WELCOME CHANGE.
BE EXTRAORDINARY.

De La Salle-College of Saint Benilde
Office of the Registrar
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Welcome to the DLS-CSB Graduate School

Welcome to De La Salle-College of Saint Benilde, one of the most dynamic and innovative colleges in the country today! Benilde is a member school of De La Salle Philippines, a network of educational institutions in the country that is inspired by the life and teachings of Saint John Baptist De La Salle, the founder of the Brothers of the Christian Schools and Patron Saint of Teachers. We are part of a global Lasallian family that began 3 centuries ago and present in more than 80 countries today.

Your entrance to Benilde is timely since we are celebrating the Silver Jubilee this year. Looking at our beginnings as part of De La Salle University, the College has evolved from being a small evening program to an educational institution known for its “trail blazing” programs and learner-centered philosophy. Benilde today has 6 schools representing various industries and disciplines, providing certificate and diploma courses, undergraduate degrees and most recently, graduate programs. As we have begun in the hospitality and tourism industries, we look forward to addressing the needs of professionals in other industries by providing an intersection between theory and practice, and translate this to the development of skills and values.

As you start your Benildean-Lasallian journey, may this Graduate Student Handbook serve as your roadmap and guide to your queries about the College, its policies and guidelines, to name a few. These tidbits of information will surely come in handy as you find your way around the school.

I wish you all the best in your new quest for knowledge, wisdom and personal development. Do know that we, the brothers, administrators, faculty and staff continue to accompany you in your desire to be the best that you can be, in the service of society and the Church.

In Saints La Salle and Benilde,
Br. Dennis M. Magbanua FSC
President and Chancellor
Welcome to De La Salle-College of Saint Benilde, one of the 16 Lasallian schools in the Philippines! DLS-CSB belongs to a wider Lasallian family that stretches back through three centuries and into 82 countries around the globe.

The College used to be the unit in De La Salle University that provided education to working students. CSB continues to perform this mission up to this day, plus much more. The call to innovate has brought the College to where it is today.

As we continue to design out-of-the-box degree programs, we also endeavor to bring the existing programs to the next level through accreditation and certification initiatives. And surely, graduate education will not be left behind!

Your presence in CSB is a manifestation of our collective dream to unfold another milestone in the history of the College. We respond to the higher calling of retooling or sharpening the competencies of industry practitioners, starting with the hospitality and tourism industries.

While you are with us, we hope that you will come to appreciate our Lasallian philosophy of education, which recognizes your uniqueness as a person and has as its goal your integral human and Christian development.

As you study the provisions in this guidebook, we hope you realize that your transformative experiences in DLS-CSB are meant to foster your becoming a true Benildean Lasallian, called to integrate Gospel perspectives and values into your personal and professional life.

In Saints La Salle and Benilde,

Br. Victor A. Franco FSC
President and Chancellor (2007-2013)
We are pleased that you have chosen Benilde as the place to pursue your academic aspirations and to advance your career. Here you will be surrounded by a diverse set of students—creatives, business and IT leaders, hospitality professionals, global thinkers, Deaf achievers and lifelong learners. All of whom will make your learning experience—in a truly Benildean tradition—an extraordinary one.

As a graduate student in Benilde, you will collaborate with mentors who are leaders in their respective industries. You will engage in meaningful discussions with fellow learners. You will broaden your understanding of the world with your endless desire to learn new things.

We encourage you to make the most of these opportunities as you open up to new perspectives and possibilities.

Welcome to Benilde!

Robert L. Tang
Vice Chancellor for Academics
Welcome to Benilde.

Pursuing graduate studies in Benilde is more than academic advancement; it is about inspiring other learners.

Benilde is a learning community. Here, we bring out the best in each other as we believe education is a collaborative effort among mentors, learners and personnel. As you expand your knowledge and sharpen your skills, you will motivate other Benildeans by sharing your point of view, talents and expertise.

The Graduate Student Handbook is your guide to the numerous opportunities for development in Benilde. Let it encourage you to discover ways on how to make your learning experience extraordinary.

Carmelita J. Lazatin

Vice Chancellor for Lasallian Mission and Student Life
PART 1: PRELIMINARIES

OUR PATRON SAINTS

Saint Benilde Romançon
1805-1862

In recognizing the saintliness of Brother Benilde Romançon FSC, Pope Pius XI in 1928 said, “Sanctity does not consist in doing extraordinary things, but doing things extraordinarily well.”

Brother Benilde, baptized as Pierre, was an ordinary man. He was born to a poor peasant family and raised on a farm with an elder brother who was the better farmer. The ordinary peasant boy had occasion to witness the oppression of his kinfolk by the invading forces that imposed martial law on his community in Auvergne.

Enrolled in the village school, Pierre would study harder than most pupils, studying beyond school hours in the fields. The peasant son would at an early age become a tutor of prayers to his fellow children. In the fields to tend the flock of sheep, the boy Pierre would find time to read and contemplate the glory of God.

Pierre had always wanted to serve God. At 12, he took his First Communion as was customary at that time. At 13, in 1818, he first saw
the rosary praying Brothers of the Christian Schools in a market at Clermont-Ferrand. Instantly, he felt a strong desire to become a Brother, and so, at 14, the small, slightly hunchbacked, childlike boy entered the Brothers’ novitiate at Clermont after his mother won his father over to the idea of giving up a son for the glory of God.

A follower of John Baptist De La Salle, Brother Benilde loved teaching children to prepare them for their First Reconciliation and Communion. An exemplar of Lasallian spirituality, he lived well enough to enrich the quality of fraternal unity among the Brothers through prayer, song and music. Brother Benilde was assigned to schools in Aurilloc, Moulins, Lingones, Himousin, Clermond-Ferrand, and Billon until his final appointment to Sauges in 1841.

Brother Benilde spent forty years in the classroom, leading a file of prayer and close union with Jesus. His deep faith and zeal encouraged many young men to the priesthood and religious life. He was canonized in 1967.
Saint John Baptist De La Salle
Patron Saint of Teachers
1651-1719

John Baptist De La Salle, founder of the congregation called the Brothers of the Christian Schools, was born rich but lived poor. Like an ordinary man, he lent his ears and heart to the people—mainly, the underprivileged—as he prayed for God’s grace.

His education began in a deeply religious home until he was nine, which was when he attended formal schooling. At 11, he received the tonsure and at 15, he became a canon at the Cathedral of Rheims. At 19, he entered the seminary where his teaching mission first took shape, and he taught religion in the parish that served the most crime-hidden section of Paris. At 20, after the death of his parents, De La Salle became head of his family, taking charge of his younger brothers and sisters and the estate. At 27, De La Salle was ordained as a priest.

Teaching the poor was to become De La Salle’s lifework and he started to open schools for the poor, mostly in association with Adrien Nyel, a layman who came to Rheims to establish a charity school for boys.

Amid objections from relatives and friends, De La Salle not only formed a community of teachers to serve the poor but also gave away his wealth to live like the poor. The community was the nucleus of the congregation of the Brothers of the Christian Schools.
A practical innovator, De La Salle studied and found effective ways to educate the poor. He decided not to concentrate on individual tutoring and instead formed groups of pupils to be taught simultaneously. He also undertook the individual monitoring of students’ progress. Then he conducted classes in the native language of the pupils – in France, he taught in French instead of the traditional Latin.

For De La Salle, providing quality education for the poor also meant fighting crime, sin and destruction spawned by poverty, ignorance and oppression.
In accomplishing his mission, De La Salle believed firmly, solely, that God was with him.

In a letter to a close friend, De La Salle explained in a realization: “God, who directs all things with wisdom and moderation, and who does not force the will of men, wishing to have me completely occupied with the care of schools, involved me unexpectedly and in a short time, so that one commitment led to another without my being aware of it.”

De La Salle was not considered a brilliant man, but he was hardworking, practical, and armed with common sense, prudence, and good judgment. He was willing to take risks after careful deliberation and after taking wise counsel. More importantly, he put his full confidence in God. And we all know that his efforts have borne fruit. He was canonized in 1900 and was declared the patron saint of teachers in 1950.
The Lasallian Prayers

“Let us remember that we are in the holy presence of God.”

“I will continue, O my God, to do all my actions for the love of You.”

St. John Baptist De La Salle, Pray for us.

St. Benilde Romançon, Pray for us.

