers shall make sure that no distasteful text or pictures are utilized in the annual, and that the grammar and style are satisfactory level.
3. **Morale.** The advisers shall keep the student editors encouraged and active, so that there is no slackening of activities in the preparation of the yearbook.

The faculty adviser may call for periodic meetings of the yearbook staff, if necessary.

5.5.7 Student Coverage and Privileges

A graduating student, to be eligible for inclusion in the yearbook, shall complete graduation requirements within the school

year, including the summer term, assuming that satisfactory grades are received in all subjects.

An eligible graduating student whose name and other pertinent data appears in the yearbook, but who has no picture through his own negligence, shall be charged the full yearbook fee; if he has already paid the fee, he will not be entitled to any reimbursement.

All other cases covering the liability of individual students towards the payment of the yearbook fee may be referred to the Dean for case-by-case study.

6. STUDENT RECORDS

6.1 ACADEMIC RECORDS

The following aspects of academic student records are given below, with particular reference to the role of the Registrar's Office.

The Registrar's Office is essentially a part of the administrative staff of the University and primarily keep all academic records of pupils and students of all divisions of the college. It is the immediate contact of the DECS and CHED.

6.1.1 Registration

The Registrar's personnel are directly involved in the registration process at the beginning of each semester, acting as enrolment advisers. Preferential enrolment dates for each particular class of students are posted by the Registrar on the various bulletin boards before the start of enrolment.

6.1.2 Transfer Credentials and Transcripts

As a general rule, official transcripts of record are not issued directly to students at any academic level. An application for honorable dismissal is filed with the Registrar's Office, after having obtained prior clearance from the Library and the Treasurer. If found

correct, the applications are forwarded to the Information Technology Office (ITO) for the processing and printing of the transcripts. In all cases, the transcripts are not given to the student, but sent to the school where the student has transferred. This procedure is true whether or not a student is transferring into or out of the University.

Transcripts are issued to students/schools in accordance with CHED regulations. Normally, transcripts and transfer credential are ready for release within fourteen working days.

Official transcripts of record are issued only if the entrance documentation of the student into the University is complete, including transcripts from the school where the student had studied prior to entering the University.

6.1.3 Graduation

This office evaluates the subjects and units taken by the senior students in preparation for the final list of candidates for graduation and subsequently the printing of diploma and transcript. In the case of graduating students, the filing of application for graduation is needed. Official diplomas are being issued during the commencement program while the transcript should be made available two weeks after the commencement.

6.1.4 Clearances

Before any student is given a certification of honorable dismissal in order to transfer to another school, it is necessary that releases or clearances be obtained from a number of offices, including the financial office and the library. The student can obtain an application form which will indicate the necessary releases.

6.1.5 Special Orders

The University was granted a autonomous status by the CHED in recognition of its commitment and contribution to the promotion of quality education. All graduates of Jose Rizal University are exempt from the requirement for Special Orders, under the

authority given in Memo Order No. 44, s. 2008 of the Commission on Higher Education.

6.2 SCHOOL CENSUS

The University places great importance on keeping informed about the profile of the various student bodies, particularly the three major divisions: the Elementary School, the High School, and the Collegiate Division. A current knowledge of the makeup of the student bodies enables the University to respond with understanding to changes in such profiles.

For this reason, every year a statistical survey of the entire studentry in each of the various divisions is undertaken, under the responsibility of the Guidance and Testing Office. The purpose is to establish the nature of the student bodies, especially with respect to their residences, the size of their families, and JRU graduates who may be part of their families.

7. STUDENT ACCOUNTS AND FINANCES

7.1 TUITION AND OTHER SCHOOL FEES

The tuition fee for the semester or for the summer session for each student will depend upon the total number of units taken.

A cash discount privilege is available for full payment of the tuition fee for the entire semester at the beginning of the semester. This privilege is available only for a limited period; therefore, any interested student should inquire at the Student Accounts Office in Room A-14 for information about the cash discount schedule and the deadline for enjoying such privilege. The University offers other discounts privileges, including brothers and/or sisters discounts, etc.

The tuition fees on the installment basis are payable in four semestral installments, the first upon enrolment, and the other three at the beginning of each succeeding month.

The last day of enrolment without fine is the first day of regular classes, that is, the first Monday of June for the first semester, and twenty Mondays later for the second semester. Any student who is allowed to enrol

after the said dates shall be considered as a late enrollee and is subject to the fine.

A student is not considered enrolled unless the tuition fee or the first installment and all pertinent miscellaneous fees have been paid, in addition to the other requirements for enrolment.

(list of fees are available at the Student Accounts Office)

7.2 WITHDRAWALS AND REFUNDS

Tuition fees may be refunded to students who officially withdraw under certain circumstances as described below. However, all pertinent miscellaneous fees, except the diploma fee, are always charged in full and are not refundable under any circumstances.

