Code of Conduct for Students

Introduction

The Code of Conduct at Ateneo de Manila University is significant in shaping students' holistic development. By emphasizing values such as competence, conscience, compassion, and commitment, it aims to nurture individuals who are not only academically proficient but also morally responsible and just. This approach aligns with the university's mission to foster Christ-centered individuals who recognize their inherent dignity and the dignity of others, reflecting their creation in God's image.

The responsibilities, offenses, sanctions, and procedures outlined here apply to undergraduate and graduate students of the Gokongwei Brothers School of Education and Learning Design (GBSEALD), School of Humanities (SOH), John Gokongwei School of Management (JGSOM), School of Science and Engineering (SOSE), and Dr. Rosita G. Leong School of Social Sciences (RGLSOSS) and the and contains the modes of conduct conducive to the creation of an Ateneo academic community, fostering individuals who embody the values of competence, conscience, compassion, and commitment, in line with the Ignatian tradition.

Section I. Basic Responsibilities

Students are expected to conduct themselves in a manner that promotes their continuing development as persons, as well as the continuing development of their peers. They have a responsibility to ensure that the academic environment of the Ateneo de Manila University is conducive to human formation. Students are expected to act with truthfulness and honesty in their participation in academic and co-curricular activities.

A. Students are expected to follow class policies and regulations set by the school and their instructors as regards onsite and online sessions. A student may be sent out of class, and/or declined participation in an online lesson, if their actions disrupt the orderly conduct of class activities or fail to follow established guidelines. (This is considered a class cut/absence.)

B. Students are expected to follow University and class guidelines on the use of Generative Artificial Intelligence (GenAI) and other technological aids in their learning.

C. Students are expected to follow guidelines on Data Privacy and Intellectual Property. Students must be respectful of the privacy rights of others.

D. Students should use communication and information technology responsibly, especially when engaging in actions that may impact the privacy, dignity, and/or rights of institutions, groups, or individuals, including themselves.

E. Students have the responsibility to follow all regulations and guidelines in the use of facilities and equipment.

F. When participating in official off-campus activities, students are expected to conduct themselves properly in such functions, to use the name of the University responsibly, and to obtain official approval from a person of authority or from the concerned department or office.

G. Students should bear in mind that any off-campus events should not directly or indirectly tarnish the name of the school, especially in reference to the values and principles it stands for.

H. Students must wear their Ateneo-issued Identification (ID) Cards on campus and present the same whenever requested by University personnel.

I. Although no uniform is prescribed, it is the responsibility of the students to dress according to their preferences as long as it aligns with the University's Policy on gender inclusivity and

academic rules. It encourages a simple, value-oriented, and spirit-inspired lifestyle. Faculty and administrators can set specific dress codes for certain areas and events.

J. Students must keep their contact and personal information on AISIS (Ateneo Integrated Student Information System) up-to-date. Students will be held responsible for any adverse outcomes or missed opportunities that arise from their unavailability.

K. Students should ensure that persons or outsiders who enter the campus on their behalf conduct themselves appropriately and observe campus rules. The student is charged with violating the Code of Conduct if such persons behave inappropriately/fail to observe campus rules, and the student (a) failed to inform such persons of the relevant rules, (b) had knowledge of such persons' actions but failed to take reasonable steps to prevent or stop them, and/or (c) the student consented to, condoned, or participated in the acts of such persons.

L. The University environment serves and supports the mission of the institution. It must be treated with proper care and respect to ensure the health and safety of members of the community.

   1. It is the responsibility of students to take care of school property and to help keep the University clean. Students are expected to make themselves aware of and comply with applicable guidelines regarding the proper use of school facilities, bearing the cost of any damage due to a willful act or negligence.

   2. Students who bring vehicles into the campus should observe all campus traffic and parking regulations. This includes displaying the pass and ensuring that their vehicles do not contribute to environmental pollution.

   3. Smoking is totally banned on any of the University's campuses. This refers to the use of tobacco and non-tobacco cigarette products, as well as electronic nicotine and non-nicotine delivery systems.

   4. Eating and drinking are strictly prohibited in laboratories, audio-visual rooms (AVRs), and the Rizal Library. The same is discouraged in classrooms, but permission for limited drinking/eating may be obtained from the instructor in charge.

