FOREWORD

All students of the University should consider the University their second home. As part of the University family, they should know its colorful history and achievements.

This manual shall serve as a guide in the student’s activities and behavior inside the campus and off-campus in so far as it may directly affect the name of the University. Therefore, all students must be familiar with the provisions contained in this manual. Ignorance of the rules and regulations contained herein does not excuse a student from incurring the corresponding sanctions stipulated.

While every effort has been made to insure the accuracy, consistency and completeness of material available at the time copy is made of this manual, the University reserves the right to make changes at any time during the school year without prior notice. Such changes shall take effect whenever the University deems them necessary.
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OFFICERS OF THE ADMINISTRATION

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President Emeritus

VICENTE K. FABELLA
President
Acting Vice President for Academic Affairs

CARMEN F. BATE
Vice President for Administrative Affairs
and Treasurer

MA. CRISTINA F. BATE
Vice President for Basic Education

ELIZABETH P. RODRIGUEZ
Dean, Graduate School

WILHELMINA I. NEIS
Dean, College

MANOLO A. DELA PAZ
Registrar

LORETO T. GARCIA
University Librarian

MARINA Q. CACAPIT
Research Director

MANUEL A. QUIAMBAO
Assistant Dean, Law School

GAUDENCIO C. ALJIBE, JR.
Dean, Nursing

JAIME I. ROMERO
Assistant Dean, College Division
Professional Studies

MILANI M. AUSTRIA
Assistant Dean, College Division
Technological Studies

MA. LUISA Z. SABA
Dean, Student Affairs

ELFREN E. ESPEJO
Assistant Registrar

SALLY C. TUASON
Assistant Librarian

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Vice President for Financial Affairs

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EDUARDO J.F. ABELLA
Dean, Law School

NORMA M. MONTALVO
Director, Administrative & Personnel Office

OLIVER U. AGUSTIN
Director, Engineering & Maintenance Office

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Director, Information Technology Office

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Director, Accounting

EFREN JOSE Y. SUPAN
Director, Athletics Office

PAZ L. SEE, M.D.
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MARIA KARENINA S. GUILLERMO
Asst. Director, Administrative & Personnel Office

RECHILDA B. IBARDOLAZA
Asst. Director, Administrative & Personnel Office

JOSEPH S. DELA CRUZ
Asst. Director, Engineering & Maintenance Office

CEZAR C. CABALLES
Asst. Director, Information Technology Office

ELENITA G. SABA
Asst. Director, Information Technology Office

J. CRISOSTOMO B. CAYETANO
Asst. Director, Athletics Office
THE GRADUATE SCHOOL

ELIZABETH P. RODRIGUEZ
Dean

BENJAMIN D. DELA CRUZ
Area Head, MBA

ELEAZAR E. RICOTE
Area Head, MPA

MARINA Q. CACAPIT
Area Head, MAEd Program
and Research Director

HELEN M. GUTIERREZ
Secretary, Graduate School

SUSAN CADILEÑA
Clerk, Graduate School
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. Eventually, after it was granted by PACUCOA, Level III accredited status, the college was given full university recognition on October 2, 2000.

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 that 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 (PACS&B) 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 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 Constitutional mandate defines the aims of education as the inculcation of love of country, the teaching of duties of citizenship, the development of moral character and personal discipline, and scientific, technological, and vocational efficiency.

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

The Graduate School (GS) aims to meet the objectives of Jose Rizal University of developing responsible and useful citizens, by contributing to the growing need for people who can add value by leading, managing, thinking, creating, building and innovating. It aims to do this by developing managers and leaders who can introduce and develop quality management and innovation into their companies, non-profit organizations, government agencies and educational institutions, to allow these organizations to effectively meet the changing challenges of the marketplace, both globally and in the Philippines.

**PROGRAM ORIENTATION AND THE JRU GRADUATE STUDENT**

**PROGRAM ORIENTATION**

In recent times, the pursuit of graduate education has become very difficult, when coupled with the demands of employment and family. The JRU GS programs are therefore for the person who is gainfully employed and who cannot afford full time graduate work at the expense of his or her employment. The program has been designed to permit the student to continue working at the same time obtain a graduate degree within two school years.

