We care about good education
José Rizal University
Shaw Boulevard
Mandaluyong City 1552
Telephone Nos. 531-8031 to 35
We care about good education Fax: 531-6087
Website: www.jru.edu
E-mail: deans@jru.edu

Copy of Student Manual is available online
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OFFICERS OF THE ADMINISTRATION

Vicente K. Fabella
President

Barbara Wong-Fernandez
Vice President, Academic Affairs

Theodore U. Calaguas
Vice President, Financial Affairs

Ma. Cristina F. Bate
Vice President, Quality Management

Noel A. Dimasacat
Vice President, Information Systems

Norma M. Montalvo
Vice President, Administrative Affairs

Elenita G. Saba
University Registrar

Raul Rafael M. Ramos
Dean, Graduate School Division & Research Director

Ma. Carmela F. Bate
Director, Treasury Office

Lilia R. Bautista
Dean, Law School Division

Renante G. Fernandez
Director, Accounting Office

Leodigario M. David
Dean, College of Business Administration & Accountancy

Carol A. Fernandez
Director, Budget & Payroll Office

Henry G. Magat
Dean, College of Liberal Arts, Criminology & Education

Edna C. Cruz
Director, Information Technology Office

Eleonor C. Tangkeko
Dean, College of Nursing & Health Sciences

Fabian B. Quitales
Director, Administrative & Human Resource Office

Liza R. Reyes
Dean, College of Computer Studies & Engineering

Bonifacio C. Talens
Director, Engineering & Maintenance Office

Ronald Dexter V. Antiporda
Dean, College of Hospitality & Tourism Management

Brian Gail E. Bautista
Director, Marketing and Communication Office

Romel C. Navarro
Principal, High School Division

Benjie A. Evangelio
Assistant University Registrar
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josephine B. Culala</td>
<td>Principal, Elementary School Division</td>
</tr>
<tr>
<td>Maningning I. Ruanto, M.D.</td>
<td>Director, Medical &amp; Dental Clinic</td>
</tr>
<tr>
<td>Rosela D. Del Mundo</td>
<td>University Librarian</td>
</tr>
<tr>
<td>Efren Y. Supan</td>
<td>Director, Athletics Office</td>
</tr>
<tr>
<td>Mendelson P. Quiba</td>
<td>Director, Guidance &amp; Testing Office</td>
</tr>
<tr>
<td>Cezar C. Caballes</td>
<td>Assistant Director, Information Technology Office</td>
</tr>
<tr>
<td>Jose P. Viernes</td>
<td>Director, Student Development Office</td>
</tr>
<tr>
<td>Joseph S. dela Cruz</td>
<td>Assistant Director, Engineering &amp; Maintenance Office</td>
</tr>
<tr>
<td>Ana Belen S. Cuyugan</td>
<td>OIC, Community Development Office</td>
</tr>
<tr>
<td>Manuel A. Quiambao</td>
<td>Assistant Dean, Law School Division</td>
</tr>
<tr>
<td>Grace Marie B. Martin</td>
<td>Assistant Principal, High School Division</td>
</tr>
<tr>
<td>Rechilda B. Ibardolaza</td>
<td>Assistant Director, Administrative &amp; Human Resource Office</td>
</tr>
<tr>
<td>Noemi R. Bugarin</td>
<td>Assistant University Librarian</td>
</tr>
<tr>
<td>Maria Karenina S. Guillermo</td>
<td>Assistant Director, Office of the President</td>
</tr>
</tbody>
</table>
THE COLLEGE DIVISION

Ronald Dexter V. Antiporda
Dean, College of Hospitality & Tourism Management

Leodigario M. David
Dean, College of Business Administration & Accountancy

Henry G. Magat
Dean, College of Arts, Criminology & Education

Liza R. Reyes
Dean, College of Computer Studies & Engineering

Eleonor C. Tangkeko
Dean, College of Nursing & Health Sciences

Ana Belen S. Cuyugan
OIC, Community Development Office

Mendelson P. Quiba
Director, Guidance and Testing Office

Jose P. Viernes
Director, Student Development Office

DEPARTMENT CHAIRPERSONS AND COORDINATORS

Daisy A. Dela Cruz       Accounting and Law
Daniel D. Dasig Jr.      Computer Engineering
Antonio S. Lacpapan      Criminology
Michael E. Juyad         Economics and Finance
Darwin S. Bonofacio      Education
Felixberto A. Dolot III  Electronics Engineering
Israel V. Cariño         Information Technology
Guia F. Constantino      Languages
Gloria H. Reyes          Marketing, Management & Office Mgt
Eleonora E. Claricia     Mathematics
Teresita D. Dijamco      Natural Sciences
Ricky T. Maaño           History and Social Sciences
Tirso O. Palermo         Hotel and Restaurant Management
Lotis Melinda V. Bernarte Nursing, Clinical Coordinator
Luzviminda M. Orinday    Discipline 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.