M. All students share responsibility for the creation and maintenance of a healthy, safe, and drug-free campus. This includes compliance with policies and measures to protect health and well-being, to prevent the spread of infectious disease, and against the use of dangerous drugs.

N. As members of the ADMU community, students share responsibility for the community's well-being, protection, and integrity. Students are expected to report to University authorities any event that may compromise the community and to assist in arriving at the truth of an incident to the extent of one's knowledge and ability.

O. All students should observe the Rizal Library regulations, which are meant to give all users of the library facilities equal opportunity for study and research.

Section II. Offenses[1]

Students are expected to exercise freedom and maturity in the process of self-development. This entails the ability to distinguish between acts that shall promote and those that subvert their well-being.The following are considered inimical to the dignity of the members of the community:

A. Offenses Against Security

1. Failing to wear the student identification card visibly on one's person

[1] The sub-section headings regarding categories of offenses are guides in organizing the proceeding list. They are not to be treated as restrictions to the interpretation of the spirit and nature of an actual offense.

2. Bringing into, and/or drinking alcoholic or any intoxicating beverages, on campus
3. Entering the campus while under the influence of alcohol or prohibited substances
4. Possession, use, or distribution of dangerous drugs (as defined in RA 9165) for something other than their intended medical purpose
5. Possession of deadly weapons
6. Computer hacking[2]
7. Engaging in endangering behavior, defined as any action that might lead to loss of life, illness, or injury, whether intentionally or as a result of recklessness or gross negligence (such as but not limited to removing fire alarms, tampering with fire extinguishers, sitting on ledges, dropping objects from buildings, refusing to conform to health and safety protocols, reckless driving or driving without a license, etc.)

B. Offenses Against Persons

1. Acts of disrespect or discourtesy
2. Proselytizing or promoting one's faith by attacking or denigrating others' religious beliefs
3. Acts of misconduct of a sexual nature[3]
4. Physical assault
5. Threatening harm to a person, honor, or property, using words or actions that reasonably instill fear of injury or damage
6. Engaging in a pattern of conduct that vexes or compromises the physical/psychological well-being of a person
7. Preventing members of the University community from discharging their duties
8. Instigating and/or engaging in activities resulting in injury or moral damage to persons or which degrades or debases the dignity of the person

C. Offenses Against Property

1. Disobeying school regulations on the care of the University environment
2. Stealing and/or unauthorized possession of others' property
3. Selling/disposing of/tampering with stolen property
4. Acts of vandalism/defacement of school, personal, or public property, in whatever form (whether physical or digital)
5. Instigating and/or engaging in activities resulting in damage to school property

D. Offenses Against Order

1. Failure to perform responsibilities as students as listed in Section I (Basic Responsibilities)

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[2] ***Section 33-a of Republic Act No. 8792,*** *otherwise known as the "Electronic Commerce Act of 2000" states: "…*Hacking or cracking which refers to unauthorized access into or interference in a computer system/server or information and communication system; or any access in order to corrupt, alter, steal, or destroy using a computer or other similar information and communication devices, without the knowledge and consent of the owner of the computer or information and communications system, including the introduction of computer viruses and the like, resulting in the corruption, destruction, alteration, theft or loss of electronic data messages or electronic document…"

[3] Offenses included in the ADMU Code of Decorum and Administrative Rules on Sexual Harassment, Other forms of Sexual Misconduct, and Inappropriate Behavior will be governed by those administrative processes specified, with SCD acting as LSODI (cf. Code of Conduct, Section II, B. Procedures, Footnote #3.)