**THE JRU GRADUATE STUDENT: THE EXPECTED RESULT**

A student who successfully completes his graduate studies at Jose Rizal University and earns a graduate degree can expect to have obtained a “body of knowledge” and habits that will stay with him for the rest of his life, and will characterize the work he does from the point onward. This body can be decomposed into a set of competencies (set of skills and habits), and set of values.

**Competencies.** The JRU GS graduate is expected to have strong competencies in business and policy analysis, management, communication and the use of information technology as a strategic tool. More precisely, the GS student is expected to have the following competencies, upon graduation:

Subject-specific competencies: has an adequate understanding of content in each of the subject (e.g., Marketing Management, Financial Management, Public Policy Analysis) required for the MBA and/or MPA degree (as measured by the student’s meeting the graduation requirements for the program)
**Analytical and Research competencies:** (i) is comfortable with qualitative analysis, (ii) is comfortable with quantitative analysis, especially ratio and time series analysis, (iii) is guided in conducting analysis by the application of solid theory, as modified by the specifics of the particular situation, (iv) always considers alternatives before making decisions, (v) tries to base decisions on hard data, when feasible, (vi) always explicitly considers costs and benefits in making a decision, and (vii) generally considers global and regional issues in making analyses, when relevant.

**Managerial Competencies:** (i) is comfortable being a team player and a leader, (ii) is proactive, and takes responsibility for completing his projects and/or tasks, (iii) understands the importance of risk-taking and prototyping and therefore view mistakes and failures as necessary parts of the managerial process, (iv) uses project management techniques, such as the identification of milestone, to implement projects/tasks/decisions, (v) knows how to delegate and monitor such delegated tasks, and (vi) understands, but does not necessarily subscribe to, the political processes which affect human behavior and influence decisions.

**IT competencies:** (i) has complete mastery of the current core office automation tools: word processing, spreadsheets, presentation software and communication software such as e-mail, and (ii) has the general understanding of the infrastructure and hardware needed to run these tools.

**Communication competencies:** exhibits verbal and written effective communication skills. This is measured by the student’s (i) comfort in verbally expressing himself in English, (ii) ability to express complex ideas in writing, (iii) ability to present professionally in front of a group, and (iv) comfort in the use of presentation equipment to deliver his message.

**Values.** Competencies and skills alone do not guarantee effective decision-making. Equally important is a governing set of values to ensure that the decisions are made in the proper context. The successful JRU GS graduate is therefore expected to exhibit a strong sense of professionalism, a strong awareness and appreciation for hard work, honesty, the importance of individual and team efforts, the centrality of risk-taking in the pursuit of innovation, and equally important, the role of a graduate student in assisting the less fortunate.
RESEARCH VISIBILITY

Since it has been a procedure to integrate research in the pedagogical process, the faculty requires students to share inputs gathered from the research to the class while another is to prepare the paper itself as in Research Methods and Thesis Writing in Master of Arts in Education (MAED) and in Master in Public Administration (MPA) thesis program and Marketing Research and Independent Research in the Master in Business Administration (MBA).

SCHOOL FACILITIES AND SOURCES OF INFORMATION

Jose Rizal University
Shaw Boulevard, Mandaluyong City
Telephone: 531-80-31 to 35
Private Exchange Connecting to All Departments
(The switchboard is open from 7:00 a.m. to 9:00 p.m., Mondays to Saturdays)
Fax No.: 531-60-87
E-mail: gradschool@jru.edu
Website: www.jru.edu

Administrative and Personnel Office
Ground floor of building G, local 25

Alumni Office
For alumni affairs
Room C-15, local 20

Athletic Department
For use of athletic equipment and facilities
Annex I, Room K-13, local 13

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

Dean's Office
Undergraduate College Division
For admission, study programs, academic matters, student affairs, excuse slips, and communication to undergraduate faculty
Room A-16, local 29

Dean’s Office
Graduate School
For application, registration, study programs and other academic matters regarding the graduate school
Room T-13, local 34
Area Heads and Research Office
For other matters affecting Graduate School
For information and activities of the Research concerns of the University
Room T-12, local 11