VISION OF THE UNIVERSITY

JRU will be a market leader in the use of technology for innovation in teaching and learning to produce graduates of social importance.

MISSION OF THE UNIVERSITY

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

QUALITY POLICY

Jose Rizal University is committed to provide quality education through compliance with stakeholder requirements, continuous improvement of its organizational system, and develop competent and professional teaching and non-teaching personnel, to ensure efficient transfer of relevant knowledge and desirable values.

QUALITY OBJECTIVES

1. Continuously provide academic intervention to its students;
2. Continuously provide feedback loops in satisfying clients through metrics,
3. Maintain and continuously develop a competent workforce through effective performances management systems; and
4. Maintain effective financial, technological, academic and administrative planning and control systems to implement its goals and objectives.
JRU CORE VALUES

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

- **Responsible.** A team player who is focused, attentive, gives one’s best and committed to the goals of the University.

- **Considerate and Courteous.** A fair and caring person fully aware of other’s rights, feelings and ideals in making decisions for the University.

- **With Integrity.** A person who acts truthfully, morally and ethically.

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.
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 Human Resource Office
For employment services.
2nd floor of building A-21, local 25

Alumni Office
For alumni affairs.
Room A-25, local 38

Athletic Office
For use of athletic equipment and facilities.
Annex I, Room G-37, local 63

Medical and Dental 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-12, local 11

Guidance and Testing Office
For counseling (educational, social, career or personal) job placement programs, testing needs, and scholarships.
Room H212, local 32

Information Technology Office
For computer services, ID issuance and user accounts verification
Room H-409, local 50

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
<table>
<thead>
<tr>
<th>Department</th>
<th>Services</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering and Maintenance Office</td>
<td>For use of facilities, vehicles, room reservations, and sound systems.</td>
<td>Gym basement, local 23</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>For scholastic records, student evaluation, registration, diplomas, certificates, transfer credentials.</td>
<td>Room A-18, local 27</td>
</tr>
<tr>
<td>Student Development Office</td>
<td>For excuse slips, retention programs, discipline and student organizations.</td>
<td>Room C-17, local 20</td>
</tr>
<tr>
<td>Accounting Office (Student Accounts Section)</td>
<td>For inquiries on tuition and school fees.</td>
<td>Room A-15, local 19</td>
</tr>
<tr>
<td>Vice President for Academic Affairs</td>
<td></td>
<td>Tower Building, Room T-13, local 34</td>
</tr>
<tr>
<td>Vice President for Financial Affairs</td>
<td></td>
<td>Ground floor of building A, local 26</td>
</tr>
<tr>
<td>Vice President for Information Systems</td>
<td></td>
<td>Third floor of building H, Room H-307, local 36</td>
</tr>
<tr>
<td>Vice President for Administrative Affairs</td>
<td></td>
<td>Second floor, Room 21 of building A, local 25</td>
</tr>
<tr>
<td>Vice President for Quality Management</td>
<td></td>
<td>Second floor of building H, Room H-213, local 47</td>
</tr>
<tr>
<td>President's Office</td>
<td></td>
<td>Room T-63, local 14</td>
</tr>
</tbody>
</table>
1. STUDENT SELECTION, PROGRESS, AND RETENTION

1.1 Student Attendance/Absences

1.1.1 Attendance.

Regularity of attendance is required in all classes. However, attendance and punctuality should be treated as matters of discipline and not factors affecting scholarship ratings. The dean shall ensure that all teachers are provided with information on student attendance requirements and their obligation to monitor and promote regular attendance of students under their tutelage.

1.1.2 Absences.

A student who incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods during the school year or term shall be given a failing grade and/or given NC (no credit) for the course or subject.

1.1.3 Excuse and Unexcused Absences.

1.1.3.1 Excused Absence.

Student shall be excused for not attending school or school related activity if the school has been notified by the student.

1.1.3.2 Unexcused Absence.

Student shall not be excused for not attending school or school related activity if there is no valid reason provided for the absence.

1.1.4 Exception.

The Dean may at his discretion and in the individual case exempt a student who exceeds the 20% limit for reasons considered valid and acceptable to the University. Such discretion shall not excuse the student concerned from responsibility in keeping up with the lessons, assignments and taking examinations where indicated.
1.1.5 Absences Due to Religious Grounds.

The attendance of students during special holidays or activities relative to their religion shall be allowed provided permission from the faculty and the Dean is sought.

1.1.6 Excuse Letter.

Students present a medical certificate or other pertinent documents as explanation for their absence.

1.1.7 Excuse Slip.

Students shall be required to secure Excuse Slip from the Student Development Office after submitting their Excuse Letter/pertinent document to be able to attend the classes again.

1.1.8 Communication with Parents/Guardian.

The college retention coordinator shall provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance. He shall undertake all reasonable measures to contact parents promptly and within two school days of unexplained absences occurring.

1.1.9 Attendance Record.

Faculty is responsible for insuring that accurate attendance records of all their students are maintained. Attendance registers must be available for inspection during school hours by department chairs or school administrators.

