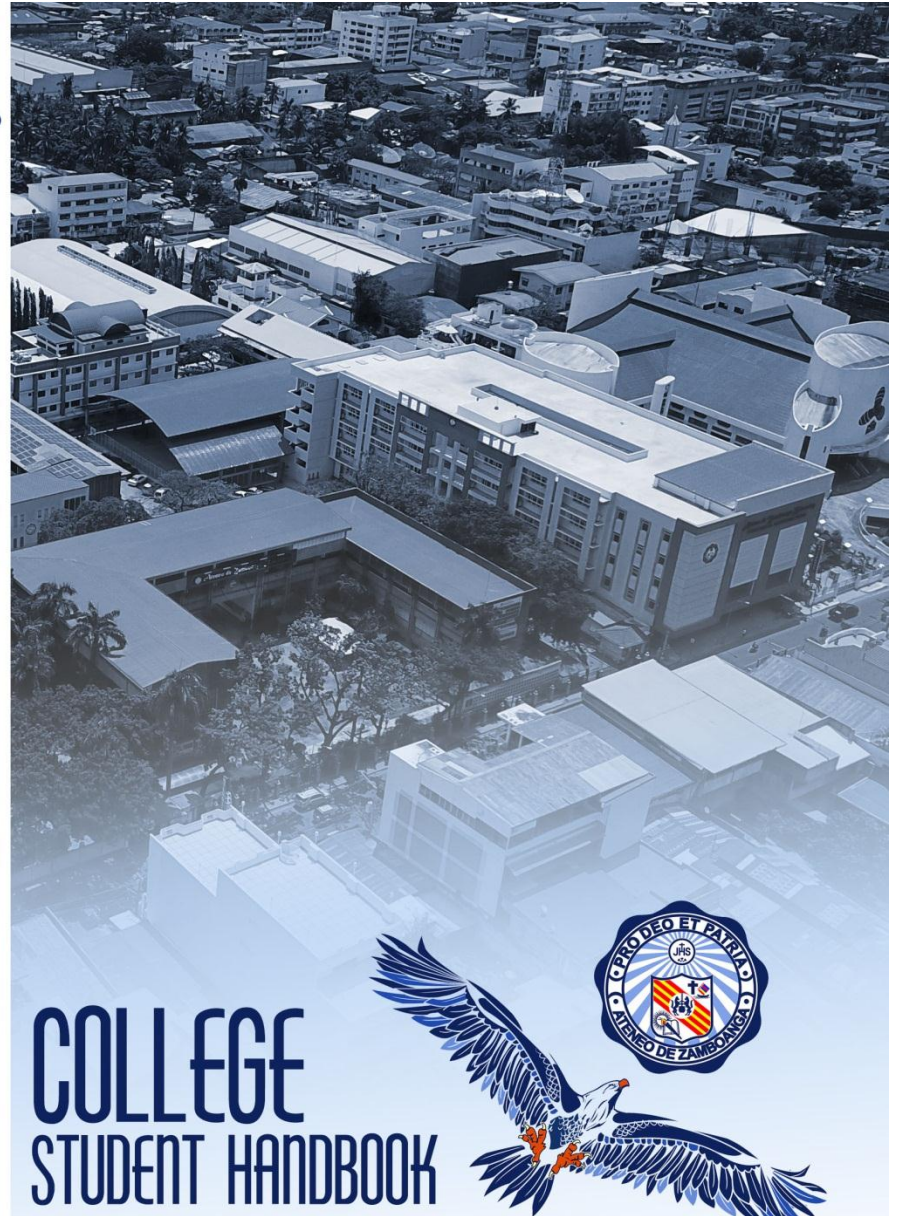




Ateneo de Zamboanga University

COLLEGE STUDENT HANDBOOK



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STUDENT HANDBOOK**

Ateneo de Zamboanga University
PRO DEO ET PATRIA

I. INTRODUCTION TO THE UNIVERSITY

A. VISION – MISSION

1. VISION OF SOCIETY AND COMMUNITY

We envision a transformation of Mindanao and the Philippines toward: peace, healing, and progress among diverse communities; humane and sustainable development; nurturance of faith and culture; total human security especially for the poor and marginalized; local and global solidarity; leadership and governance with integrity; and active citizenship inspired by love of country.

2. MISSION

ADZU is committed to the mission of educating and forming students to be leaders who will work for social transformation based on Filipino, Catholic, and Jesuit values, culture, and tradition, and who will dedicate themselves in the service of God and country (Pro Deo et patria).

Its mission extends to Zamboanga City and the six provinces of Zamboanga Peninsula and the Western Autonomous Region for Muslim Mindanao, addressing needs in instruction, research, and community development; and engaging in the following areas: health, environment, peace, intercultural dialogue, leadership, governance, and the common good.

3. OUR VALUES AND PRINCIPLES

Our Ignatian values determine the way we relate and work with each other: *magis*, or our spirit of generosity and commitment to excellence; *cura personalis*, or our care and respect for the individual person; *companionship*, our desire to be in community; *social involvement*, or our commitment to be men and women with and for others, especially the poor; *discernment*, or our sensitivity to God, to spirituality, and to change; and *animo*, or our passion to work, and the love and joy it gives.

4. OUR INSPIRATION

We are inspired by our shared vision and mission, our sense of family and community, our God and our faith, and our pride in our institutional heritage and stability.