Guidance and Testing Office
For counseling (educational, social, career or personal) and testing (IQ, personality) needs
Room C-17, local 32

Information Technology Office
For computer services
Room H-311, 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

Graduate/Law Library
Room T-21

Engineering and Maintenance Office
For use of facilities, vehicles, room reservations, and sound systems
Annex 3, 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, examination permits, preliminary & final grades
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 35

Vice President for Administration
Ground floor of building A, inside A-12, local 12

Vice President for Financial Affairs
Ground floor of building A, local 26
GRADUATE SCHOOL FACILITIES AND SOURCES OF INFORMATION

LOCATION

The JRU Graduate School is located at the Tower Building, Jose Rizal University, 80 Shaw Boulevard, Mandaluyong City. JRU is accessible through many public transport lines passing directly in front of, and around the school.

FACILITIES

Classrooms. All graduate classes are held in the Tower Building (fronting Shaw Boulevard). All graduate school classrooms are fully air-conditioned, and are either flat or amphitheater-type construction. Classes are held from 5:30 p.m., from Monday to Friday, and the whole day on Saturday.

Library. JRU has among the most comprehensive library facilities in Metro Manila. The Graduate School library is located on the second floor of the Tower. It contains a reading room specifically for graduate students. A “magazine stand” complete with the latest journals is available. Additional reading room area is available on the top floor of the Tower.

Access to Information Technology. The computer room (room A-31) is located within Building A, and is fully operational (with complete Internet access).

Athletics Facilities. JRU has developed range of athletic facilities and activities, such as intramural events for basketball, volleyball and table tennis. Interested students should contact the Athletics Office for more information.

Parking. JRU has ample parking area for its graduate students.

Security. JRU prides itself in its security arrangements for its students. Ids are strictly checked, to ensure that only students, faculty, JRU employees and pre-identified guests are allowed inside the campus.

STUDENT AND COMMUNITY LIFE

GRADUATE SCHOOL STUDENT LIFE

The Graduate School student understands that learning occurs best in an atmosphere of a strong student-student and professor-student
interaction. This is however often difficult to achieve, given the idea that most graduate students are working. The GS has addressed this by creating the system wherein such interaction can occur more frequently. Specifically, it has restructured the top floor of the Tower Building as the student/social area, where graduate students can relax and hold case discussions in a more informal/different surroundings.

The GS also has started Area Head’s hour, held once a month. This is an informal social hour, wherein the Area Head and students can meet to discuss problems and cases or perhaps, just talk in non-academic settings.

COMMUNITY SERVICES

The Graduate School places importance on its students’ abilities to contribute not just in the formal corporate or government setting, but also outside of this setting, to less fortunate individuals and communities. It believes that students without such an orientation cannot hope to obtain the set of values the GS expects of all its graduates. It attempts to instill this in each student through the inclusions of such issues in its courses. Specifically, in addition to the social orientation inherent in public administration courses, certain courses in the business administration program are balanced to include not-for-profit and public policy discussions. Thus, for example, a business student in Marketing Management should not be surprised to find classes and discussions dedicated to not-for-profit marketing.

1. STUDENT SELECTION, PROGRESS, AND RETENTION

1.1 ADMISSION REQUIREMENTS

To be eligible for admission to the graduate program, the applicant must possess at least a bachelor’s degree in arts or sciences. Application for admission should be filed with the Dean of the Graduate School. During this time, the applicant should present the following:

- Evidence of completion of the bachelor’s degree course
- Two 1-1/2” x 1-1/2” size ID pictures of the applicant
- An original transcript of record valid for transfer should be subsequently submitted.

Admission to the graduate program is probationary for the first 12 units. During this time, the student should get an average grade of at least
2.00. Otherwise, he is to immediately set up a meeting with the Area Head, to discuss on how to improve his performance and determine if he could continue with the program.

1.2 **REGISTRATION PROCEDURES**

Registration is the process of formally assigning and recording the enrollment of the student in a course or courses. Students enrolling for the first time at JRU should accomplish the following forms, which are available at the Office of the Registrar (Room A-15) or at the Graduate School Office (Room T-13).