“Live Jesus in our hearts, forever!”
ORIENTATIONS

The De La Salle-College of Saint Benilde started as the College for Career Development of the De La Salle University-Manila in 1980. It was renamed the Community College in 1984 and became known as the College of Saint Benilde in 1988. Due to the need for expansion, the College moved to its new location at 2544 Taft Avenue, Manila in January 1989 and became an autonomous college in April 1994.

DLS-CSB recognizes the uniqueness and multidimensionality of human intelligence. As such, it offers distinctly relevant and innovative degree and non-degree programs designed for the development of professionals in the arts, design, management, service industries, computer applications in business, and other special fields of study. By stressing on excellence in educational innovation and Christian value formation, and upholding the value of individual talents and personal learning styles, the College fleshes out the concept of the multiversity that complements the thrust of its fellow district school that comprise the De La Salle Philippines.

DE LA SALLE PHILIPPINES
MISSION-VISION STATEMENT

Preamble
Deeply moved, as St. John Baptist De La Salle was, by the plight of the poor and the youth at risk, we, the members of the Lasallian schools in the Philippines, commit ourselves to the Lasallian Mission of providing a human and Christian education to the young, especially in schools, with the service of the poor as priority, in order to evangelize and catechize, to promote peace and justice, accomplishing these together as shared mission. We draw strength from the many Lasallians committed to incarnating our charism in our country today to serve the needs of Filipino youth, especially those at risk.
Declaration
Inflamed by the Holy Spirit, God’s own Fire, we declare our commitment to the following:

We shall work together as a national network of Lasallian schools in the Philippines for the efficient and effective implementation of the Lasallian Mission, following the directives of the De La Salle Brothers and the Philippine Lasallian Family as set by the General Chapter, the District Chapter and the Philippine Lasallian Family Convocation.

We shall ensure the integrity of the Lasallian Mission by setting directions and standards applicable to the Philippine Lasallian schools and by monitoring their implementation.

We shall promote the Lasallian Mission by fostering synergy, collaboration and sharing among the Lasallian schools.

We shall uphold the Lasallian values of faith, zeal for service and communion in mission.

Prayer
In all these, we, together and by association, declare our life and work to God, Who alone guarantees the fulfillment of our Lasallian dream.
The De La Salle-College of Saint Benilde

VISION STATEMENT

De La Salle-College of Saint Benilde, a member of De La Salle Philippines, is a Catholic, dynamic, and innovative learning community. Guided by the Lasallian Principles of Faith, Zeal for service and Communion in Mission, it recognizes the uniqueness of every individual and responds to the diverse needs of all learners.

MISSION STATEMENT

At DLS-CSB, we believe that it is in community that we create and nurture a learning climate promoting success through mutual support and respect for all learners. As a learner-centered institution, we recognize diversity by addressing various needs, interests and cultures.

As a community of students, faculty, staff and administrators, we strengthen our relationships through transformational experiences guided by appreciation of individual worth, creativity, professional competence, social responsibility, a sense of nationhood and our faith.

We actively anticipate and respond to individual, industry, and societal needs by offering innovative and relevant programs that foster holistic human development.

LEARNER-CENTERED PARAMETERS

Learns Continuously
Learning is a lifelong endeavor. A learner-centered individual possesses an enduring interest and willful desire to continuously improve both as a professional and as a person.

Evaluates Learning Experiences
Reflection and evaluation of learning experiences engender further learning. A learner-centered individual earnestly seeks feedback and actively takes measures to improve perceived limitations.
Advances Synergy and Collaboration
Learning is a shared mission. A learner-centered individual helps build a cooperative climate in order to achieve mutual goals and enable common understanding.

Respects Diversity
Learners are uniquely gifted. A learner-centered individual fosters climate that willingly supports and equitably treats all types of learners.

Nurtures Relationships
Sound and positive relationships promote successful attainment of learning goals. A learner-centered individual regards all relationships with respect and seeks to uphold the common good.

EDUCATIONAL PHILOSOPHY
DLS-CSB is guided by the Lasallian principles of faith, zeal for service, and communion in mission. It envisions graduates who are imbued with the Benildean Core Values of being professionally competent, socially responsible, creative, deeply rooted in faith, imbued with a sense of nationhood, and appreciative of the uniqueness of each individual.

The learning environment is founded on the belief that each student is unique and endowed by God with talents and gifts that should be understood, appreciated and nurtured. In such an environment, students develop an appreciation and respect for their own talents and gifts as well as the talents and gifts of others. To nurture these talents and gifts, the College provides an educational environment that promotes innovations through learner-centered teaching methodologies grounded on Howard Gardner’s Theory of Multiple Intelligences. The College likewise encourages responsive student activities and services.

Believing further that technology is a medium through which knowledge is transmitted; the College supports the development of computer-aided instruction and equips teachers and students with the knowledge and skills necessary for the acquisition of knowledge through modern technologies.

DLS-CSB believes that awareness of environmental concerns, service to the community, and concern for the common good are integral parts of
education. The College also believes that honesty, integrity, and meritocracy are components of personal strength that are necessary for success.

Education is a collaborative effort among teachers, administrators, support staff, students, alumni, parents and external publics. Therefore, all efforts are exerted to foster a learning community that is conducive to the cooperation and coordination of relevant activities.

Guided by this philosophy, DLS-CSB envisions students who shall achieve their full potential by developing and maintaining their love for continuing personal and professional development, and to become responsible and competent resources for Church and Nation, for the society and the global community.

**ACADEMIC HONESTY**

The De La Salle-College of Saint Benilde adheres to the following guidelines on academic honesty:

All work submitted – homework assignments, papers and examinations – are expected to be the student’s own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term “sources” includes not only published primary and secondary material, but also information and opinions gained directly from other people. The responsibility of learning the proper forms of citation lies with the individual student. Quotations must be properly placed within quotation marks and must be completely acknowledged. Whenever ideas or facts are derived from a student’s reading and research, the sources must be indicated. A student who reiterates or draws on ideas or facts used in another paper that he or she is writing, or has written, must cite that other paper as source. A computer program written to satisfy a course requirement is, like a paper, expected to be the original work of the student submitting it. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another. A student’s papers and other work are expected to be submitted to only one course. If the same or
similar work is to be submitted to any other course, prior written permission of the instructor must be obtained. If this is intended to take place in the same term, then the prior written permission of all instructors involved must be obtained.

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**THE LASALLIAN GUIDING PRINCIPLES: FOUNDAIONAL PRINCIPLES OF LASALLIAN FORMATION**

The formal articulation of what we are supposed to do today in this world as another John Baptist de La Salle is the Lasallian Guiding Principles (LGPs). It has three major components:

Formation,
Education, and
Social Development

The LGP’s answer three questions:

1. **Who are we?** (our identity, formation, governance)
2. **What do we do?** (our mission, apostolate)
3. **Who are with us?** (our context, relationships)

As we live the ordinariness of our daily lives, there are times that we experience disappointment and dissatisfaction on the way things are. Then we tell ourselves that we cannot continue living our lives like this. What are we going to do?

We have the LGP’s as our guide in our journey.
PART 2: BENILDEAN COMMUNITY NORMS

Observance of Conduct Befitting Young Christian Adults

Every member of the Benildean community has the responsibility to conduct oneself in a manner that respects the rights and freedoms of others. As such, students are expected to accord due respect for persons, property, policies, practices, and authority and shall at all times, conduct themselves in ways expected of a Benildean.

2.1 Benildean Philosophy of Discipline

Discipline is the formation and development of character according to Christian ethics. It seeks to help students grow and develop into "mature, responsible, effective and worthy citizens of the community." Discipline is also concerned with the maintenance of peace and order in the community. It seeks to create and maintain a "safe and orderly educational environment conducive to learning." While the College maintains administrative sanctions as necessary to uphold its institutional norms and ensure an atmosphere conducive to the promotion of the common good, in instilling discipline it places emphasis on inculcating values, truth, justice and social responsibility. It fosters relationships that engender a cooperative spirit through opportunities which help students make choices based on moral and ethical principles. Furthermore, discipline is aimed at fortifying character by helping students realize their true worth as members of a Christian community. Discipline also aspires to instill among the students the Benildean Core Values of being deeply rooted in faith, appreciative of the worth of each individual, socially responsible, creative, professionally competent, and a sense of nationhood. Given this philosophy, the College expects that students conduct themselves in ways that conform to, and uphold, The Student Code of Discipline that is stated as follows:

Imbued with the Benildean ideals and discipline, students are expected to:

a) Exemplify Christian values, ethics, and principles
b) Promote a just and humane community
c) Respect the rights of others
d) Be socially responsible and responsive to others
e) Preserve their good name and that of the College
f) Help maintain peace and order in the community
g) Strive to promote the Vision-Mission of the College
DLS-CSB students shall at all times observe and abide by all the laws of the land, the code of discipline and the provisions, norms, rules, and regulations prescribed by the College as well as those memoranda issued by the Commission of Higher Education (CHED). Any student found guilty of violating any such provision, norm, rule, and/or regulations shall be subject to disciplinary action as provided.