1.1.10 Disciplinary Sanctions.

Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work. If a student has accumulated unexcused absences or tardiness, the faculty may decide not to allow make-up work.
1.2 Suspension of Classes

1.2.1 Automatic Suspension of Classes

1.2.1.1 When SIGNAL NO. 3 or higher is raised by PAGASA, classes at the pre-school, elementary, secondary, and tertiary levels in the affected area including graduate school shall be automatically cancelled or suspended.

1.2.1.2 In cases where suspension of classes is done when students in the tertiary or graduate school levels are already in school, they will be allowed to leave the University immediately.

1.2.1.3 When classes are suspended or canceled on the day of the scheduled examination or activity, the Dean concerned shall decide on the reschedule.

1.2.2 Localized Cancellation or Suspension of Classes

1.2.2.1 As stated in the guidelines set by Executive Order, “In the absence of typhoon signal warnings from PAGASA, localized cancellation or suspension of classes may be implemented by local chief executives, as chairmen of the LDRRMC (Local Disaster Risk Reduction and Management Council) concern, in coordination with PAGASA and the NDRRMC, specifically in flood prone or high risk areas.”

1.2.2.2 If local government officials leave class suspension to the discretion of private educational institutions, JRU officials will make a decision based on the weather and road conditions, with concern for the health and safety of its students.

1.2.2.3 In cases where suspension of classes is done when students in the tertiary or graduate school levels are already in school, they will be allowed to leave the University immediately.

1.2.2.4 When classes are suspended or canceled on the day of the scheduled examination or activity,
the Dean concerned shall decide on the reschedule.

1.3 Grading, Promotion and Retention

1.3.1 For the prelim and midterm, actual grades will be expressed in increments of .1.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 to 1.9</td>
<td>Excellent</td>
</tr>
<tr>
<td>2.0 to 2.9</td>
<td>Good</td>
</tr>
<tr>
<td>3.0 to 3.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>5.0</td>
<td>Failed</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete requirements/grades</td>
</tr>
<tr>
<td>NA</td>
<td>Not Attending</td>
</tr>
<tr>
<td>WD</td>
<td>Withdraw (student officially drops after the start of classes)</td>
</tr>
</tbody>
</table>

1.3.2 For the final grades, actual grades will be in increments of .1 and the following range of grades shall be given to the students:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 to 1.9</td>
<td>Excellent</td>
</tr>
<tr>
<td>2.0 to 2.9</td>
<td>Good</td>
</tr>
<tr>
<td>3.0 to 3.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>5.0</td>
<td>Failed</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (excessive absences and/or incomplete requirements)</td>
</tr>
<tr>
<td>WD</td>
<td>Withdraw (student officially drops after the start of classes)</td>
</tr>
</tbody>
</table>
2. STUDENT CONDUCT AND DISCIPLINE

2.1 The University shall impose rules of conduct both within and outside the campus.

2.2 Offenses shall be classified as major or minor depending on their gravity, and shall be given corresponding disciplinary actions.

2.3 Major Offenses shall merit suspension forced transfer or expulsion and shall include the following:

2.3.1 Cheating in any form during examinations;

2.3.2 Vandalism or destruction of school property or property belonging to any officer, faculty member, administrative staff, student, or visitor;

2.3.3 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;

2.3.4 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;

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

2.3.6 Membership in any fraternity or sorority not recognized by the institution.

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

2.3.8 Inflicting physical injuries upon another within the campus premises;

2.3.9 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;

2.3.10 Possession and/or drinking of alcoholic beverage within the University premises; or entering the University in a state of intoxication (except for HRM students enrolled in HRM 37-Bar Operation Management);
2.3.11 Gross acts of disrespect, in words or in deeds, which tend to put any officer, faculty, or administrative staff in ridicule or contempt;

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

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

2.3.14 Unauthorized solicitation;

2.3.15 Acts of lewdness; commission of any act or immorality or public display of affection and distribution of pornographic materials within the University premises;

2.3.16 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;

2.3.17 Stealing, extorting or any attempt thereof; misappropriation of or failure to account for funds belonging to the University or any recognized organization;

2.3.18 Habitual disregard for or willful violation of established policies and regulations;

2.3.19 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/her admission to or registration in or graduation from the University;

2.3.20 Any form of gambling or betting within the campus;

2.3.21 Any acts of subversion or insurgency;

2.3.22 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;

2.3.23 Wearing/Using an identification card other than your own inside the campus;

2.3.24 Use of University name without authority;

2.3.25 Commission of a third minor offense;

2.3.26 Use of social networking tolls (like chats, blogs and the like) and emails for any illegal or immoral purpose against the school and its policies;

2.3.27 Smoking inside the campus and while wearing school uniform;

2.3.28 Any form of Bullying; and

2.3.29 Gross misconduct.

2.4 The following shall be considered minor Offenses, including but not limited to:

2.4.1 The use of cellphone and other electronic gadgets while inside the classroom, laboratory, library and other places where learning activities are going on;

2.4.2 Not wearing of prescribed uniform;

2.4.3 Improper attire when not required to wear the prescribed uniform. (e.g. wearing of shorts, caps, slippers, spaghetti straps, cross dressing, etc.)