A distinction is made between students who officially withdraw and students who drop. Withdrawals are permitted within thirty days after the beginning of classes provided the University is notified promptly in writing on JRU Form 106 and the request is approved by the Registrar, the Dean and the Treasurer. When no written notification is made, the student is considered dropped, and charged in full for the entire semester, regardless of actual attendance.

7.2.1 Cash Basis Refunds

When tuition fees have been paid in full for the whole semester, refunds will be allowed under the following conditions:

1. The whole tuition fee minus ₱500.00, if the student withdraws before the beginning of classes;
2. Eighty per cent of the total cash tuition fee, if the student officially withdraws within 15 calendar days after the beginning of classes;
3. Fifty per cent of the total cash tuition fee, if the student officially withdraws within 30 calendar days after the beginning of classes;

4. The entire cash tuition fee is charged for the semester, if the student officially withdraws more than 30 calendar days after the beginning of classes, regardless of actual attendance.

7.2.2 Installment Basis Refunds

Refunds and Charges for Full Withdrawal of Enrolment

Subsequent to enrolment, if the student officially withdraws his/her enrolment for any reason, prior to the start of classes, the University shall refund all payments already made, but will charge the student the amount of Five Hundred Pesos (Php 500.00) as processing fee.

If a student officially notifies the University of the withdrawal of his/her enrolment, for any reason within fifteen (15) calendar days after the beginning of classes, the student shall be charged 20% of the total tuition and miscellaneous fees due, without discounts and interest charges. This shall be in addition to the appropriate charges imposed for dropping of subjects. This policy shall be imposed regardless of whether or not the student has been attending his classes.

If a student officially notifies the University of the withdrawal of his/her enrolment, for any reason more than fifteen (15) but not more than thirty (30) calendar days after the beginning of classes, the student shall be charged 50% of the total tuition and miscellaneous fees due, without discounts and interest charges. This shall be in addition to the appropriate charges imposed for dropping of subjects. This policy shall be imposed regardless of whether or not the student has been attending his classes.

If a student officially notifies the University of the withdrawal of his/her enrolment, for any reason more than thirty (30) calendar days after the beginning of classes, the student shall be charged 100% of the total tuition and miscellaneous fees due, without discounts and interest charges. This shall be in addition to the appropriate charges imposed for dropping of subjects. This policy shall be imposed regardless of whether or not the student has been attending his classes.

Refunds and Charges for Partial Withdrawal of Enrolment

Subsequent to enrolment, if the student officially notifies the University of the withdrawal of any portion of his/her enrolment, prior to the start of classes, the university shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the subject withdrawn, that has already been paid by the student provided that the student has properly filed the appropriate JRU form for dropping of subjects. The student shall be charged the appropriate amount for dropping of subjects, except when the withdrawal of the subject is due to the failure of a prerequisite for that subject, his knowledge having been obtained after his enrolment due to failure of the faculty to submit the final grades on time. In which case, the student shall not be charged any amount.

If a student officially notifies the University of the withdrawal of any portion of his/her enrolment within fifteen (15) calendar days after the beginning of classes, the student shall be charged 20% of the total tuition and miscellaneous fees due, without discounts and interest charges in addition to the requisite charges for dropping of subjects, except when the withdrawal of the subject is due to the failure of a prerequisite for that subject, his knowledge having been obtained after his enrolment due to failure of the faculty to submit the final grades on time. In which case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the subject withdrawn, which has already been paid by the student. This policy shall be imposed regardless of whether or not the student has been attending his classes.

If a student officially notifies the University of the withdrawal of any portion of his/her enrolment more than fifteen (15) but not more than thirty (30) calendar days after the beginning of classes, the student shall be charged 50% of the total tuition and miscellaneous fees due, without discounts and interest charges in addition to the requisite charges for dropping of subjects, except when the withdrawal of the subject is due to the failure of a prerequisite for that subject, his knowledge having been obtained after his enrolment due to failure of the faculty to submit the final grades on time. In which case, the

student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the subject withdrawn, which has already been paid by the student. This policy shall be imposed regardless of whether or not the student has been attending his classes.

If a student officially notifies the University of the withdrawal of any portion of his/her enrolment more than thirty (30) calendar days after the beginning of classes, the student shall be charged 100% of the total tuition and miscellaneous fees due, without discounts and interest charges in addition to the requisite charges for dropping of subjects, except when the withdrawal for the subject is due to the failure of a prerequisite for that subject, his knowledge having been obtained after his enrolment due to the failure of the faculty to submit the final grades on time. In which case, the student shall not be charged any amount and the University shall refund that portion of the tuition fee and any directly corresponding miscellaneous fees pertaining to the subject withdrawn, which has already been paid by the student. This policy shall be imposed regardless of whether or not the student has been attending his classes.