2.2 Jurisdiction of DLS-CSB

The College has jurisdiction over students while they are in the campus premises. The College also has jurisdiction over its students for acts committed outside the school and beyond school hours in the following situations:

- a) In cases of violations of school policies or regulations off campus even if it is not a school-sponsored activity; or
- b) In cases where the misconduct of the student involves his status as a student or affects the good name or reputation of the school.

2.3 The Office of Student Behavior (OSB)

In general, the Office of Student Behavior is tasked to maintain peace and order in the College in accordance with the institution’s Philosophy of Discipline.

The OSB Head formulates and implements the general operations and programs of the OSB. The Deputy Officers assist the OSB Head in the implementation of discipline programs and policies and in overseeing the daily operations of the OSB.

The Discipline Officers enforce the disciplinary rules and regulations of the College. They also assist the students through the Formation Program under the OSB.

The OSB also provides the following services to the students:

- a) issuance of certification of good moral character;
- b) initial storage of lost and found items and subsequent turnover of unclaimed items to the Security Office;
- c) issuance of forms such as, but not limited to:
  1) Clearance
  2) Temporary Pass
  3) ID Renewal Slip
  4) Violation Form
- d) documentation and recording of disciplinary cases;
- e) mediation between students; and
- f) monitoring of peace and order in the campus.
PART 3: POLICY STATEMENT OF STUDENTS’ RIGHTS AND RESPONSIBILITIES

The School offering the graduate degree program facilitates a number of programs that are a helpful guide to Benildean graduate student life. In addition, faculty members also act as academic advisers whom students may approach for help in academic-related matters. Licensed counselors, who hold office at the Center for Counseling Services, are also available by appointment. Students are encouraged to avail of the services available to them for a meaningful student life.

MUTUAL EXPECTATIONS BETWEEN DLS-CSB AND ITS STUDENTS

1. Students’ Rights

All students shall be accorded to the following rights:

a. The right to gather opinion for academic development.

b. The right to conduct research in the pursuit of academic growth and personal development.

c. The right to pursue quality education through competent and effective instruction.

d. The right to express their opinion and to give feedback regarding their curriculum to their respective School Deans or Program Chairs/Coordinators.

e. The right to consult with faculty members during the designated time and place within the school, to inquire with respect to their academic requirements and standing, as well as regarding co-curricular programs and extra-curricular activities.

f. The right to know at the start of the trimester how they will be evaluated in the courses they are enrolled in. They also have the right to see, on course card distribution day, the computation of their final grades and be shown all graded course requirements such as quizzes, midterm and final exams term papers and other projects.

g. The right to resort to procedures for the redress of their academic grievances.

h. The right to take periodic and/or final examinations despite having unpaid balances in their accounts. However, the College shall have the right to withhold the release or issuance of the students’ school records or documents, or to deny them admission for the next trimester, until all accounts due are fully paid.
1.1 Right to Information and Access

Students shall have access to all official public information on matters directly affecting their individual and/or collective welfare. All students shall have access to their own academic records, the confidentiality of which the school shall maintain.

Students with special learning needs and/or persons with disabilities have the right to access the support services to ensure that they benefit from the same resources as others similarly situated.

1.2 Right to Express Opinion

Students have the right to express their opinion and disseminate information regarding school, national, and global issues through written, oral, visual or electronic forms as long as these do not run counter to public policy, public morals, safety, and welfare.

It is best for students to identify themselves when they wish to circulate or publish their comments and reactions on matters pertaining to their fellow students, students activities, academic and administrative policies or practices, so that the intended recipient/s of the said comment/reaction could address their explanations or justifications to the right person and to the proper source of the information.

Students have the right to publish and manage regular publications reflective of responsible journalism and of the Vision-Mission of the College.

The Student Publications Office (SPO) regularly publishes the College’s official student publications.

In consultation with the Department of Student Life (DSL) Dean, the selection of SPO editors shall be made through competitive examinations supervised by an independent screening committee.
The publication staff of the Student Publications Office shall determine the content of the publications. Control or censorship by advisers of the DSL shall be discouraged unless publication content runs contrary to law or to the standards and values upheld by the College as reflected in its Vision-Mission and/or its rules, regulations and guidelines.

1.3 Right to Organize

Students shall have the right to organize democratic and representative student organizations for the promotion of Lasallian ideals and Benildean values, and in adherence to the Vision-Mission of the College. The rules and regulations governing student organizations and student governments are stipulated in the Student Involvement Manual of the Department of Student Life-Student Involvement Office (DSL-SIO).

Other offices, however, maintain their own guidelines and policies in relation to the operations of student groups under their supervision.

Student organizations shall have their own leadership structure and set their own directions, goals and objectives. They shall also responsibly manage their accounts. The DSL, through its Student Involvement Office, formulates the guidelines and policies within which the organizations shall operate.

The Student Council, being the highest representative of the student body and the expression of student power in their respective jurisdictions, shall have the right to determine policies and programs in respect to their activities, subject to their duly ratified constitution, by-laws and the guidelines in the Student Involvement Manual and in this Student Handbook.

Officers shall be elected bi-annually, that is, every other year; by the student body and the tenure of each elected officer shall be one school year, unless he or she is removed from office due to disciplinary cases or impeachment.

Students also have the right to peaceably assemble and to petition for redress of grievances.
1.4 Right to Due Process

Students subjected to disciplinary proceedings shall have the right to defend themselves, to be heard, and to present evidences on their behalf before the Student Discipline Board.

The expulsion, suspension or any other disciplinary sanction that may be taken against students shall not be valid unless the following rights have been observed and accorded the students:

1.4.1 The right to be informed in writing of the nature and cause of the accusation against them.

1.4.2 The right to defend themselves and to consult a counsel of their choice and be given adequate time for the preparation of their response.

1.4.3 The right to be heard before a designated authority or body.

1.4.4 The right to appeal decisions of the Student Disciplinary Board to the OVCA.

Under Philippine law, the Commission on Higher Education (CHED) is imbued with the authority to accept appeals contingent on the merits of any disciplinary case filed against students.

The decision in any disciplinary proceeding must be rendered on the basis of relevant and substantial evidence presented at the hearing or, at least, contained in the record and disclosed to the student involved. The deciding body must act on its own independent consideration of the facts of the case. In the event of controversial cases, the body should render a decision in such a manner that the issues involved and the reasons for such decisions are made clear to the student.

The gravity of disciplinary sanctions must be proportionate to the seriousness of the violation committed.
1.5 Right against Unreasonable Search and Seizure

No search or seizure of a student shall be deemed valid, except in the following instances:

1.5.1 Searches at the point of ingress and egress by authorized personnel of the school.
1.5.2 Seizure of illegal articles.
1.5.3 Searches that lead to the seizure of illegal articles that were inadvertently discovered by duly authorized personnel.
1.5.4 Searches made when the student is suspected of planning to commit, is committing, or just committed a crime or a serious infraction of the school's rules and regulations.
1.5.5 Searches made with a valid warrant.

1.6 Right against Militarization of the School Campus

The pursuit of academic excellence and the exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachments shall be installed in the school campus.

Military elements and/or policemen and school security forces shall not interfere with student activities. School officials may, however, request their presence in cases where there is disruption of normal school operations due to national or local emergencies such as war, natural calamities or any situation that so requires.

2. Students' Responsibilities

Benildeans are expected to abide by the duties and responsibilities of students as stipulated in Section 15 of the Education Act of 1982.

2.1 In addition to those provided for under existing laws, it is also the students' responsibility to:
2.1.1 Develop their potentials to the fullest so that they may be of responsible service to their families and to the society.

2.1.2 Strive for academic excellence, moral integrity and adhere to the rules and regulations governing their academic and moral responsibilities.

2.1.3 Promote peaceful, harmonious relationships with all the members of the academic community and help maintain order and cleanliness in the campus.

2.1.4 Participate actively and responsibly in school activities and civic affairs for the development of the community and the country.