2.4.4 Colored hair;

2.4.5 Long/unkempt hair by male students;

2.4.6 Wearing of colored nail polish;

2.4.7 Wearing of earrings by male students;

2.4.8 For female students, wearing of more than one earring per ear;

2.4.9 Body piercing accessories on any part of the body except earlobes;

2.4.10 Visible tattoos;

2.4.11 Eating inside learning areas, auditorium, gymnasium, library and prayer room; and
2.4.12 Unauthorized use of University facilities and equipment.

2.5 After due process, the University shall imposed disciplinary sanctions to dismiss, exclude, or require the withdrawal of any student from the University or from any class or classes under the rules and traditional practices. The following are the disciplinary sanctions which shall be imposed on erring students:

<table>
<thead>
<tr>
<th>Major Offense</th>
<th>Minor Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>2-day suspension</td>
</tr>
<tr>
<td>Second Offense</td>
<td>7-day suspension</td>
</tr>
<tr>
<td>Third Offense</td>
<td>Forced transfer, Terminal suspension, or Expulsion</td>
</tr>
</tbody>
</table>

2.6 Suspension means having barring the student from entering the campus and attending his/her classes. However, on a case to case basis, suspension may include but not limited to community and academic works. A suspended student is not excused from taking examinations, quizzes and graded recitation even during the specified period, therefore he/she shall be given a falling mark for not having taken them and will not be given special examination to make up them later.

2.7 Under the school policy, there are two kinds of suspension, namely preventive suspension and punitive suspension.

2.7.1 Preventive Suspension - A student may be immediately placed under preventive suspension during the period of the investigation or the pendency of the disciplinary proceedings against him/her. This must be done to maintain an atmosphere conducive to education in school preserve decorum at the classroom, and uphold respect for administrators and faculty.

2.7.2 Punitive Suspension- After due process has been observed, a student may be suspended from attending class, the number of days of which shall commensurate to the nature and gravity of the offense committed.
2.8 Exclusion or Forced Transfer—After due process has been observed, a student may be excluded from the class lists and honor roll during the same term/semester if he/she is found guilty of a serious breach of school rules. Exclusion or Forced Transfer can immediately take effect and prevent the student from finishing the term/semester.

2.9 Expulsion—this corrective action is reserved for extremely grave matters in as much as no transfer credentials will be issued, and therefore the erring student will be unable to continue his/her studies even in another school.

2.10 Depending on the assessment of the extent/degree of the offense committed, the University reserves the right to increase the punitive suspension or other penalty to the student (e.g., impose a dismissal on a first offense.)

2.11 The students shall be advised of their right to be assisted by parents or guardian during the entire duration of the disciplinary process.

2.11.1 The disciplinary proceedings shall be noted and signed by both parties.

2.11.2 Giving false testimony during the investigation shall be dealt with appropriate disciplinary action.

2.11.3 If the offender failed to appear after due notification without sufficient cause, the Director of Student Development Office (SDO) shall exercise full discretion and shall subject the case with impartially, justice and fair play.

2.12 If a student will be found to have been directly responsible for damage to school property, even the property of others or inflicting physical injuries to another person while within the school premises, two types of sanctions shall be imposed; those of a financial nature and those of an academic nature.

2.12.1 The financial compensation involves the payment at the Student Accounts Office by the erring student of the cost of the damaged property, whether or not done deliberately, and involves the determination or replacement cost.
2.12.2 The second concerns additional disciplinary measures, should it appear that the student’s acts approximately that of vandalism, and may involve academic sanctions.

3. 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.

3.1 Identification Card (ID)

Identification Card is secured from the Information Technology Office located at Building H (Room H-311).

All currently enrolled students are required to wear their ID slung over their neck at all times while inside the campus. The ID card is required when borrowing books in the library and for any other purposes that may require identification.

In the event that the ID card is lost, destroyed or damaged, a replacement card may be obtained from the Information Technology Office upon submission of duly accomplished Request for ID Replacement Form and the payment of ID Replacement Fee.

Temporary Gate Pass may be secured from the Student Development Office in case the ID is misplaced, damaged or left at home.

3.2 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:
3.2.1 The school ID must be conspicuously worn slung over the neck while within the University and as prescribed during events outside the school.

3.2.2 Wear school uniforms as required uniforms must be clean, without tatters, properly buttoned and cut to the appropriate length and style.

3.2.3 Hairstyle should be neat and appropriate for school.

3.2.4 Only shoes appropriate to the uniform will be allowed. The use of sandals, slippers, clogs, step-ins or similar footwear is not allowed.

3.3 Textbooks

All students are encouraged 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.

3.4 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.