2. Failure to wear appropriate attire for a university setting, including non-compliance with specific dress code guidelines for campus facilities or official university functions
3. Disturbing or disrupting a class or a school function without just cause
4. Violating the rules and regulations of the University Residence Halls and the Rizal Library and their facilities
5. Unreasonable repeated and/or willful failure to comply with official summonses issued by administration offices and/or academic departments, whether by office call slips, emails or any authorized form of messaging
6. Repeatedly failing to perform, acting in gross negligence of student responsibilities, frequently committing offenses, or dereliction of duties
7. Preventing the circulation of a recognized student publication
8. Placing or posting any unauthorized material within the university premises, or unauthorized removal of any official poster, announcement, memorandum, circular, or other University document
9. Obstructing the conduct of necessary administrative processes
10. Committing/insinuating acts of retaliation due solely to the filing of a report or participation in administrative procedures/investigations
11. Deliberate disregard or defiance of a penalty or a sanction imposed by the Student Conduct and Discipline Section or by pertinent authority
12. Bribery, or acceptance of a bribe, or any act meant to give or obtain favor or advantage illegally or unfairly, whether attempted, frustrated, or consummated
13. Profiteering and/or engaging in disreputable or unfair business practices, especially when done with the use of the Ateneo name, school resources, and/or affiliations
14. Gaining an undue advantage over others for personal benefit by illegitimate means
15. Gambling within school premises, during or about school-sanctioned events, and/or through University resources
16. Aiding in the violation of the Code of Conduct or any school rule by another student or aiding in the commission by another student of acts considered crimes, whether wittingly or unwittingly (e.g. sharing a copy of one's paper/exam which is then used for an act of academic dishonesty; negligence in the treatment of one's ID which is then used for misrepresentation, etc.)
17. Violation of official policies and measures implemented against the use of dangerous drugs
18. Failure to abide by regulations related to protective measures instituted by the school, as with violations of the terms of existing No Contact Agreements (NCAs), No Contact Orders (NCOs), and the like
19. Organizing or being involved in groups or organizations in which
    a. Advocate, espouse, or use violence
    b. Require members/applicants to act in any manner that is personally degrading and not directly related to what the group or organization is aiming to accomplish, or
    c. Express their exclusion of others through disrespect for and disregard of the rights and dignity of members and/or non-members

20. Illegally obtaining or gaining access to and/or using restricted school documents, facilities, or equipment
21. Invasion of privacy, as with unauthorized use of recording equipment or access to facilities, especially when the same is likely to cause distress
22. Unauthorized disclosure of personal/sensitive information as defined by data privacy regulations (as with the Data Privacy Act), and/or private/confidential information protected by University Policy.
23. Committing, inside the campus and/or during a school function, any acts considered crimes under the laws of the land
24. Committing acts outside the campus that affect the good name, order, or welfare of the school or have a direct and immediate effect on the discipline, morale, or general welfare of the school, especially acts considered crimes under the laws of the land of which the person has been formally charged or convicted

E. Offenses Involving Dishonesty

Dishonesty runs counter to the very essence of the Ateneo de Manila University as an educational institution.

1. Any form of dishonesty committed in the context of an academic exercise.[4] This includes but is not limited to the following:
    a. Dishonest behavior during examinations or tests. Dishonest behavior is manifested by but not limited to:
        i. Any form of unauthorized communication
        ii. making unnecessary noise (e.g., talking to one's self)
        iii. calling the attention of others; looking at the papers of others
        iv. making one's test paper visible to others
        v. Possession, or presence attributed to the person, and/or use of unauthorized notes or of any materials or equipment that may have relevance or usefulness to the subject of an ongoing examination, or that may be used in a dishonest act related to the examination
    b. Plagiarism
    c. Fabrication or submission of falsified data, information, citation, source/s, or results in an academic exercise
    d. Unauthorized use of external aid/artificial intelligence, especially when resulting in undue academic advantage
2. Deception or providing false information (e.g., providing a false reason for failure to meet a deadline, or falsely claiming to have submitted documents, giving false testimony, feigning ignorance, etc.)

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[4] Cheating in any major course requirement will merit an academic penalty of F in the course and will be regarded as a major disciplinary offense. Major course requirements would include mid-term or final examinations, or any other academic requirements that constitute twenty (20) percent or more of the final grade in the course. Cheating in any other course requirement will merit a minimum academic penalty of F in that academic requirement, and will be subjected to the usual review befitting a disciplinary case. Ateneo College Academic Regulations, Section V.4. Grade Penalty for Academic Dishonesty.

3. Tampering with and/or falsifying school or public documents and/or communication, whether physical or electronic, especially those that are part of, or affect, the official processes of the University
4. Use of someone else's personal data/identifying characteristics/personal effects to commit fraud
5. Committing any form of misrepresentation

F. Offenses Against Public Morals

1. Accessing, possessing, or distributing pornographic materials on campus, whether in physical or electronic form
2. Initiating, engaging in, or promoting indecent and/or offensive behavior in public, especially when resulting in scandal
3. Moral turpitude, defined as gross disregard of moral standards expected of a human being while engaging in some activity or in the commission of a violation

Section III. Procedures

Procedures related to student conduct are meant to ensure rationality and order for the members of the community. These address formative issues through a community-based approach that views maladaptive behavior through a restorative lens, with emphasis on the common good, the social fabric, institutional values,and the development of the individual into persons-for-others.