2.1.5 Uphold, preserve and maintain the good name of the College.

2.1.6 Exercise their rights responsibly, recognizing and accepting liability for any infringement or violation of the public welfare and of the rights of others.

2.1.7 Be mindful of responsibilities that are specific to the College or are necessary for various academic processes, as well as the organized documentation of grades and other related materials. These responsibilities include:

   a) Knowing who their Graduate Program Chair is.
   b) Seeking and keeping appointments with their Graduate Program Adviser.
   c) Updating their academic flowcharts based on their course cards and having both their flowchart and course cards on hand whenever they see their Graduate Program Chair.

2.1.8 Providing their Graduate Program Chair with their transcript of records, certificate of grades and ther related documents relevant to the academic advising process, whenever necessary.

2.1.9 Knowing important dates in the College calendar and complying with relevant deadlines.

2.1.10 Obtaining their own copy of this Student Handbook and abiding by the policies and procedures herein.

2.1.11 Securing all clearance needed prior to encoding for the following term.

2.1.12 Knowing the registration/encoding schedules and abiding by them accordingly.
2.1.13 Settling their accounts with the Cashier at the Accounting Office on time.
2.1.14 Keeping themselves informed of College announcements and changes in procedures and processes.
2.1.15 Securing information and/or assistance from other offices or departments in the College and knowing what facilities and services are available to them.

3. **COMPLIANCE WITH DLS-CSB POLICIES AND PHILIPPINE LAWS**

By admission to or attendance at DLS-CSB, a student accepts the responsibility to know the contents of this Handbook and comply with the provisions stated herein. DLS-CSB students shall, at all times, abide by all the laws of the land and adhere to the norms and regulations prescribed by the College.

Ignorance of these provisions does not excuse students from compliance and from the sanctions stipulated herein.

4. **COMPLETION OF ALL CURRICULAR AND CO-CURRICULAR REQUIREMENTS**

DLS-CSB advocates a well rounded education. Students must fulfill all their academic requirements and complete all the other institutional programs.

4.1 Give due respect to people without prejudice against their sex, creed, race, status, political affiliation, disability, age and other attributes.

4.2 Respect the Catholic religious practices observed in the College. Students must pause during the Angelus and show reverence during class prayers as well as in all liturgical and para-liturgical activities. (See also Section 5.6.1.28)

4.3 Participate actively in the learning process within and beyond the classroom. Students are expected to conform to agreed-upon classroom policies and they must also comply with the rules and regulations set by other offices within the College.

4.4 Observe honesty in one’s academic work, in dealing with other members of the community and in the use and
disposition of College and other private equipment/property/assets. In consonance with this, students are expected to turn over to the Office of Student Behavior (OSB) all lost objects that they may find.

4.5 Comply with the instructions received from persons such as, but not limited to, teachers, counselors, student advisers, coaches/trainers, discipline officers, security personnel and all other administrators imbued with authority, as they act in the best interest of the students.

4.6 Comply with the instructions received from persons such as, but not limited to, teachers, counselors, student advisers, coaches/trainers, discipline officers, security personnel and all other administrators imbued with authority, as they act in the best interest of the students.

4.7 Recognize the sensibilities of others by dressing properly in accordance with the Campus Dress Code and by adhering to the conventions of good grooming. Students are expected to dress modestly, decently and in a manner appropriate to a formal academic learning environment. (Examples of apparel deemed inappropriate in the campus are illustrated in Appendix I.) As part of students’ professional training, they are required to adhere to the prescribed dress code for their particular discipline, or for particular academic functions such as their thesis defense, class presentations, reports and other activities. Students’ guests are expected to abide by the College’s dress code policy as well.

4.8 Recognize the hazards of smoking to people’s health. As such, all DLS-CSB campuses are no-smoking premises. Students are also prohibited from smoking in all other College-owned or leased property, including vehicles.

4.9 Handle campus facilities/equipment with reasonable care and use them only for their intended purpose. Students are allowed to use school facilities and equipment for business meetings, social, cultural and recreational activities subject to regulations governing their use.
a) Cell phones and other electronic communications devices must be kept in silent mode inside the classroom, the library, the chapel and during all official school functions.

b) For the safety and security of all concerned, co-and extra-curricular activities in campus must end at 10:00 p.m., beyond which, prior approval of the School Dean or the DSL Dean is required. The presence of faculty and/or an administrator organizer is also required during the entire duration of any activity that extends beyond the 10:00 p.m. cut-off.

4.10 Accord all visitors utmost courtesy. When inviting guests for course-related or for extra-curricular activities, students should consult their academic chairpersons or the Dean and/or Coordinators of the Department of Student Life, respectively.

  a) It is also expected that students coordinate with the concerned offices regarding entry permits, parking arrangements and other necessary logistics.
  b) It is also the students’ obligation to brief their visitors on campus decorum.

4.11 Inform and obtain an endorsement from the pertinent College authorities for off-campus invitational activities. Students may participate as official representatives or delegates of the College only with the endorsement/approval of the School Dean or the Dean of Student Life.

4.12 Inform and obtain an endorsement from the pertinent College authorities for off-campus invitational activities. Students may participate as official representatives or delegates of the College only with the endorsement/approval of the School Dean or the Dean of Student Life.
PART 4: ADMISSION AND REGISTRATION

A bona fide student of DLS-CSB is someone who has submitted all the necessary documents required by the Admissions Center and the Registrar’s Office and has made initial or full payment for the trimester.

However, submitted documents found to be spurious, tampered, or falsified, nullifies the student’s admission to the College.

Admission Requirements

An undergraduate degree in a related field and a number of years of work experience in supervisory position are the minimum qualifications for application to the graduate program.

Applicant who meets the above qualifications and passes the graduate entrance examinations will be scheduled for an interview with the Dean/Program Chairperson. Qualified applicants may subsequently proceed directly to earn the units towards the master’s degree.

Applicant with an undergraduate degree from an unrelated discipline but with a number of years of work experience in the industry may qualify to take the graduate entrance examinations:

- For the School of Hotel, Restaurant and Institution Management (SHRIM) – at least nine (9) units of core + two years related work experience
- For the School of Management and Information Technology (SMIT) – at least twelve (12) units of core HR subjects + two years related work experience

In addition to the above provisions, an international student is required a valid student visa for the entire duration of the trimester. International students are advised to coordinate closely with the International Students Unit of the Student Involvement Office under the Department of Student Life for proper documentation. The Registrar’s Office reserves the right to invalidate, without prior notice, the enrollment of international students with invalid or expired documents.
Transferees

The Admission Center accepts transferees every first trimester of the school year. No transferees are accepted on the second or third trimesters.

Transferees are subject to the same admission policies and procedures as incoming freshman. Further, no advanced credits shall be granted to a transferee; all courses towards the degree must be earned in residence.

Registration and Enrollment Procedures

Students are advised to closely follow the course load and sequence indicated in their curriculum flowcharts. They may carry a full load of nine (9) to twelve (12) units or a minimum of three (3).

Enrollment procedures are as follows:

1. Student accomplishes proceeds to the Graduate Program Chair and fills in the registration form indicating courses s/he intends to enroll for the succeeding term
2. Student proceeds to his/her Graduate Program Adviser for approval of the courses to enroll.
4. Student proceeds to the accounting office to pay his/her tuition and fees, thereby confirming his/her enrollment.

Course Adjustment

Students who decide to make changes in their enrollment may do so during the adjustment period. Enrolled courses may be partially or fully dropped or withdrawn. Course(s) dropped before the start of classes shall be subject to full refund. Otherwise, the following fees shall apply:

- 25% of the assessed course tuition fee if course is dropped during the first week of classes.
- 50% of the assessed course tuition fee if course is dropped during the second week of classes
Course adjustment beginning the third week to the fifth week of classes is subject to withdrawal policies and procedures, and charged with a 100% of the total assessed course fee. No application for withdrawal will be accepted by the Registrar’s Office beyond the fifth week of classes.

**Student ID Card**

The student ID card is issued by the Office of the Registrar. Payment of tuition and fees, whether initial or full, validates the student’s ID card for the whole term. A validated ID card entitles the student to the following benefits:

1. entrance to the different campuses of the college
2. use of college resources, e.g., libraries and computer laboratories
3. use of ID card as a cash card, subject to arrangements with the accounting office.

The ID card is invalidated immediately after the term’s grades consultation day and will be validated again upon the accounting office’s receipt of payment for the succeeding term.