7.3 EXAMINATION PERMITS

Before taking preliminary and final examinations, all students must have paid all pertinent school fees due otherwise, they will not be allowed to take their examination.

8. STUDENT PERSONNEL SERVICES

8.1 HEALTH SERVICES

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

Currently enrolled students who wish to avail of the services of the Clinic can proceed to the said room. They should present to the Nurse on duty their current JRU ID and inform the nurse of their complaint. They will then be

asked to fill up the JRU Student Health Record (JRU Form 461) which will subsequently be filed at the clinic.

The nurse shall initially assess the situation. If in her professional judgement, the student presents with a simple medical complaint, she may institute the appropriate treatment (which may include providing a tablet or cleaning/dressing a wound). If she feels that the situation would warrant the expertise of the school physician, she may refer the patient to the physician on duty.

The clinic has a limited selection of medications available but these can be used to cover a broad spectrum of medical conditions expected in the school setting.

Simple illnesses (such as fever, diarrhea, colds, and toothaches) can be treated at the medical clinic. In cases, where medications (such as antipyretics, antidiarrheals, cough/cold preparations, and analgesics) are needed by the student, the clinic will provide the initial dose of the said drug. A prescription containing the subsequent doses will be provided and the student will be asked to procure the rest. In case the student is of minor age, the parent/guardian will be notified of the consultation.

In case the student has a chronic medical condition (such as asthma and seizures), the student will be asked for his maintenance medications. If the student has his medications, the nurse/physician will administer the drug. The parent/guardian will be informed of the development of the student's medical condition.

If the student does not have his maintenance medications, the clinic may, after consultation with the school physician, provide a substitute and then inform the parent/guardian of the situation. If the child does not improve with the said drug, the parent/guardian is asked to pick up the student at the clinic and to bring him to their personal/family physician. If the medication or its substitute is not available, the parent/guardian will also be notified and the student may have to be rushed to the nearest hospital or the student's hospital of choice. The Dean's Office is made aware of the consultation for their proper action.

In case the student presents with a contagious disease (such as mumps and chicken pox), the clinic staff will assess the student and inform the

parent/guardian of the situation. The parent/guardian is subsequently advised to pick up the student at the clinic and to consult their personal/family physician. If the student is of legal age, he may opt to take himself home or to conduct himself to the hospital.

Simple injuries (such as minor cuts and abrasions, strains and sprains) will be given first aid. This will include cleaning and dressing the wound, the application of ice/bandages, and the provision of an initial dose of an analgesic, if appropriate. The parent/guardian of the student of minor age is informed of the situation by the clinic staff. Furthermore, parents/guardians will be advised to consult their own personal/family physicians.

In case the injury (such as a laceration or fracture) will require further medical and surgical care, the clinic will provide the initial cleaning and dressing of the wound, and splinting/bandaging of the involved bone/joint. The student will be asked to rest at the clinic while the parent/guardian is being contacted or if instructed by the parent/guardian, be rushed to the nearest hospital or hospital of choice.

In situations wherein the injury sustained is the direct result of the participation in an officially sanctioned school activity (such as the NCAA), the injury is initially assessed at the clinic. If the said injury can not be appropriately handled at the clinic, the clinic staff on duty informs the University physician and the student is then rushed to the Victor R. Potenciano Medical Center for the appropriate initial treatment. The parent/guardian, the athletic moderator or appropriate school official and the head of the medical clinic is informed of the situation.

Students are not allowed to loiter or stay in the clinic. In cases wherein the clinic staff deems that a sick student would need a companion, only one other student (preferably a sibling) will be allowed to stay in the area in order to attend to or assist the patient.

8.2 TESTING SERVICES

Testing services refer primarily to group testing for school administration purposes, and cover a number of fields. The main purpose of group testing undertaken by the University is to provide benchmarks and indicators for determining the progress of students and the quality of instructional output. In general, testing services are provided by or are given

by others under the supervision of the Guidance and Testing Office. These include scholastic aptitude tests, English facility tests, IQ tests, and special purpose tests.

Tests of a professional character which are given for purposes of professional practice and which are taken by individual students are handled directly by the students themselves.

The testing of individual students is usually a service provided in conjunction with guidance counseling.

8.3 GUIDANCE SERVICES

Guidance and counseling services are available for all divisions from the Guidance and Testing Office. Such services can involve the assessment of difficulties in student studies, including the application of appropriate testing and measurement mechanisms, in order to assist the individual student in realizing his full potential. Guidance and counseling services can partake of either individual or group counseling, or both.

LOCATION AND VICINITY MAP