- JRC Form 1 – Application for Admission
- JRC Form 103 – Registration Card (Note: the enrolling student should obtain a copy of the schedule of subjects which lists the days and hours during which particular subjects are offered before proceeding to filling out this form.)
- Refresher Course Assessment Form (From T-13)

The student registering (or registrant) is considered officially enrolled upon payment and acceptance of the initial tuition and miscellaneous fees.

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 sequences of the courses they have 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 enrolment period (in such case 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 JRU on student conduct and discipline, and any amendments thereto. These are available at the Graduate School Office (Room T-13) and/or posted on 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 twenty-four (24) 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 graduate student is responsible for the completeness and accuracy of his registration. He must therefore 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. A student may only receive credit for 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 from the Dean of the Graduate School.

Changes of classes are allowed only for valid reasons and with the prior approval of the Dean. No change will be allowed after three meetings have already been held. For this purpose, JRU Form 106 will have to be accomplished.

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”.

1.2.3 **Dropping of Subjects**

The dropping of subjects after four meetings will be allowed only for valid reasons and with the prior approval of the Dean. JRU Form 106 will have to be accomplished for this purpose. If a student drops a subject without filing the necessary form, the dropping is not official, the students gets a grade of 5.0 (failing), and is liable for tuition fees for the entire term. If after the mid-term examinations the student stops attending classes, he is liable for all tuition fees and will be given a failing grade.
1.3 ATTENDANCE, ABSENCES AND TARDINESS

1.3.1 Attendance
Punctual attendance is required of all graduate students as this is a reflection of the graduate student’s ability to conduct himself in a professional manner. Extreme tardiness may be considered as an absence, upon the discretion of the instructor.

1.3.2 School Days and Class Hours

Classes
All graduate school courses consist of 15 weeks of 3-1/2 class hours per meeting for 52-1/2 classroom hours. All courses are offered in a trimestral basis. Trimesters begin in June, October, and February of each school year.

Study Time
While study time outside of the classroom varies with each individual, graduate student should expect to put in an additional 3-5 hours of study time per class per week. This time is used in preparing for the upcoming class, meeting with group mates or core studies.

1.3.3 Time Limitation
All the requirements of the degree pursued must be completed within five school years from the date the student began his graduate study, unless otherwise approved by the Dean.

1.3.4 Leave of Absence
Prolonged leaves of absence must be requested in writing to be approved by the Dean stating the reasons for the period of leave which should not exceed one school year. Leave of absence does not automatically extend the 5-year limit within which a student must complete his program of study.

1.4 GRADES AND SCHOLASTIC PERFORMANCE

1.4.1 Grading System
The work of the students shall be graded at the end of each trimester in accordance with the following system:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>1.25 to 1.50</td>
<td>Very Good</td>
</tr>
<tr>
<td>1.75 to 2.00</td>
<td>Above Average</td>
</tr>
<tr>
<td>2.25</td>
<td>Average</td>
</tr>
<tr>
<td>2.50 to 2.75</td>
<td>Below Average</td>
</tr>
<tr>
<td>3.00</td>
<td>Passing</td>
</tr>
<tr>
<td>5.00</td>
<td>Failing</td>
</tr>
</tbody>
</table>

The JRU GS has a grading policy wherein, as a minimum, students in the lowest grade quintile per subject are mandated to get maximum grades of 2.25. This is to clearly identify, on a per course basis, students who have under performed in relation to the rest of the class. This grading policy is an important aspect of the JRU GS quality system, as the grade represents the final assessment of the JRU GS for a student in particular course.

The receipt of a final grade of 2.25 or lower for fewer subjects, however, should not be any cause for concern to a student, as students are expected on the average to perform differently in various courses. Such performance is easily offset by above average performance in other subjects (e.g., getting 1.50 or 1.75). However, students who persistently under perform in their subjects (e.g., consistently get grades of 2.25 and below) should immediately set up a meeting with the Area Head to discuss their performance, as continued performance of this nature will mean that they may not be able to graduate.