4. SCHOLARSHIPS AND FINANCIAL ASSISTANCE

Academic Scholarships

4.1 La Pluma

This form of academic scholarship is given to incoming college division who graduated in the top ten of their entire batch consisting of at least 100 graduating students.
4.2 **Entrance Scholar A**

This entrance scholarship is given to incoming students in college division who obtained the top three highest scores in the JRU scholarship admission test.

4.3 **Entrance Scholar B**

This entrance scholarship is given to incoming students in the college division who obtained a score equivalent to above average in the JRU scholarship admission test.

4.4 **Academic Scholar A**

This academic scholarship for existing students enrolled in JRU who obtained a final GPA of 1.5 with no grade lower than 2.000, no failing grade in any subject and carrying a regular load for the previous semester.

4.5 **Academic Scholar B for College**

This academic scholarship for existing students enrolled in JRU who obtained a final GPA of 2.000 with no grade lower than 2.500, no failing grade in any subject and carrying a regular load for the previous semester.

**Athletic Scholarships**

4.6 **Athletic Scholarship**

This scholarship is open to all officially enrolled students who meet the qualifications set by the University in their respective sports discipline. Scholarship of this kind are recommended by the Athletic Director and approved by the University President.

4.7 **Band Scholarship**

This scholarship is open to officially enrolled College students of the University. A scholarship of this kind is determined through a list co-signed by the Bandmaster and the Athletics Director and approved by the University President.
4.8 NCAA (National Collegiate Athletic Association) Cheerleader Scholarship

This scholarship is open to officially enrolled College students of the University. A scholarship of this kind is endorsed by the coach/instructor in-charge and through the office of the Athletic Director.

Non-Academic Scholarships

4.9 CSC (Central Student Council) President and Vice President Scholarships

This kind of scholarship is open to incumbent CSC President and Vice President for internal and Vice President for External affairs. A scholarship of this kind is determined by the Director of Student Development Office (SDO), endorsed by the Vice President for Academic Affairs (VPAC) and approved by the University President.

4.10 Student publication

This scholarship is open to the incumbent editor in chief and managing editor of the official college publication of the University. A scholarship of this kind is determined by the faculty adviser of the publication and Director of Student Development office, endorsed by the VP Academic Affairs, and approved by the University President.

4.11 DMTC Scholarships

This is open to the incumbent Corps Commander of the Corps of Cadets of DCMT. A scholarship of this kind is recommended in writing by the DCMT Commandant and the Dean of Liberal Arts, Criminology and Education (ACE), endorsed by the VP Academic Affairs and approved by the University President.

4.12 Chorale Scholarship

This scholarship is open to officially enrolled College students of the University who has been a member of the chorale for one (1) year. A scholarship of this kind is determined through a list co-signed by the chorale Master and SDO Director, endorsed by the VP Academic Affairs and Approved by the University President.
Special Scholarships

4.13 Jose Rizal University Alumni Association (JRUAA) Scholarship

This scholarship is for incoming first year college students who successfully pass the screening and evaluation requirements of the JRUAA.

4.14 Presidential Decree No. 451 (PD451)

This scholarship is for poor but deserving students as recommended by the VP Financial Affairs and approved by the University President.

4.15 Special Funded Scholarships

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

4.16 Special Military Scholarship

This scholarship is open to the dependents of military personnel who die or are incapacitated in the line of duty.

4.17 Scholarship for Direct Descendants of Founding Officers of Jose Rizal College

This scholarship is for direct descendants of the founding trustees and first officers of Jose Rizal College in 1919. The eligibility for any such scholarship will be determined by the University President.

Financial Assistance

4.18 Student Assistants

This scholarship is open to poor but deserving college students who will be tasked to work as a support assistant for faculty and staff of the University. Applicants for this scholarship are assessed and evaluated by a mental ability test and interview by the head of the requesting office.

4.19 Financial Assistance/Aid Scholarship from Partner Entities

Financial assistance opportunities is available to qualified students in the college division upon screening and evaluation of the Director of the Guidance and Testing Office.
5. STUDENT HONORS AND AWARDS

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

5.1 Academic Honors

5.1.1 In order to qualify for academic honors, a student must:

5.1.1.1 Have finished the program within the prescribed number of years,
5.1.1.2 Must not have any failing grade/NC
5.1.1.3 Not have any leave of absence, and
5.1.1.4 Not have committed any major infractions

5.1.2 Summa Cum Laude. Candidates must have completed the prescribed curriculum years at JRU with a GPA of 1.000-1.250.

5.1.3 Magna Cum Laude. Candidates must have completed the prescribed curriculum years at JRU with GPA of 1.251-1.500.

5.1.4 Cum Laude. Candidates must have completed at least 90 units with GPA of 1.501-2.000.

5.2 Special Award for Loyalty

5.2.1 For purposes of determining eligibility for loyalty awards, the courses of study at Jose Rizal University shall be 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.

5.2.2 A student who successfully completes four consecutive levels of course of study exclusively at the university shall be eligible for a platinum medal for loyalty, for three consecutive levels a gold medal for loyalty, and for two consecutive levels a silver medal for loyalty.