All student discipline matters fall under the purview of the Student Conduct and Discipline Section (SCD) of the Office of Student Affairs and Services (OSAS). The SCD is responsible for ensuring that established procedures are observed with due diligence and fairness in all disciplinary investigations and case processing.[5]

Disciplinary proceedings for any infraction committed or alleged to have been committed by a student, the records of and documents pertaining to such proceedings, the identities of the parties involved, and the decision or disposal of such proceedings are strictly confidential. Such information may not be reproduced, shared, transmitted, or processed in any form or by any means, or stored in any filing system, except when allowed by law. Failure to comply may give rise to disciplinary action. The obligation to observe confidentiality continues even after the person who received or had access to the confidential information is no longer connected with the University.

A. Submission of Complaints/Incident Reports

1. Any member of the Ateneo de Manila University community may file a complaint or incident report on possible violations of the Code of Conduct. Other complainants may be entertained on a case-to-case basis.

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[5] For sexual-related violations offenses/infractions falling under the ADMU Code of Decorum and Administrative Rules on Sexual Harassment, Other forms of Sexual Misconduct, and Inappropriate Behavior, SCD acting as the Office of Decorum and Investigation (LSODI) for allegations that fall within its scope and responsibility, shall be governed by the Administrative Disciplinary Rules prescribed in that University Code and Rules (available in its entirety at the ateneo.edu website, at https://www.ateneo.edu/central/policies/code-of-decorum). In investigating such violations, the LSODI may, in the same proceedings, look into other related infractions including, but not limited to, possible violations of this Student Code of Conduct and other relevant laws, regulations, and University-issued circulars, memoranda, directives, and the like.

2. The written complaint or incident report should be filed with the SCD, stating the nature and the circumstances of the alleged offense, along with any supporting evidence available.
3. Complaints regarding student conduct and discipline may be submitted before the completion of all academic requirements for graduating students.

B. Preliminary Investigations

1. Upon the receipt of the complaint or incident report, SCD will conduct an initial assessment/ preliminary investigation, where respondents will be asked to provide written statements regarding their involvement in the alleged offense. They may also be summoned for additional inquiries.
2. Given the review of the results of the preliminary investigation, the following actions may be taken by SCD:
    a. When a complaint cannot be pursued further due to insufficient evidence or merit, the complainant will receive a written letter stating that the case has been disposed.
    b. Refer to the complaint/incident report for Preliminary Conflict Management (PCM) facilitated by the Student Support Services Section (SSS) of the Office of Student Affairs and Services (OSAS).
        i. Conflict Management is a service of SSS that may be undertaken independently by persons who require assistance in settling a dispute or addressing a concern with a student (outside of or before exploring more formal grievance measures).
        ii. When parties are referred by SCD for PCM:
            ii.1. SCD shall refer the parties to SSS for PCM when the Complaint/incident report includes a matter that may come under Offenses Against Persons (except for those cases that are covered by the Code and Rules, and offenses that affect the public or the institution at large)
            ii.2. The SSS will assign a Facilitator to handle the PCM process. The Facilitator will explain the steps of the PCM and ask the parties whether they agree to undergo the process. If there is no written agreement to participate in the process, the Facilitator will refer the complaint/incident report back to SCD.
            ii.3. The Facilitator will invite both sides to a conference where each will be given an opportunity to express their concerns and what they would like to happen/what they are willing to do to resolve the issue. Depending on the circumstances, the facilitator may meet with the parties separately or together.
            ii.4. The parties and the Facilitator from SSS will set a calendar for meetings and agreements to achieve the resolution
            ii.5. If/when a resolution is achieved, the parties will sign an Agreement that outlines their willingness to consider the matter settled and no longer the subject of future complaints. This does not prevent the parties from filing a complaint if other possible violations occur after the PCM is concluded.
            ii.6. If no resolution can be reached, the Facilitator from SSS shall certify the impasse and endorse the matter back to SCD.
    c. In lieu of a disciplinary case, refer special cases to the Office of Guidance and Counseling (mental health conditions) and the Office of Health Services (for chronic physical/medical conditions), for evaluation if the incident possibly involves a student

with special needs (defined as conditions or disabilities that prevent the students' optimal access to the educational opportunities offered by the University).