**Leave of Absence**

Students who will not enroll in the succeeding term must either apply for a leave of absence (LOA) or file for residency. LOA means that the student will not enroll any course in the succeeding term and will not be accessing any of the college campuses, neither needing nor using any of the college’s resources. A student on LOA has an invalid ID card for the term(s) covered by an LOA.

Duly accomplished LOA form must be received by the Registrar at least one day before the start of term’s classes. Failure to file for LOA renders the student on AWOL (absence without leave) status.

A residency, on the other hand, allows the student access to the campus and use of campus facilities even if they are not enrolled in any course. A residency is usually filed by a student who has earned an incomplete in the preceding term and must lift the incomplete grade in the succeeding term. Residency status is filed at the office of the registrar and residency
fees are paid at the accounting office. Payment of the residency fees validates the ID card, which in turn allows the student access to the campuses and use of campus facilities.

Duly accomplished residency form must be received by the Registrar within the first week of the term’s classes and residency fees must be received by the accounting office no later than the second week of classes. Otherwise, student is considered on ‘forced leave’ or AWOL status.

Returning Students

The students’ prior academic performance, record of conduct and clearance from prior financial and other obligations from the College shall be considered in determining returning students’ eligibility for re-enrollment. Applications for returnee status are subject to the approval of the Registrar.

Returning students on LOA status shall file for a returnee status at least one week prior to the start of the term. Returnee form may be secured from the Office of the Registrar. Once returnee status is approved student may pay for the returnee fee and proceed with enrollment.

Returning students on AWOL status must secure clearances and pay for AWOL fee and returnee fee.

Returning students shall follow the current master’s degree program curriculum. If the curriculum has been revised then student must file an application to the Registrar for course equivalencies with the old curriculum.

- Returning students who are on leave of absence (LOA) or absence without leave (AWOL) status may be required to enroll in remedial classes for a total of at least twelve (12) units

Maximum Residency Policy

Graduate school students are encouraged and expected to have complied with all curricular and co-curricular requirements within seven (7) years of residency. LOAs and AWOLs are included in the count of residency. However, should students need an extension of residency for reasons deemed valid by the School Dean, students may be granted by the Registrar additional terms to earn their degrees.
Forfeiture of residency status may also be declared by the Discipline Board of the Department of Student Life’s Office of Student Behavior. The disciplinary retention policy applies if a student has been found guilty of two major offenses.

PART 5: ACADEMIC REQUIREMENTS AND REGULATIONS

On Academic Performance

Students are advised to regularly seek academic advisement in order to maximize their learning performance. They may approach their assigned Graduate Program Advisers or their Graduate Program Chairperson and/or the School Dean.

Academic Integrity

Driven by the Lasallian Guiding Principles the De La Salle-College of Saint Benilde Graduate School promotes and supports a culture of academic integrity in order to ensure quality teaching, learning and research. Every student commits to adhere to the College’s policy on academic integrity in all academic undertakings.

Towards its students’ Benildean-Lasallian formation, the College views academic integrity as follows:

Academic integrity requires faithful observance to the values of honesty and respect for the intellectual efforts of oneself and others.

Academic integrity applies not only to the form and content of formal course requirements but also includes the processes employed and the use of resources of the College.

Adherence to academic integrity includes the commitment not to engage in acts constituting plagiarism, which is defined in the Black’s Law Dictionary as the act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one’s own mind, and copyright infringement, which refers to the violation of any of the rights granted to the owner of a copyrighted work. Furthermore, academic integrity entails strict observance of the limitations of fair use as defined under applicable intellectual property laws.
Therefore, every student of the Graduate School:

- **AFFIRMS** that all work submitted for academic credit is the student’s own work;
- **COMMENTS** that all outside resources, support or assistance shall be acknowledged;
- **PLEDGES** to be truthful about his or her academic and professional status at all time; and
- **EXPECTS** and is assured of Academic Integrity from each of their peers.

*(See Appendix B for the legal basis on academic integrity)*

**Grading System**

In general, the number and length of class meetings per term determines the course credits. Thus, a class meeting three (3) hours per week for one term translates to three (3) units of credit. Some exemptions include classes with laboratory components or extended classes.

For credit courses, except those marked as Pass (P) or Fail (F), DLS-CSB follows a numerical grade point system.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>97-100</td>
<td>4.000</td>
<td>Excellent</td>
</tr>
<tr>
<td>93-89</td>
<td>3.500</td>
<td>Superior</td>
</tr>
<tr>
<td>89-92</td>
<td>3.000</td>
<td>Very Good</td>
</tr>
<tr>
<td>85-88</td>
<td>2.500</td>
<td>Good</td>
</tr>
<tr>
<td>80-84</td>
<td>2.000</td>
<td>Satisfactory/Pass</td>
</tr>
<tr>
<td>79 and below</td>
<td>R</td>
<td>Repeat</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawn</td>
</tr>
<tr>
<td>A</td>
<td></td>
<td>Audit</td>
</tr>
<tr>
<td>9.9</td>
<td></td>
<td>Deferred Grade</td>
</tr>
</tbody>
</table>

The grading system is further explained as follows:

1. A graduate student must earn a minimum grade of 2.0 (equivalent to 80-84%) in order to earn credits for the course.
2. A grade of R means that the student did not earn any units for the course and, therefore, has to re-enroll (repeat) it.

3. A deferred grade of 9.9 is a temporary grade, and it applies to practicum, thesis, and other courses as identified by the department. The various academic programs maintain specific rules for the application of this grade.
   
a. A deferred grade must be lifted within three terms. A deferred grade that is not lifted by the end of this period is automatically assigned a failing grade, or R, and the student must re-enroll the course. The Office of the Registrar converts to “R” all 9.9 grades that are not lifted within the prescribed period.

4. A withdrawn course earns a grade of “W” and is counted towards a student’s residency.

Retention policy

The graduate school of studies is subject to a more exacting academic rigor than the undergraduate studies. All graduate students are subject to the following conditions in order to retain their residency status:

1. Must not have earned more than three failing marks. Three grades of “R” render a student ineligible for re-enrollment/re-admission to the graduate study program.

2. Must have earned and completed all academic requirements, including final project or thesis, towards the degree where s/he was admitted, beginning from the first trimester of enrollment. This means that all leaves of absence, whether official or not, are counted towards the residency.

Academic Requirements

The following may be the bases for the final grades: projects, case studies, examinations, research papers and other similar requirements as indicated in the course syllabus.
Attendance

A graduate student is expected to comply with all course requirements, including attendance to course meetings. A student who has been absent for more than 20% of the total course sessions shall earn a grade of “R”, shall not earn units towards the course, and must re-enroll it.

A faculty member is likewise expected to diligently meet his/her class as scheduled.

The faculty member is advised to inform the Registrar in case of research days and alternative classes.

Graduation Requirements

Students expecting to graduate at the end of the term are required to attend the graduation orientation as arranged by the Office of the Registrar. Guidelines for graduating students are distributed during the orientation.

Students should apply for the evaluation of their academic records with their respective records-in-charge (RIC) one trimester prior to their graduation term. Students should follow up the results of evaluation after two weeks.

Prospective graduates should file their Letters of Intent (LOI) to graduate with their respective RICs on or before the deadline for submission of the same.

Only students who have successfully completed all the requirements of their academic courses and have satisfactorily complied with all co-curricular requirements, including discipline formation program, if any, are eligible for graduation.
Graduation Honors

The following academic honors are awarded to graduating students who meet the following requirements stated:

<table>
<thead>
<tr>
<th>Graduation Honors</th>
<th>Grades Requirement</th>
<th>Benildean Behavior</th>
<th>Cumulative Grade Point Average (CGPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Distinction</td>
<td>No grade of R and/or W</td>
<td>No minor and/or major offense</td>
<td>3.60 – 3.79</td>
</tr>
<tr>
<td>With High Distinction</td>
<td>No grade of R and/or W</td>
<td>No minor and/or major offense</td>
<td>3.80 – 4.00</td>
</tr>
</tbody>
</table>

Graduation special awards are also granted by the respective schools. Students are advised to consult with their respective chairpersons for the criteria for these awards.

PART 6: Graduate Student Fees

All financial business should be transacted through the Finance Department at the Students Accounts and Cashier Windows or in any authorized collecting bank. Enrollment is not official unless payment is acknowledged by the Finance Department through the issuance of Official Receipt (OR).