5.2.3 No loyalty awards are given for successfully completion with full residence for only one level.
5.3 Graduation Requirements

5.3.1 As a general rule, no student shall be allowed to graduate unless he/she complies with all academic, non-academic and other requirements imposed by the institution for graduation.

5.3.2 No candidate for a title or a degree shall be permitted to graduate in the commencement exercises unless the following requirements have been satisfactory fulfilled.

5.3.2.1 Must have fulfilled all the program requirements for graduation as specified in the prescribed course curriculum.

5.3.2.2 Must have obtained satisfactory grades in all his subjects.

5.3.2.3 Must have earned at least sixty (60) units of academic credit at JRU.

5.3.2.4 Must have settled all his financial obligations not later than the last term of the school year in which the student hopes to graduate.

5.3.2.5 Must have submitted all the required admission credentials.

5.3.2.6 Must have filed an application for graduation with the Office of the Registrar.

5.3.2.7 It is the duty of the student to see the evaluation thru their access in the systems Student Access Module.

5.3.2.8 Student shall be responsible in checking their subjects taken and passed.

5.3.2.9 Transfer students, evaluation shall be made upon admission.

5.4 Except as may otherwise be provided by CHED, in connection with accreditation, Special Orders shall be required for the graduation of students from the formal tertiary levels of private schools.
6. 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.

6.1 Required and Other School Activities

6.1.1 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.

6.1.2 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:

6.1.2.1 Reserve Officers Training Corps (ROTC), which is optional and voluntary;
6.1.2.2 Civic Welfare Training Service;
6.1.2.3 Literacy Training Service

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

7. STUDENT ORGANIZATION

7.1 General Provisions

7.1.1 The University shall provide special opportunities for students to participate in the interest groups and programs of their own choosing.
7.1.2 Extra-curricular activities shall provide significant opportunity to develop qualities of leadership.
7.1.3 Student organizations shall be under the leadership of students with faculty supervision.
7.1.4 A recognized student organization may represent itself as a University student organization, avail of University facilities, use the name of the University, or be eligible
for membership in the Central Student Council, upon
clearance of the Director of the Student Development
Office (SDO).

7.1.5 The Central Student Council (CSC), the highest student
body in the campus, shall be composed of the officers of
the different campus organizations and advised by a
faculty member assigned by the SDO Director.

7.2 Application for Recognition

7.2.1 Requirements for establishing a new student organization
are as follows:

7.2.1.1 Not a partisan or religious in nature
7.2.1.2 At least 25 members who are currently enrolled
7.2.1.3 Constitution and By-Laws
7.2.1.4 Recommended activities for the year
7.2.1.5 List of officers (ad hoc), and
7.2.1.6 Recommended faculty adviser

7.2.2 Application for recognition of a new student organization
shall be made to the SDO Director, preferably within 15
days after the beginning of the first semester.

7.2.3 Recognition of a student organization is renewable
annually provided that the following requirements are
met:

7.2.3.1 Year end report of activities
7.2.3.2 Reviewed by-laws
7.2.3.3 Financial Statements
7.2.3.4 Ad hoc committee/s for the next school year
7.2.3.5 Recommended adviser
7.2.3.6 Recommended activities

7.2.4 A list of recognized student organizations shall be issued
annually by the SDO Director.
7.2.5 All recognized student organization shall an Executive Board consisting of the President, Vice President Internal and Vice President External.

7.2.6 Every recognized student organization shall be assigned at least one faculty adviser.

7.2.7 The preference of the recognized student organization shall be taken into consideration in the appointment of the faculty adviser.

7.2.8 The faculty adviser shall be required to attend all general meetings and activities involving the entire membership.

7.2.9 The SDO Director in coordination with the respective department chair shall approve a substitute faculty adviser in cases where the assigned faculty adviser is not available.

7.3 Membership

7.3.1 Membership in any approved student organization shall be limited to students currently enrolled in the University.

7.3.2 Membership fees shall be determined by majority vote of the Executive Board of the organization for the preceding school year and approved by the SDO Director.

7.3.3 Recognized student organizations shall not conduct initiation ceremonies involving physical activity or display, whether in the University premises or elsewhere.

7.4 Elections

7.4.1 Before the end of the second semester, an ad hoc committee shall be formed by the outgoing officers of the recognized student organization to ensure the smooth transition to the next set of officers.

7.4.2 The ad hoc committee shall perform the duties and responsibilities of the outgoing officers until a new set of officers is elected; including submission of application for renewal of recognition, membership drive and elections.

7.4.3 The names of the ad hoc committee members shall be submitted to the SDO Director, duly signed by the faculty adviser.
7.4.4 The procedures for election shall be covered by the by-laws of the student organization.

7.4.5 Any election protest shall be settled by the faculty adviser, but may be appealed to the SDO Director.

7.4.6 The election of officers shall take place preferably 45 days after the beginning of the classes for the regular school year.