d. Issue a minor violation if the criteria for the same are met, and enforce minor sanctions
    i. Violations that may come under this banner are those that:
        i.1. do not involve serious injury or harm
        i.2. do not involve a major requirement in a course[6]
        i.3. lack of evidence of malice or premeditation
        i.4. have little or no serious negative implications for the University or its members
        i.5. involves a general agreement regarding the essential/material facts of the case
        i.6. involves behavior that may be reasonably managed by adherence to the terms of a behavioral contract
    ii. Whether these criteria are met or applicable is the decision of the following:
        ii.1. The Head of the Student Conduct and Discipline Section, by default; or
        ii.2. The Committee on Discipline, in instances where an accused is found not guilty of a major offense, but guilty of a minor violation of the *Code of Conduct*.
    iii. Violations deemed 'minor' may give rise to any of the following, or a combination thereof, which are deemed as obligations/sanctions a respondent must attend to so that their good standing in the community be restored:
        iii.1. Written/oral reprimand
        iii.2. Written/personal apologies
        iii.3. Formation sessions (counseling, moral guidance, anger management, etc.)
        iii.4. Up to 40 hours of mandatory work in the form of community service
        iii.5. Temporary suspension of privileges related to the offense (e.g., driving privileges on campus)
    iv. An appeal of the decision regarding minor violations may be made to the Chair of the Committee on Discipline within seven (7) working days from receipt of the decision, provided that students who appeal can present new evidence or other basis, which, if taken into consideration, will materially affect the decision. A student may appeal the SCD decision only once, and no request for reconsideration of the decision on the appeal shall be entertained.
    v. Violations deemed "minor" are recorded in a student's name but do not prevent them from receiving a clean Certificate of Good Moral Character. Repeated minor violations, however, may constitute the basis for the filing of a major offense against the *Code of Conduct* or serve as an aggravating factor in the evaluation and processing of subsequent misbehavior.
e. Process the case as a possible major offense of the *Code of Conduct*.

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[6] "Major course requirement—refers to a midterm and final examinations, or any other course requirement that constitutes twenty percent (20%) or more of the final grade in the course." *Ateneo College Academic Regulations, Section V.4. Grade Penalty for Academic Dishonesty*

C. Procedures for Major Offenses

As a general principle, cases are considered major if any of the following conditions are present: against the laws of the land, endangering the life and safety of the members of the community, recidivistic, or against the core principles of the Ateneo de Manila University.

1. Notices and Hearings

   a. In cases where there is sufficient basis to forward a case to the Committee on Discipline for deliberation and hearing as a major offense, the Student Conduct and Discipline Section through the Director of the Office of Student Affairs and Services will issue the respondent a Notice of Formal Charge stating:

      i. the nature of the possible violation, including the specific section(s) of the Code of Conduct possibly violated,

      ii. the right of the student to due process as stated in the Code of Conduct, and

      iii. the right of the student to the assistance of a counsel of his/her own choice from members of the community [7]

         iii.1. The respondent may ask any member of the Higher Education or Mission Integration clusters (except those serving as Dean, Assistant Vice President, or Vice President), to serve as counsel at the hearing of the case.

         iii.2. If the student has no one in mind, the Student Conduct and Discipline section will facilitate the assignment of a counselor to accompany the respondent during the hearing, through the Office of Guidance and Counseling.

   b. For cases that involve imminent, serious, or pervasive threat/s to the safety of the Ateneo community, where evidence of serious misconduct or failure to abide by previously established behavioral contracts is strong, the Head of the SCD, upon agreement of the Chair of the Committee on Discipline, may issue a Preventive Suspension Order congruent with CHED guidelines. [8]

   c. The student shall be required to submit their written response to the Notice of Formal Charge, including relevant material to support the statement, within five (5) working days of being informed. Failure to do so shall be taken to mean that the student chooses to waive his/her rights to present his/her side of the case as requested.

   d. The date of the hearing shall not be earlier than five (5) working days from the student's receipt of the Charge Notice.