Payment confirms enrollment. Graduate students with outstanding accounts will not be allowed to enroll in the succeeding term and their Transcript of Records and other certifications will be withheld until the balance is settled.

Information regarding tuition and other fee is posted on the bulletin boards of the Finance Department. A copy of the tuition and fees breakdown may be requested from the Office of the Registrar.
Graduate student may opt to pay at the Finance Department in cash, check, or credit cards, or directly with the bank through its various payment facilities if applicable.

Payment through the authorized bank requires the graduate student to submit to the Finance Department the lower/assessment portion of the Enrollment Assessment Form (EAF) together with the bank form or slip that supports the payment. Payment through credit card requires the presentation of a valid ID by the credit card holder.

Payment by check is encouraged for security reasons. Postdated checks shall not be accepted. Checks shall be currently dated and not stale, meaning dated six (6) months or more prior to the actual date of payment. Any marks of alteration on the check (e.g., misspelled words, wrong date or the wrong amount over the correct one) should be countersigned by an authorized signatory. At the back of the check, the following correct information shall be written: student’s name, ID number, degree program, address and telephone number.

**Schedule of Fees**

All students must comply with the following guidelines for the payment of tuition and other fees:

1. Full payment may be made up to the second week of classes. Freshmen and transferees shall pay their tuition and other fees in full every term for one (1) school year.

2. Payments done on an installment basis are subject to the following schemes:
   
   a. Before the start of classes, 50% of the tuition and 100% of all other fees, plus an installment fee of P500.00 are due.
   b. Before the midterm examination period, the remaining balance of 50% is due.

Students who fail to pay the balance on the due date will be allowed to complete the remainder of the term. However, such students will not be allowed to enlist for the next trimester. In addition a surcharge will be imposed upon payment of the balance:
During midterm examinations but before finals P250.00
During final examinations onwards P500.00

3. Upperclassmen may also opt to avail of the deferred payment plan. The following payment scheme applies:

a. Before the start of classes, 25% of the total tuition and 100% of other fees plus an installment fee of Php 500.00
b. Before the midterm examinations, 50% of the tuition; and
c. Before the final examinations period, 25% of the tuition.

Students who fail to pay the balance on the due date will be allowed to complete the remainder of the term. However, such students will not be allowed to enlist for the next trimester. In addition a surcharge will be imposed upon payment of the balance:

During midterm examinations but before finals Php250.00
During final examinations onwards Php500.00

Late Payment

Tuition and fees must be paid before the start of classes. Late Registration Fee (LRF) is charged in the following:

Payment made within the first week of classes - Php500.00
Payment made within the second week of classes - Php1,000.00

No initial payment shall be accepted beyond the second week of classes. Consequently, the Registrar’s Office will not process enrollment beyond the second week of classes.

Graduate students with grants/scholarships must submit to the Finance Department their financial assistance certification within the deadline imposed on regular students; otherwise, they will also be subject to late payment fees.

Graduating Students

Only graduating students without outstanding accounts will be given clearance to graduate. No credentials will be released with outstanding accounts.
Deterrent Fees

Deterrent fees are imposed in order to stress the importance of following enrollment procedures, due dates and safeguarding documents related to admissions and enrollment. The collected fees are pooled to the Lasallian Scholarship Fund.

Graduate students who are issued official forms, documents, and other records by the College, such as flowcharts and Enrollment Assessment Forms (EAF), under normal or usual procedures and subsequently seeks replacement for such forms, documents or records shall be charged deterrent fees.

Returned Checks

The responsibility for ensuring that the validity of the check issued to DLS-CSB rests with the graduate students. They should make sure that the bank honors their check. Otherwise, they should settle their account immediately by paying in cash or Manager’s Check (MC). Failure to do so will automatically result in the deletion of the student’s name from the official enrollment list. Graduate students who paid within the regular enrollment period but whose checks were subsequently dishonored will be charged a penalty of Php500.00. Graduate students whose checks are not honored can no longer make subsequent payments to DLS-CSB using personal checks within a period of one (1) year; only cash and MC will be accepted from them.

Refunds

Refunds/credit memo due to graduate students’ overpayment, total withdrawal, separation from the College or from their decision to discontinue schooling after having paid the tuition are made according to the following memorandum from the Commission on Higher Education:

“Tuition Charges: A student who transfers or otherwise withdraws in writing, within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month may be charged twenty five percent of the total amount due for the term if s/he withdraws within the first week of classes, or fifty percent if within the second week of classes, regardless of whether or not s/he has actually attended classes. The student may
be charged all the school fees in full if s/he withdraws anytime after the second week of classes.

However, if the transfer or withdrawal is due to a justifiable reason the student shall be charged the pertinent fees only up to or including the last month of attendance.” [Sarmiento, Education Law and the Private Schools, Section 100, p. 446 (2009).]

In cases of total dropping/cancellation of enrollment for the term, students shall secure and submit to the Office of the Registrar, within the first two weeks of class, the Application for Refund/Credit Memo Form which is completed in duplicate. The Registrar shall verify the validity of the reason for refund.

Students should file for refund/credit memo within the first week of classes.

Checks for approved claims may be collected from the Finance Department beginning the eight week of class.

Students may opt to credit excess payment or refunds to the next term’s tuition and fees instead of collecting them through checks.
APPENDIX A-1

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES (REPUBLIC ACT NO. 7877)

SEC. 1 Title — This Act shall be known as the “Anti-Sexual Harassment Act of 1995.”

SEC. 2 Declaration of Policy — The state shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SEC. 3 Work, Education or Training Harassment Defined — Work-, education- or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, or any other person, who, having authority influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request, require for submission is accepted by the object of said Act.

A. In a work-related environment or employment, sexual harassment is committed when:

(1) the sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of an individual with favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor resulting in the limiting, segregating or classifying of the employee, which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect the said employee;

(2) the above acts impair the employee’s rights or privileges under existing labor laws; or

(3) the above acts result in an intimidating, hostile, or offensive environment for the employee.
B. In an education or training environment, sexual harassment is committed:
(1) against one who is under the care, custody or supervision of the offender;
(2) against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
(3) when the sexual favor is made as a condition to the giving of a passing grade, or the granting of honors and scholarships or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
(4) when the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice. Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be held liable under this Act.

SEC. 4 Duty of the Employer or Head of Office in a Work-related Education or Training Environment — It shall be the duty of the employer or the head of the work-related, educational or training environment or institution to prevent or defer the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:
(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedures for the investigation of sexual harassment cases and the administrative sanctions therefore. Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment. The said rules and regulations issued pursuant to this sub-section (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.
(b) Create a committee on decorum and investigation of cases on sexual harassment.

The committee shall conduct meetings as required with the officers, employees, teachers, instructors, professors, coaches, trainers, students and trainees to increase understanding and prevent incidents of sexual harassment. It shall conduct the investigation of alleged cases constituting sexual harassment. In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union (if any), the employees from the supervisory rank, and from the rank and file employees.
In the case of the educational or training institutions, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches, and students or trainees, as the case may be. The employer or head of the office, educational or training institutions shall disseminate or post a copy of this Act for the information of all concerned.

SEC. 5 Liability of the Employer, Head of Office, Educational or Training Institution — The employer or head of the office, educational or training institution shall be solidly liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of the office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

SEC. 6 Independent Action for Damages — Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SEC. 7 Penalties — Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of no less than one (1) month nor more than six (6) months, or a fine of not less than ten thousand pesos (10,000) or more than twenty thousand (20,000), or both such fine and imprisonment at the discretion of the court. Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SEC. 8 Separability clause — If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SEC. 9 Repealing Clause — All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SEC. 10 Effectivity Clause — This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.
APPENDIX A-2

ACTS CONSTITUTING SEXUAL HARASSMENT

1. Acts Constituting Sexual Harassment

2. Place or Condition of Commission
   2.1. Sexual harassment may be committed on- or off-campus in activities sanctioned by the College/School or a Center/Office such as, but not limited, to the following:

   2.2. College-initiated educational activities (both curricular and extra-curricular).
   2.3. Student-initiated social, cultural, and spiritual activities approved by the College or any representative thereof.

3. Forms of Prohibited Acts

   3.1. Physical assaults of a sexual nature such as, but not limited to:
       3.1.1. Rape, sexual battery, molestation, or attempts to commit these assaults.
       3.1.2. Intentional physical conduct, which is sexual in nature such as touching, pinching, patting, grabbing, brushing against the victim’s body, or poking the victim’s body.