7.4.7 All elected officers shall have no failing grades in all subjects in the previous semester and no major disciplinary infraction.

7.4.8 Students graduating in the first semester shall not be eligible to run for office.

7.4.9 The ad hoc committee shall assume office until the newly elected officers are sworn into office.

7.5 Activities

7.5.1 All meetings of the organizations shall be conducted in the Central Student Council Office.

7.5.2 In case of conflict of schedules, meetings may be made in a different venue, subject to approval by the Student Development Office.

7.5.3 Activities requiring the use of any University facilities or the excuse of student from classes shall be calendared with the SDO Director preferably twenty-four hours in advance in case of meetings, and one week in advance in case of convocations and other affairs involving outside speakers or guests.

7.5.4 The use of facilities shall be prioritized in the following manner: first priority – University activity; second priority – academic division activity; third priority – organization activity.

7.5.5 Each student organization shall submit a financial report of its operations, indicating its income, its expenditures, and the holder of its cash balances at the end of every semester. Such a report must bear the notation of the faculty adviser. If no financial operations were
undertaken, a letter from the organization’s President, Treasurer, and Adviser shall be submitted.

7.5.6 Non-compliance with any requirement shall mean the non-renewal of recognition of the student organization for the succeeding school year by the SDO Director.

8. STUDENT PUBLICATIONS

8.1 There shall be two major publications for College Division: The Journal and The Rizalian.

8.2 The following content shall be prohibited in any publication of the University:

8.2.1 Any written or graphic material that is considered by the administration as obscene, vulgar, indecent, gross, sexually explicit, injurious to young readers and devoid of any moral value.

8.2.2 Those that tend to incite subversion, insurrection, rebellion or sedition against the state, or otherwise threaten the economic, and/or political stability of the state.

8.2.3 Those which tend to undermine the faith and confidence of the people, their government and/or duly constituted authorities.

8.2.4 Those, which glorify criminals or condone crimes.

8.2.5 Those, which serve no other purpose but to satisfy the market for violence or pornography.

8.2.6 Those, which tend to abet the traffic in use of prohibited drugs.

8.2.7 Any material which may be considered as libelous or defamatory within the purview of the law in the Philippines or which is not accordance with the established canons of good and responsible journalism.

8.2.8 Any criticism of the government.

8.2.9 Those which are libelous or defamatory to the good name and reputation of the University and any member of the
founding family, officers, staff, faculty and other personnel, whether living or dead.

8.2.10 Topics with little or no relation with student activity

8.2.11 Any work with constitutes plagiarism or which the editor-in-chief and/or faculty adviser strongly feels may have been plagiarized, pirated or violates copyright privileges.

8.3 The budget for printing shall be submitted for approval of the Vice President for Academic Affairs (VPAC).

8.4 Policies on the school organ.

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

8.4.2 The Director of Student Development Office shall appoint a faculty adviser for the school organ.

8.4.3 The faculty adviser shall conduct a competitive examination within 14 days after the opening of classes, to determine eligibility for the positions of Editor-in-Chief and Managing Editor.

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

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

8.4.6 Scholarships shall be forfeited for the editor-in-chief and the managing editor should they fail to publish 2 issues per year.

8.4.7 The school organ shall be in a form of 9” x 12”, and shall contain at most 28 pages.

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

8.5.1 The college graduating class, if so desired, shall publish a yearbook at the end of the school year, named “The Rizalian”.

8.5.2 The yearbook shall be planned, prepared, and published by the graduating students themselves, with the assistance of faculty advisers appointed by the Director of Student Development Office.

8.5.3 All contracts entered into and all obligations incurred in connection of the yearbook shall be in the name of the “Jose Rizal University Yearbook Committee”.

8.5.4 The editorial board of graduating students shall be responsible for preparation of the yearbook.

8.5.5 The members of the editorial board shall be appointed by the Director of Student Development Office upon the recommendation of the yearbook faculty advisers.

8.5.6 The editors-in-chief and the managing editor shall constitute the senior members of the staff and as many associate editors as necessary may be appointed.

8.5.7 The editor-in-chief of the yearbook shall not serve as editor-in-chief of the school organ at the same time.

8.5.8 The collection of the yearbook fee from the individual graduating students shall be deposited with the University Treasurer and withdrawals from this fund shall be based on receipts in connection with the expenditures of the yearbook and shall be allowed only with the consent of the yearbook faculty adviser with the approval of the Director of Student Development Office.

8.5.9 The funds from the yearbook fee are the property of the senior class organizations concerned and may not be utilized for any other purpose. Use of unutilized funds shall be the sole discretion of the contributors.

8.5.10 A graduating student, to be eligible for inclusion in the yearbook, shall complete graduation requirements within the school year, including the summer term.
8.5.11 The members of the yearbook committee shall be held accountable for the publication of the yearbook and they will be subject to clearance from the university.