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[7] In general, the role of someone chosen as counsel in this context is to:
● prior to the hearing: guide the student in the understanding of what responsibilities one bears in the matter in question, providing perspective regarding the incident/offense; also serve as emotional support regarding feelings and concerns about the case.
● during the hearing: serve as moral support and act as observer to the respondent student's testimony; can also be a character witness. The counsel may only observe and shall not be permitted to raise objections, comment, interrupt, or prevent a party from responding to questions. The Discipline Committee may order the counsel to leave the investigation room if the counsel violates this rule.
● after the hearing: assist in the processing of the student's testimony/responses and continue providing support.

[8] According to Section 106 of the MORPHE: "A student under investigation may be preventively suspended from entering the school premises and from attending classes, when the evidence of guilt is strong, and the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the institution's premises." This is a procedure, not a penalty; hence, it is not to be confused or equated to a sanction of suspension post-hearing.

e. The SCD shall notify the parents/guardians of undergraduate students charged before the Committee on Discipline through a duplicate copy of the Notice of Formal Charge, which shall be sent through email/ registered mail/courier service, to the official mailing address of the parent/s entered in AISIS.

f. The Committee on Discipline, convened by the Head of SCD, shall require the presence of the parties on the set date and time of the Discipline Committee hearing. If a respondent/complainant/witness fails or refuses to attend a scheduled disciplinary hearing, the Committee will evaluate whether there is reasonable cause for a postponement. In the absence of such, the Committee may interpret the absence as a waiver of one's right to present one's case in person and decide on the merits of the case given the evidence at hand.

g. Discipline hearings are formative. As administrative processes, they are not subject to the rules of the court. [9]

h. The decision of whether to hold an online or onsite hearing is the prerogative of the Chair of the Discipline Committee. Any concerns regarding the mode of hearing should be submitted to SCD no later than three (3) working days from receipt of the Notice of Hearing. Whether online or onsite, no recordings may be made of the testimonies outside of the official recording of the Committee on Discipline. Similarly, no photographs/videos/screenshots may be taken of the hearing panel or the secretarial support. Refusal to abide by hearing guidelines (whether online or onsite) may be grounds for the adjournment/cancellation of the proceedings based on a majority vote of the panel members.

i. In addition to the counsel, one other person (e.g., parent or family member) may be present as an observer during the personal testimony of the respondent at the hearing, upon written or verbal notice to the Committee Chair. They may not address the person giving testimony or the Committee during his/her oral testimony, nor give testimony themselves. However, observers may submit their sentiments regarding the case in writing, prior to the hearing, for inclusion in the case file to be evaluated by the Committee. Any concerns about the conduct of the hearing itself may likewise be submitted in writing to the Chair of the Committee on Discipline after the proceedings. Observers may be removed from the hearing if they fail to follow these guidelines.

j. After questioning the parties and witnesses, the Committee shall deliberate on the case and determine whether or not there is sufficient evidence for a violation. Appropriate sanctions will also be deliberated on, along with any mitigating or aggravating factors, if the student committed a violation.

k. The Committee shall thereafter submit its findings and recommendations in writing to the Office of the Assistant Vice President for Undergraduate Education (OAVP-UEd) for cases of undergraduate students or to the Office of the Assistant Vice President for Graduate Education (OAVP-GradEd) for cases of graduate students.

2. Sanctions/Obligations for Major Offenses

   Major offenses shall warrant one or a combination of the following sanctions:

   a. any of those listed as penalties for minor offenses [cf. Section III.A.4.d3]

   b. mandatory work in the form of community service

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[9] Jacinto D. Jimenez, "Student Disciplinary Practices," in Jacinto D. Jimenez, Current Issues/Problems in Legal Education (Philippine Association of Law Professors, 1992), pp. 88-112.

c. loss of privileges related to the nature of the offense

d. disciplinary probation (first warning or final warning status)[10]

e. mandatory drug testing at the student's expense, at the discretion of named school administrators, for a specified period (especially in cases related to dangerous drugs, substance abuse, or endangering behavior)

f. mandatory psychological/clinical assessment and compliance with the recommendations of an accredited specialist

g. restriction against participation in school activities / further contact with aggrieved parties

h. suspension or expulsion from on-campus housing

i. ban from entering campus (inclusive of all facilities and offices within the Loyola Heights campus, as well as external venues of official Higher Education events)

j. permanent disqualification from receiving any form of a Certificate of Good Moral Character

k. suspension/deferment of graduation

l. non-readmission after the end of the current semester

m. dismissal (exclusion) [11]

n. expulsion [12]