### 1.4.2 Honors

Students with a general average of 1.125 will be eligible for graduation with *highest distinction*. Students with a general average of 1.25 will be eligible for graduation with *high distinction*. Students with a general average of 1.50 will be eligible...
for graduation with *distinction*. Graduation with any honors also depends on the student’s settling of all accounts.

1.5 **GRADUATION REQUIREMENTS**

1.5.1 **Academic Requirements**

Jose Rizal University will award the corresponding graduate degree upon completion of the following three requirements:

- Completion of all requirements (including refresher courses, if any) within a period of five school years from the date of initial enrolment;

- A general average of not lower than 2.00 in all subjects/36 units, or the completion of a quality research paper/project study in GS 801 if the student’s grade point average after 36 units is below 2.00 (in the case of the non-thesis programs);

- Settlement of all unpaid accounts.

No thesis is required for graduation from the MBA and MPA (non-thesis) programs. Students interested in undertaking a similar research project however should enroll in GS 801, Independent Research.

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

1.5.2 **Financial Requirements**

A candidate for graduation must have settled his financial obligations with the University not later than the end of the last trimester 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 twenty-four (24) units of academic credit taken from the Graduate School.
1.5.4 Awards

**Academic Awards.** Graduate students are eligible to graduate with the following academic titles: *With Highest Distinction*, *With High Distinction*, or *With Distinction*. The academic criteria for each of these awards is discussed in Section 1.4.2, "Honors".

**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 programs 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), and (c) Honors.

2. OTHER ADMINISTRATIVE MATTERS

2.1 JRU General Information Guide

Students are advised to familiarize themselves with the General Information Guide of JRU (as distinct from this Student Manual) as the statement therein represent the general policies of the JRU, and are applicable to the Graduate School. The General Information Guide is available from the JRU GS Office (Room T-13).

2.1.1 JRU GS Bulletin of Information

A more detailed discussion of the role of the graduate student in JRU is discussed in the GS Bulletin of Information. The bulletin is given to all graduate students, and is available in Room T-13.
2.1.2 Refresher Courses

At the beginning of each trimester, the Graduate School conducts short-term refresher courses in each of the following three areas: Math, English Writing, and Basic Accounting. The courses run for approximately 3-4 meetings each and last approximately for 1-2 weeks. The courses are run on a pass/fail basis, and with the equivalent of one unit each. New students are assessed upon enrolment as to whether they will need to take the refresher courses. (Contact the Graduate Office for details regarding exemption from the refresher courses). Students who are required to take any or all of the courses are excused from their first week of regular classes, should there be any conflict between the refresher course and a particular subject.

All new students as of SY 1999-2000 who were assessed to take refresher courses will need to pass these courses, in order to graduate. These requirements holds even if the student concerned has already passed all the other subjects required for graduation.

2.1.3 Transcript of Record

Official transcript of record is issued to a student who has fulfilled all the requirements of the Graduate School and who has submitted his/her records from the school where he/she enrolled prior to studying at JRU, if any. While JRU endeavors to accomplish transcripts as quickly as possible, students are advised to apply for such transcripts at least two weeks in advance.

2.1.4 Credit for Courses Taken Outside of JRU

A maximum of 12 units of credit is allowed for graduate courses taken outside of the JRU GS. The Dean makes the final decision on which courses can be credited. Credits are generally given for courses (i) which duplicate those offered by the JRU GS, (ii) which have not been overtaken by new developments in theory and practice, and (iii) in which a student has a grade of no lower than the equivalent of JRU grade of 1.75 or 2.00. (See the Dean for more details).

2.2 Identity Cards

A graduate student identity card is provided to registered students. This card 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 Guidance and Testing Office upon payment of the appropriate fee.

3. 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 to: (1) impose such rules of conduct as it may deem necessary, both within and outside the classroom, and (2) 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.

3.1 REQUIREMENT 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 the academic credits, and the granting of any certificate or degree are strictly subject to the disciplinary authority of the University.

3.2 DRESS CODE AND UNIFORMS

There are no overall uniform requirements for male and female students attending graduate classes.

3.3 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” (substitute parental authority) and separate 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 awarding of academic credits, and the granting of any certificate or degree are strictly subject to the disciplinary authority of the University.