   3.2. Unwanted sexual advances, propositions, or other sexual comments such as but not limited to:
       3.2.1. Sexually-oriented gestures, noises, remarks, jokes, or comments about a person’s sexuality or sexual experience directed at or made in the presence of the complainant who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.
       3.2.2. Preferential treatment or promise of preferential treatment to the complainant for submitting to sexual conduct, including soliciting or attempting to solicit any student to engage in sexual activity for compensation or reward.

   3.3. Subjecting or threats of subjecting the complainant to unwelcome sexual attention or conduct, or intentionally making the performance of the complainant’s tasks more difficult
because of the complainant’s refusal to accept the offender’s advances.

3.4. Overt sexual advances such as, but not limited to, requests or demands for sexual favors, i.e., going on dates, outings or the like for the same purpose.

3.5. Asking questions or giving comments with sexual undertones.

3.6. Sexually discriminatory displays or publications such as, but not limited to:
   3.6.1. Displaying pictures, posters, calendars, graffiti, objects, promotional or reading materials, or any other material that may be sexually suggestive, demeaning, or pornographic.
   3.6.2. Bringing to the study environment or possessing any such material to read, display, or view.
   3.6.3. Reading or otherwise publicizing in the study environment materials that are in any way sexually revealing, suggestive, demeaning, or pornographic.
   3.6.4. Displaying signs or other materials for the purpose of discriminating or segregating the complainant by sex in the educational environment, including restrooms and similar semi-private lockers or changing rooms.
   3.6.5. Communicating, in whatever form, any obscene or sexually suggestive or demeaning message.

4. Retaliation for sexual harassment complaints such as, but not limited to:
   4.1. Disciplining, using schoolwork or assignments as leverage, providing inaccurate information, or refusing to cooperate or discuss College-related matters with complainants because of their grievance on harassment, discrimination, or retaliation.
   4.2. Intentionally pressuring, falsely denying, lying or otherwise covering up or attempting to cover up conduct such as described in any aforementioned item.
   4.3. Other acts that may be construed as related to the above, as the aforementioned shall not be taken as an all-inclusive list of prohibited acts under these policies and guidelines.

5. Procedures for Reporting Prohibited Acts
   5.1. Complaint. Complaints must be in writing, under oath, and filed to the Chair of the Committee by the aggrieved party or by any
member of the community who has direct knowledge of the commission of the act accused of or by the College.

In any event, the victim or the aggrieved party shall be the principal witness. The written complaint shall contain the following information:

a) Subject of the complaint, name of the person or persons against whom the complaint is filed.
b) A narrative incident report detailing all pertinent and relevant facts of the case.
c) Sworn affidavits of witnesses, if any.

The Chair shall send to the respondent a written notification of the complaint filed against him or her. The notification should be attached to a copy of the complaint and sent to the respondent at least five (5) days before the scheduled hearing.

5.2. Response

a. The respondent shall be required to answer the complaint in writing and under oath within three (3) days of receipt of the complaint.

b. The respondent waives his or her right to defense if he or she fails to file a response within the stipulated period. Not responding to the complaint shall likewise be taken as an admission of the allegation.

6. Notice of Hearings

Notification and hearings are mandatory in any adjudication involving sexual harassment. The case shall be scheduled for hearing whether or not the respondent files an answer. The corresponding notice of hearing shall be issued by the Sub-Committee to the parties concerned. Hearing shall be governed by the following provisions:

a) The right to administrative process of complainants and respondents shall be respected and safeguarded.
b) The Chair of the Sub-Committee shall exercise complete control over the proceedings at all stages.
c) The amount of evidence required adjudicating the complaint will be substantial evidence in accordance with law and jurisprudence. Evidence (testimonial or documentary) shall be limited to the allegation in the written complaint or answer.
d) The case shall be dismissed should the complainant fail to appear during the scheduled initial hearing despite notice. On the other hand, should the respondent fail to appear for the initial hearing despite due notice and without sufficient cause, this shall be put on record, and the hearing shall proceed ex parte without prejudice to the right of the respondent to be present in and to be notified of subsequent hearings.

e) Any member of the Sub-Committee may propound questions to the parties concerned and their witnesses for clarifications.

f) Any party may avail himself of counsel or a lawyer. But it shall be the full responsibility of the parties to inform their legal counsel of the schedule of hearings. In any event, the Chair of the Sub-Committee shall exercise full control of the proceedings of all stages, and parties involved, including their respective counsels, should adhere strictly to the administrative rules. The Chair shall use every reasonable means to ascertain the facts objectively without regard to the technicalities of the law or procedure. The Chair and the members of the Sub-Committee may interpellate and raise clarificatory questions, but representative counsels for each party shall be discouraged from engaging in cross-examinations. Parents of the parties present during the hearing shall be admitted as observers.

g) The Sub-Committee shall have the option of having complainants, respondents, and witnesses confront each other to determine the veracity of the complaint. However, this option shall be taken only when necessary to resolve the complaint.

   Witnesses shall testify under oath.
   Hearings shall be conducted on the scheduled dates.
   Postponements shall not be allowed except in meritorious case

h) Should the respondent fail to appear at the initial hearing after due notice and without sufficient cause, the absence will be noted.

The Sub-Committee shall proceed to receive evidence for the complainant. In the event that no additional evidence is submitted, the Sub-Committee shall render judgment based on the merits of the evidence presented and admitted. In the event that additional evidence is submitted, the respondent shall be informed thereof and shall have the right to adduce evidence on his behalf.
7. Decisions

7.1. The Sub-Committee shall make decisions regarding the complaint within five (5) working days from the time the hearing is terminated. In no case will the hearings extend 30 working days from its commencement, unless for extremely valid emergency reasons unanimously recognized by the Sub-Committee in an appropriate resolution.

7.2. The decision must be in writing, clearly stating the facts of the case, the law applicable, and the disposition of the complaint.

7.3. The decision must be approved and signed by a majority of the Sub-Committee members who heard the case. Dissenting members must briefly state the basis of their opinion.

7.4. Copies of the decision shall be submitted by the presiding officer of the Sub-Committee to the Chair of the Committee on Decorum within a reasonable period of time.

7.5. The Committee shall distribute copies of the resolution to the parties involved and furnish the President with the copy.

7.6. Sanctions shall be determined according to the gravity of the case. Depending on the gravity of the offense, the applicable penalties in cases of proven sexual harassment may be as follows:

   a) Severe reprimand.
   b) Suspension without pay, with prejudice to subsequent promotion, reclassification, and grant of permanent appointment.
   c) Dismissal from the College upon clearance from the Department of Labor and Employment.

8. An individual’s first proven offense of assault or threat of assault, including assault of a sexual nature, shall result in dismissal.

9. The commission of acts other than assault may result in, if the circumstances so warrants, non-disciplinary oral counseling, a written warning, suspension, or discharge upon the first and/or second proven offense, depending upon the nature and severity of the misconduct.

10. Alleged retaliation against a complainant shall result in non-disciplinary oral counseling. Any form of proven retaliation, however, will result in suspension or discharge upon the first proven offense, depending upon the nature and severity of the retaliatory acts; and discharge upon the second proven offense.

11. In cases where the applicable penalty appears harsh or incongruent to the offense or the circumstances, the Sub-Committee will still
impose the appropriate penalty under these rules. The Committee may, in such cases, recommend to the President that such imposed penalty be commuted or reduced according to their discretion.

12. Appeal
12.1. The party aggrieved by the decision of the subcommittee may file an appeal to the President through the Committee within five (5) working days upon receipt of the decision.
12.2. The appeal of a decision does not delay the execution of the sanction meted by said decision, unless the President—in the exercise of discretion and considering the gravity of the offense and the circumstances of the case and/or the complainant—orders the suspension of the execution of the penalty until a decision on the appealed has been reached.
12.3. The decision shall become final and executory if the appeal is not received within the indicated period of time.
12.4. The President shall render a decision on the appeal within reasonable time from receipt of the records or submission of the last required pleading, if any. Such decision will be immediately applicable, final, and executory.

13. Resort to the Courts
13.1. All complainants, respondents, and witnesses, upon submission to the jurisdiction of the Committee on Decorum and the Sub-Committee on Sexual Harassment, shall be bound to respect the proceedings therein and required to wait for final termination thereof, including appeal proceedings, before resorting to the courts
13.2. Nothing herein, however, shall be interpreted, construed or deemed to diminish the rights of the parties as provided by law.