3. Decisions and Appeals

a. After careful evaluation of all the evidence, testimonies, and precedents of the case, the OAVP-UEd/OAVP-GradEd shall notify the student in writing of the decision on the case through the Student Conduct and Discipline Section.

b. The Student Conduct and Discipline Section shall see to the implementation of sanctions if any, as well as the notification of stakeholders regarding the decision made by the OAVP-UEd/OAVP-GradEd.

c. Students may appeal for reconsideration of the verdict/sanctions to the VPHE within seven (7) working days of receiving the decision, provided that: they can present new evidence or other basis which, if taken into consideration, will materially affect the decision, or there has been a violation of due process. A student may appeal a decision only once, and no request for reconsideration of the decision on the appeal shall be entertained.

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[10] ***For "Probation, First Warning Status"***: Any future violation of the Code of Conduct, whether deemed a minor violation or a major offense, during the duration of probation, will merit a higher sanction in reference to the nature of the case and/or the sanctions of the previous case. Standard discipline processes will apply depending on whether the violation is considered minor (where the case will be evaluated by the Head of Student Conduct and Discipline Section and sanctions imposed), or major (where the case will be again referred to the Committee on Discipline). The elevation of the probation to Final Warning Status should also be expected.
For "Probation, Final Warning Status": Any future violation of the Code of Conduct, whether deemed a minor or major offense, during the duration of probation, will be automatically referred to the Committee on Discipline for adjudication. It should be considered that given Final Warning status, subject to standard disciplinary processes, dismissal from the University is a distinct probability.

[11] Ulpiano P. Sarmiento III, Esq., Compendium of School Laws in the Philippines. Vol1. (Philippines: The Manual of Regulations for Private Higher Education, 2015), p.480.

[12] Ibid., p. 481

d. The OAVP-UEd/OAVP-GradEd decision on a student disciplinary case becomes final and executory unless otherwise modified or repealed by a subsequent decision emanating from the VPHE upon consideration of an appeal, or after the lapse of seven (7) working days and no appeal is filed.

Section IV. Data Privacy

Student disciplinary matters are sensitive personal information. This information is gathered, generated, and/or otherwise processed in a manner that is consistent with laws of the land, as well as promulgated Ateneo policies. Data acquired are intended solely for the internal use of the University in the fulfillment of its mission to form Christ-centered persons of competence, conscience, compassion, and commitment.

Section V. Clearance, Hold Orders and Certificates of Good Moral Character

A. Clearance to enroll every semester, or to leave the University at any time, requires satisfaction of pending academic and non-academic obligations. Students who have not resolved their disciplinary cases or have inadequately served their sanctions will not be cleared for enrollment, transfer, or graduation. Hold orders may be issued for these reasons.

B. Certificates of Good Moral Character (CGMCs) are issued by the Student Conduct and Discipline Section (SCD).

1. Standard CGMCs are issued to applicants who have had no record of any major offense for the entirety of their stay with the GBSEALD, SOH, JGSOM, SOSE, or RGLSOSS.

2. Students who have clean records, but are subject to an active disciplinary inquiry at the time of their CGMC application may be issued a provisional certification indicating a clear record other than an ongoing disciplinary inquiry. Students may re-apply for the standard CGMC after the inquiry is resolved if there is no finding of a case or culpability for a major offense.

3. Violations deemed “minor” do not prevent applicants from receiving a Certificate of Good Moral Character.

4. Qualified CGMCs may be issued to applicants who have been found guilty in a major disciplinary case, but have since satisfied all sanctions and conditions related to that offense, have accepted responsibility for their actions, and do not have any other disciplinary case, pending or resolved, as of the date of application. The QCGMC informs the receiving institution of these, along with the recommendation that, given what he/she has learned from the experience, it may be reasonable to give the applicant a chance to prove his/her worth with their institution. Students who have been sanctioned with non-readmission, dismissal, or expulsion cannot be issued QCGMCs.[13]

5. Permanent disqualification from being issued a CGMC may be a consequence of disciplinary proceedings after multiple offenses or for major offenses. This disqualification is reflected in the case record of the student and among the sanctions meted out.

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[13] The issuance of any QCGMC is entirely the prerogative of the Ateneo College, as represented by the Director of OSD. Additional requirements may be required of the requesting student for verification of eligibility for the QCGMC.