



ATENEO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
Student Discipline

Memo for: Undergraduate and Graduate Students and Faculty of the
School of Humanities (SOH)
School of Social Sciences (SOSS)
School of Science and Engineering (SOSE)
John Gokongwei School of Management (JGSOM)
Gokongwei Brothers School of Education and Learning Design (GBSEALD)
Administrators, Professionals and Staff

Memo from: [Sgd.] Carolyn Soledad P. Natividad, Ph.D. (Cand)
Director, Office of Student Discipline

Date: 7 August 2023

Subject: **RETURN TO STANDARD DISCIPLINARY PROCESSES, WITH CONTINGENCIES**

In conjunction with the 19 April 2023 Memo of the Vice President for the Loyola Schools ([“Teaching and Learning Arrangements for Undergraduate Classes, SY 2023-2024”](#)), the community is advised that effective First Semester of SY 2023-2024, the Office of Student Discipline will return to standard implementation of disciplinary processes and sanctions, as delineated in the *2023 Student Code of Conduct*, and the *Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct, and Inappropriate Behavior* (“Code and Rules”).

Some highlights of this return to standard procedures include:

1. **Return to standard implementation of Suspensions**, revoking the following practice as per the June 2022 memo from this Office:

Students with suspensions of two weeks (10 days) or less within a semester will have their suspensions converted to community service.... The suspensions, regardless of conversion, remain on the students’ records.

2. **Prioritization of on-campus Community Service, as long as government/University guidelines allow at the time of implementation.** This adjustment reinstates the rendering of community service hours as the default mode of satisfaction of this sanction. The proposal of Community Projects for credit as service hours may still be entertained on a case to case basis, upon justification from respondents and approval of the Director of OSD. In either case, documentation will be expected.

However, the community is also advised that the online channels for the processing of disciplinary complaints and investigations that were innovated during the pandemic will be retained and further developed. This is aimed at maximizing gains in terms of ease of processing, and the institutionalization of change-resilient methodology. This includes, but is not limited to:

1. Options for both in-person and online filing of complaints and submission of documents/exhibits
2. Use of Google forms and other official electronic communication to indicate choices/preferences, confirm receipt of documents, submit waivers, certify authenticity, etc.
3. Availability of online/onsite hearing options, based on the approval of the Committee Chair
4. Options for online/onsite formation sessions, depending on the availability and recommendation of formators
5. Online applications and payments for Requests for Certificates of Good Moral Character

Thank you for your cooperation. For inquiries, please write to the Office of Student Discipline at studentdiscipline.ls@ateneo.edu.