14. Malicious Prosecution
14.1. While the College is totally committed to safeguarding the rights of all members of the academic community against sexual harassment, it is also the policy of the College to protect the same members from any malicious accusation and prosecution involving alleged acts of sexual harassment that may be in fact baseless or even non-existent.
14.2. While recognizing that sexual harassment involves the use of power and authority by a superior against a subordinate, it must be conceded that the threat to accuse and prosecute
another involving alleged sexual harassment is also an act of wielding power over another.

14.3. To deter malicious, vindictive, or baseless accusation and prosecution involving alleged acts of sexual harassment, the College shall:
   a) Require that all pleadings filed with the Sub-Committee be sworn to under oath and duly notarized.
   b) Endeavor to place the complainant, respondent, and witnesses under oath whenever asked to testify before the Sub-Committee.
   c) Observe the demeanor of the complainants, respondents and witnesses to validate their credibility and that of their claims and testimonies.

14.4. The Committee on Decorum and Investigation shall promulgate the appropriate policies and guidelines respecting this matter and accordingly, publish the same for the information and guidance of the entire academic community.

Note: Appeals should follow the organizational hierarchy.

Appendix B

ACADEMIC FREEDOM

Article XIV, Section 5 of the 1987 Philippine Constitution states, “academic freedom shall be enjoyed in all institutions of higher learning”. The only limitation to academic freedom is when the exercise of such substantially affects public interests requiring restraint.

Meanwhile, Republic Act No. 7722 known as the “Higher Education Act of 1994” states:

Guarantee of Academic Freedom – Nothing in this Act shall be construed as limiting the academic freedom of universities and colleges. In particular, no abridgement of curricular freedom of the individual educations institutions by the Commission shall be made except for: a) minimum unit requirements for specific academic programs, b) general education distributions
requirements as may be determined by the Commission; and c) specific professional subjects as may be stipulated by the various licensing entities. No academic or curricular restriction shall be made upon private educational institutions, which are not required for chartered colleges and universities."

Indeed, educational institutions are given the discretion to determine their own objectives and to establish its own systems and tools to best attain those objectives without undue interference.

Section 185.1 of the Intellectual Property Code provides:

The fair use of a copyrighted work for criticism, comment, news reporting, teaching, including limited number of copies for classroom use, scholarship, research, and similar purposes is not an infringement of copyright. Decompilation, which is understood here to be the reproduction of the code and translation of the forms of a computer program to achieve the interoperability of an independently created computer program with other programs may also constitute fair use under the criteria established by this section, to the extent that such decompilation is done for the purpose of obtaining the information necessary to achieve such interoperability.

In determining whether the use made of a work in any particular case is fair use, the factors to be considered shall include:

a. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;

b. The nature of the copyrighted work;
c. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

d. The effect of the use upon the potential market for or value of the copyrighted work.

Fair use extends to unpublished works, as provided under Section 185.2:

The fact that a work is unpublished shall not by itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

Likewise, under certain specific limitations Section 187.1 authorizes the private reproduction of a published work in a single copy without need of permission of the copyright owner, where the reproduction is made by a natural person exclusively for research and private study. Students of the Graduate School are enjoined to diligently observe the parameters of fair use.

4.0 Guidelines for Students

1. General Responsibilities

   a. A student shall not in any manner, express or implied, claim another’s work to be his or her own.
   b. A student shall not to any extent, aid another student’s failure to maintain academic integrity.
   c. A student shall exercise utmost diligence when using or referring to others’ intellectual property;
   d. A student shall uphold the principles of academic integrity at all times.

2. Illustrations of violations of Academic Integrity

   The following acts are examples of violations of the policy on academic integrity:
   a. Plagiarism including assisting another student to commit acts of plagiarism.
   b. Knowingly indicating false or misleading attribution or citation of sources.
c. Negligently indicating wrong attribution or citation of sources.
d. Using, obtaining or providing unauthorized assistance on examinations, papers or any academic work.
e. Creating or submitting fictitious data to support academic work.
f. Forgery of signatures in any certification or recommendation or submission of falsified requirements, for admission to or continued stay in the Graduate School.
g. Misrepresenting one’s academic accomplishments or professional status.
h. Unauthorized reproduction, copying or transmission of lectures, course materials and other instruction materials, including their derivations, for sale or distribution without the express permission of the faculty, academic staff or student who is the original source of the materials.
i. All other forms of intellectual dishonesty.

3. Infonet Use

The responsibility of every student of the De La Salle-College of Saint Benilde Graduate School under the policy on academic integrity, extends to the proper use of computers and information network systems (“IT Systems”) of the institution.

Every student of the Graduate School shall be responsible for knowing and complying with the existing Infonet Use Policy of the De La Salle-College of Saint Benilde.

5.0 Procedure for Offenses

A violation of the policy on academic integrity by a student of the De La Salle-College of Saint Benilde is considered a grave offense affecting one’s moral integrity. Such an offense shall warrant a penalty of any or a combination of disciplinary actions, namely, a failing grade in the course, non-conferment of degree or revocation of degree, suspension, exclusion or expulsion.

1. Any student, faculty or academic staff who discovers, or has information of any violation of the policy on academic integrity by any student of the Graduate School should report the matter to
the faculty member in charge of the course, or to the Chairperson of the Graduate Program of the student.

2. **Investigation and Initial Hearing.** Within a period of fifteen (15) days from discovery or receipt of information on an apparent violation of the policy, the Chairperson of the Graduate Programme shall conduct an investigation.
   a. After giving not less than one (1) week notice to the student, the Chairperson will conduct an initial hearing to be attended by the faculty member, the student, and an independent third party (either a member of the faculty, or a student of the Graduate School) who will act as a witness to ensure that the proceedings in the investigation are conducted in a regular and fair manner. The faculty shall present the evidences against the student, and the student charged may also bring his or her witness(es) and evidence to refute the charge.
   b. After the hearing, the Chairperson may either dismiss the charge, or, if based on the results of the investigation conducted, the Chairperson believes that the policy on academic integrity has been violated by the student, the Chairperson shall prepare a written report with his or her recommendations, and submit the report to the Office of the Dean of the Graduate School, together with the written explanation of the student, and attaching the written statements of witnesses and other documentary or object evidences. Written statements shall be made under oath.
   c. The Dean of the Graduate School shall evaluate the report submitted, and within fifteen (15) days from receipt of the report may either dismiss the charge, or if there is a clear and convincing evidence that a violation has been committed, affirm, with or without modifications, the findings and recommendations of the Chairperson of the Graduate Program and impose the appropriate sanction. The decision shall become final after the lapse of ten (10) days from receipt by the student of the decision, without any request by the student of a review of the decision under Section 5.3 of this policy.

3. **Review by the Academic Integrity Hearing Board.** Within ten (10) days from receipt of the decision of the Dean of the Graduate School, the student found guilty of violating the policy on academic integrity may bring the decision of the Dean of the
Graduate School to the Office of the Vice Chancellor of Academics (OVCA) for review by the Academic Integrity Hearing Board.

. The OVCA will constitute the Board composed of three (3) members, a Dean who shall act as Chairman of the Board, a faculty member, and a student of the Graduate School.

a. The Board shall as soon as practicable schedule a board hearing after issuing written notices to the student, faculty in charge and other witnesses including he independent third party in the initial hearing. The records of the case shall be fully and completely turned over to the Board before the hearing for review.

b. The Board may either:
   i. Find the student innocent of the charge;
   ii. Find the student guilty of the charge, and:
      1. Recommend to the Dean to reduce or increase the penalty given;
      2. Affirm the decision of the Dean;
      3. Recommend to the Dean to recommend to the faculty giving the student a failing grade for the course, or a portion of the course;
      4. Recommend such other suitable action and/or penalty for the student.

c. The Board shall endeavor to terminate all its proceedings and submit its findings and recommendations within fifteen (15) days from its constitution to the OVCA.

4. Action of the OVCA. Within ten (10) days from receipt of the Board's findings, the OVCA will inform the student of its decision. The decision of the OVCA shall be deemed final, unless within fifteen (15) days from receipt by the student of the decision no further appeal is filed with the Office of the President.

5. Records of Action. If the student is found guilty, the record of the case and the decision, which has become final and executor shall be furnished to the Office of the Registrar and maintained with the student’s permanent school records. If the student is not found guilty, all records of the case, including the report of the investigation and initial hearing, shall be expunged from the files of the Graduate School, the Registrar, and other applicable offices.