3.3.1 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. Inflicting physical injuries upon another within the campus premises.
6. 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.
7. Possession and/or drinking of alcoholic beverage within the University premises; or entering the University in a state of intoxication.
8. Gross acts of disrespect, in words or in deeds, which tend to put any officer, faculty, or administrative staff in ridicule or contempt.
9. Threatening another with infliction upon his person, honor, or property or any act amounting to a crime or delinquency.
10. Any form of extortion or blackmail, whether or not the purpose or the objective is accomplished.

11. Unauthorized solicitation.

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

13. 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.

14. Stealing, betting or an attempt thereof; misappropriation of or failure to account for funds belonging to the University or any recognized organizations.

15. Habitual disregard for or willful violation of established policies and regulations.

16. 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.

17. Any form of gambling within the campus.

18. Any acts of subversion or insurgency.

19. 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.

20. Use of University name without authority.

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.

5. Unauthorized use of University facilities and equipment.

### 3.3.2 University Policy on ID Cards and Smoking

#### 3.3.2.1

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.

#### 3.3.2.2

It is a policy of the University to provide, in general, a smoke-free environment for students, employees and visitors. Students who violate the JRU
Policy on Smoking may be subject to non-academic disciplinary sanctions.

3.3.3 **Forms and Reasons for Disciplinary Action**

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

<table>
<thead>
<tr>
<th>Major Offense</th>
<th>Minor Offense</th>
</tr>
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<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>

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.

3.3.3.1 **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 of the Graduate School, provided a written notice is furnished to the student 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 of the Graduate School and is usually a disciplinary measure. The student is suspended until the end of the trimester (so that no credit is received for that trimester) and then given transfer credentials.

3.3.3.2 **Forced Transfer**

This action may be undertaken by the Dean of the Graduate School with the guardian properly informed and the necessary reports 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 trimester, 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 of the Graduate School 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.

3.3.3.3 Expulsion

This action may be initiated by the Dean of the Graduate School, but will require a review of the matter and written approval by the President. In addition, the consent of the Commission on Higher Education (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.

3.4 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 of the Graduate School and approved by the President, once it has been proven then the student must stand ready to make financial redress on the damages caused.

3.4.1 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.

3.4.2 Procedure for Payment

Once the cost of the damages have been established and the cost has been approved, the student will be required to settle the cost as soon as possible.

3.5 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. Any other off-campus activity shall not bind the University unless its prior written consent is sought through the proper channels.

4. STUDENT SCHOLARSHIPS

A very limited number of scholarships are awarded by the University at its discretion to deserving students. Please contact the Dean of the Graduate School for more information.

5. STUDENT CO-CURRICULAR ACTIVITIES

It is the policy of the University to encourage and stimulate the spirit of competition, confidence in one’s self, a continuing desire for improvement, and the development of the qualities of leadership and citizenship training as desirable traits to be developed among the individual students and student body as a whole in all divisions of the University.

Students are encouraged to participate in student activities, both internal and external, especially those of a competitive nature, irrespective of whether or not they officially represent the University or engage in their individual capacities.

Extracurricular activities provide special opportunities for students to participate in 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 on the campus, all under the leadership of students with faculty supervision. From time to time, the different organizations sponsor convocations and open fora 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 of the Graduate School. Violation of this rule constitutes adequate cause for disciplinary action.

5.1 ORGANIZATION

An application for approval of a new student organization may be made to the Dean of the Graduate School; however, no new organization will be approved if a similar organization already exists. Written approval by the Dean of the Graduate School is required if the organization intends to represent itself as a University student organization, avail of University facilities or use the name of the University in any connection.

An application for approval of a new student organization will be accepted only within 15 days after the beginning of a regular trimester. 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 the Graduate School. 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, upon submission of the names of the officers elected for the current school year by the faculty adviser of the organization.

5.1.1 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.

5.1.2 Membership

Membership in any approved student organization must be limited to students currently enrolled at the Graduate School. A student organization in general must have at least 15 members initially, for approval unless otherwise approved by the Dean. 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.

5.1.3 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 trimester).

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 the Graduate School.