9. STUDENT RECORDS

Registration and Enrolment

9.1 The enrolment system can be accessed online.

9.2 Except for old students, new applicants or transfer students are required to enroll in campus.

9.3 A student is considered officially enrolled only after he has:
   9.3.1 Submitted all required admission credentials (for new applicants/transfer students)
   9.3.2 Issued an Enrolment Permit (EP)
   9.3.3 Made an initial payment of school fees

9.4 When a student is officially enrolled, it is understood that he/she is enrolled for the duration of the entire term, regardless of whether school fees have been fully paid or not.

9.5 Late enrolment.

   The last day of enrolment without fine is the first day of regular classes. Any student who is allowed to enroll after the said date shall be considered as a late enrollee and is subject to the late enrolment fine.

9.6 School Request for JRU credentials
   9.6.1 As a general rule, transcripts shall not be issued directly to students in any academic level, unless authorized in writing by the school requesting for the Form 137/TOR.
   9.6.2 The request for F137/TOR and similar record by other school on the basis of Transfer Credentials, should be attended promptly, as a matter of inter school courtesy and shall forward such records directly to the school preferably within thirty (30)days from receipt of the request.
9.6.3 A request for a second copy of F-137/TOR made by the Registrar or his assistant when the original has been lost or damaged should be honored and given free of charge as a matter of institutional courtesy. On the other hand, a request made by one school for F-137/TOR which had previously been issued to another school cannot be honored.

9.7 Student Request for JRU credentials

9.7.1 F-137/TOR, Transfer Credentials and Certification shall be issued only if the admission requirements of the student into the University are complete, including Form 137/TOR from the school where the student had studies prior to entering the University and no outstanding obligation whatsoever.

9.7.2 For security reasons, F-137/TOR shall always be issued with a notation “Not Valid Without the Seal of the University and the Original Signature of the Registrar”.

9.7.3 It is preferred that the requested F-137/TOR, Transfer Credentials and Certification be issued directly to the student, unless a representative bears the authorization letter from the student in order to get document.

9.8 For Graduates prior to 2001, clearances may be limited to Library, Registrar’s Office (REG) and Student Accounts Office, while graduates from 2001 to present, clearances may be limited to the Registrar’s Office and Student Accounts Office only.

10. STUDENT ACCOUNTS AND FINANCES

10.1 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.

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 is available at the Student Accounts Office)

10.2 Full- Withdrawals of subjects

10.2.1 Full-withdrawal shall be permitted after enrolment until one (1) month after the beginning of classes provided the University is notified promptly by the student/parent/guardian thru filed-out application for Change of Subject/Section/Load and Withdrawal Form approved by the respective Principal/Dean due to compelling reasons such as but not limited to: (a) Medical (b) Transfer of residence (c) Transfer of work destination.

10.2.2 When no Application for Change Subject/Section/Load and Withdrawal Form is filled, the student who is not attending classes shall be considered dropped and charged in full for the entire term for the Higher Education and entire year for the Basic Education.

10.2.3 Admission credentials submitted by the student may be released upon the request of the student, provided the request is made within one (1) month from the beginning of classes.

10.3 Refunds

10.3.1 All refunds shall be covered by an Application for Refund form.

10.3.2 Only majority aged students or parents/guardians of minor students shall be allowed to apply for refunds.
10.3.3 The following documents are required to be presented and submitted together with the accomplished Application for Refund form:

10.3.4 Original/Photocopy of JRU system-generated Official Receipt (OR) or a notarized Affidavit of Loss, in case the original OR cannot be presented.

10.3.4.1 Original/Photocopy of valid ID of applicant;
10.3.4.2 Photocopy of enrolment permit;
10.3.4.3 Letter of Authority and photocopy of a valid ID of the check issuer, if applicable.

10.3.5 For computation of refunds of students who officially withdraw their enrolment, please refer to the Manual of School Fees of the applicable school year.

10.3.6 For refunds arising out of check payments, the refund amount will be paid to the check issuer unless a letter of authority and a photocopy of a valid ID are presented by the applicant.

10.3.7 All Application for Refunds shall be verified and processed by the Student Accounts section and approved by the Accounting Director.

10.3.8 Processing of check payment for refunds shall be governed by the policy on Cash Disbursements procedure.

10.3.9 Check payments shall be released to the applicant upon presentation of the following:

10.3.9.1 Original copy of OR or Affidavit of Loss
10.3.9.2 Original ID of applicant/check issuer
10.3.9.3 Authorization letter, original ID of student and a valid ID of the representative, if applicable.

10.3.10 The OR or Affidavit of Loss shall be stamped “RELEASED”, initialed and dated by the Cash Disbursements Clerk upon release of the check.

10.3.11 The applicant or his authorized representative shall sign the Check Voucher to acknowledge receipt of the check payment.
10.3.12 A full withdrawn student shall be required to surrender the student ID.

11. STUDENT PERSONNEL SERVICES

11.1 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.

11.2 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.

11.3 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.

11.4 Career and Placement Services

Career and Placement Services aim to support and empower students with the resources, skills, and knowledge necessary to be successful with in career exploration, educational planning, job preparation and employment search.