The election of officers should take place within 30 days after the beginning of classes for the first trimester of the school year. For obvious reasons, the student organization should avoid electing as officers those students graduating in the first trimester, although no specific prohibition exists.

5.1.4 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 the Graduate School 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 the Graduate School 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 of the Graduate School before making any definite commitment, especially where guest speakers are involved.

5.1.5 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.

6. STUDENT RECORDS

6.1 REGISTRATION

The Registrar’s personnel are directly involved in the registration process at the beginning of each trimester. Preferential enrolment dates are posted by the Office of the Graduate School on the bulletin board at the GS Tower before the start of enrolment.

6.2 TRANSFER CREDENTIALS AND TRANSCRIPTS

As a general rule, official transcripts of record are not issued directly to transferring 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.

6.3 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. Diploma and transcript should be made available two weeks after the commencement.
6.4 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.

6.5 SPECIAL ORDERS

Applications for Special Orders are submitted to CHED for processing at least sixty (60) days before the end of the school year. Since the Liberal Arts, Commerce, and Education programs have obtained Level III accreditation by FAAP up to year 2003, only candidates for BSA, LLB, MBA, MPA, and MAED will need to be recommended to CHED for the issuance of Special Orders.

7. STUDENT ACCOUNTS AND FINANCES

7.1 TUITION FEE AND OTHER SCHOOL FEES

The tuition fee for the trimester for each student will depend upon the total number of units taken.

Other fees that may be charged, depending upon the individual student, include the following:

- Identification card fee
- Computer laboratory fee
- Library fee
- Certification fee
- Transcripts per set
- Diploma fee (for titles and degrees)
- Development fee
- Late enrolment fine
- Lost enrolment permit
- Change of subject, per application
- Library deposit (refundable)
- Off-campus fee (Metro Manila)
- Refresher course fee

The last day of enrolment without fine is the first day of regular classes, that is the second Monday of June for the first trimester, second Monday of October for the second trimester, and second Monday of February for the third trimester. Any student who is allowed to enroll 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.

7.1.1 Installment Payment of Tuition Fees

Tuition fees can be paid in two equal installments plus a down payment. The down payment is given upon registration, the first installment during midterm, and the second upon final examination.

7.1.2 Cash Discounts

A cash discount privilege of 10% of the tuition fee is available for full payment of the tuition fees for the entire trimester at the beginning of the trimester. This privilege is available only for a limited period of time and under certain conditions. Interested students should immediately see the GS Office for details.

7.2 Withdrawals and Refunds

Tuition fees may be refunded to students who 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.

There is a distinction between students who withdraw and student who drop. Withdrawals are permitted within 3 meetings after the beginning of classes, provided that JRU is notified promptly in writing (JRU Form 106), and the request is approved by the Registrar and the Treasurer. When no written notification is made, the student is considered dropped, and charged in full for the entire trimester, regardless of actual attendance.

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

- The whole tuition fee less P50.00, if the student withdraws before the beginning of classes;
Eighty percent (80%) of the total cash tuition fee, if the student withdraws after two (2) meetings after the beginning of classes; or

Fifty percent (50%) of the total cash tuition fee, if the student withdraws after three (3) meetings after the beginning of classes.

The entire cash tuition fee is charged for the trimester, if the student withdraws after 4 meetings, regardless of actual attendance.

When tuition fees have been paid on the installment basis, the following conditions will govern refunds:

- The whole tuition fee less P50.00, if the student withdraws before the beginning of classes;
- Twenty percent (20%) of the total tuition fee on the installment basis will be charged, if the student withdraws after two (2) meetings after the beginning of classes, regardless of actual attendance;
- Fifty percent (50%) of the total installment tuition fee will be charged, if the student withdraws after three (3) meetings after the beginning of classes, regardless of actual attendance.

The entire installment tuition fee for the trimester will be charged if the request is made after 4 meetings, regardless of actual attendance.

In no case will tuition fee be refunded or reduced because of absences from or suspension of classes for any reason whatever.

**7.3 Examination Permits**

Before taking preliminary and final examinations, all students must obtain examination permits from the Student Accounts Office; otherwise, they will not be allowed to take their examinations.
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 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, antidiarrheas, 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.

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