5. OUR VISION FOR ADZU

We envision AdZU to be a leading University in Mindanao committed to: peace and sustainable development, knowledge generation, responsive and community-based education, institutional sustainability, and community empowerment especially among the poor and marginalized like the indigenous and displaced peoples.

B. UNIVERSITY SEAL

The Ateneo de Zamboanga University seal reflects the mission of the school.



Surrounding the upper half of the seal is the school motto: Pro Deo Et Patria – For God and Country. The school’s mission is to produce men and women for others, men and women in the service of God and country. At the bottom, surrounding the seal is the name of the school, the ATENEDE ZAMBOANGA, founded in 1912.

Above the shield is a glorious sunburst, the monogram of the Society of Jesus (Jesuits) – JHS surmounted by a cross and below three nails. The “JHS” is the

first three letter of the name of Jesus in Greek. Emanating from the name of Jesus are the blue and white rays that signify his gifts and grace from all peoples.

In the circular field is the shield. The red and yellow stripes are derived from the coat of arms of the family of Oñaz, the maternal line of St. Ignatius. In the center are two wolves and a food pot. These are the medallion of the family of Loyola, the paternal line of St. Ignatius. This medallion stands for the generosity for which the house of Loyola was well-known. The cross on the upper right portion of the shield symbolizes the Christian character of the Ateneo, while the *vinta* indicates the various cultural communities of the South Western Philippines where the school is located. At the bottom left are the book and torch, traditional symbols of education.

C. HISTORY OF ADZU

Ateneo de Zamboanga began as a parochial elementary school called Escuela Catolica in 1912. It was started by Spanish Jesuit Fathers who were then in charge of the Immaculate Conception Cathedral, the parish church of Zamboanga City. Fr. Manuel Sauras, SJ was the first director who ran the school.

In 1916, it was re-named Ateneo de Zamboanga although it was still attached to the parish. The American Jesuits took over the administration of the school from the Spanish Jesuits in 1930. It was in the same year when it became a high school, but it was two years later when the school was officially recognized as a high school.

In 1946, the school became officially recognized as a Jesuit-run institution, under the jurisdiction of Jesuit superiors and no longer attached to the parish. The college was opened in 1952 during the tenure of Fr. Luis Torralba as prefect of studies. A two-year collegiate program was introduced in 1951-1952 with 9 completing the pre-law course and 14 receiving the associate in arts title. From that humble beginning, the college gradually expanded and today offers four-year programs leading to the bachelor’s

degree in arts, sciences, information and technology, commerce, education, and nursing.

Graduate courses were started in 1976. The first program to be offered was a master's degree in business (MBA). This was the first time a course became available for graduate students of Region IX. Other master's degrees followed: public administration (MPA) in 1978, nursing (MAN) in 1979, guidance and counseling (MSGC) in 1980, and education (MAEd) in 1981. All these developments happened during the time of Fr. Ernesto Carretero, S.J., first as Dean beginning 1977, then as President starting in 1979.

In 1990, new programs in the graduate school were added: Master of Arts (MA) in various disciplines and Master's in Science Teaching (MST) major in Chemistry and Biology. In coordination with the Zamboanga Medical Foundation, a Master's in Medical School Education (MMED) was offered, starting school year 1996.

The Commission on Higher Education (CHED) granted University status to AdZU in 2007.

TIMELINE OF ADZU FROM 1912 TO 2018

Year	Event
1912	The Escuela Catolica began as a parochial school of the Immaculate Conception Parish. Fr. Manuel M Sauras, SJ was its director 1912-1926.
1916	The Escuela Catolica became the Ateneo de Zamboanga.
1928	The Ateneo High School is recognized by the government.
1930	Fr. Thomas Murray, SJ was parish priest of the cathedral and ADZ director.
1932	First high school graduation.
1941	ADZ was used as a public school during the Japanese occupation in WW2.
1946	Immaculate Conception Cathedral and ADZ transferred from its downtown site to its present location at La Purisima Street.
1947	1.5 hectares was added to the original 2.8 hectares post-war property.
1949	ADZ recognized as a separate institution from the cathedral. Fr Alfredo Paguia, SJ was its first director. A wooden three-story double-winged main building was constructed.
1950	Construction of the Brebeuf Gym.
1952	First College classes began. All college classes were co-educational.
1959	Jesuit Residence constructed. It used to be called the Faculty House.
1961	Sacred Heart Chapel constructed.
1964	Gonzaga Hall constructed.

1967	Canisius Hall constructed.
1969	Designated Citizens National Electoral Assembly (CNEA) center.
1972	Grade school Berchmans and Kostka Halls constructed.
1975	PAASCU Accreditation of High school.
1976	Establishment of first Graduate School programs.
1978	Designated Regional Center for Center for Educational Measurement.
1979	ADZ had directors and rectors. Cocofed-funded Bellarmine-Campion building constructed.
1980	Faculty ranking structures.
1981	Made a DOST node for teacher training breeder sciences. PAASCU Accreditation for College programs. Established the Research Development and Planning Offices (RPDO). Set-up the Summer Teacher Institute for Renewal (STIR).
1982	Ateneo Computer Center established. Implementation of UNICEF's Accelerated Teacher Training for Cultural Communities (ATTCC).
1984	Campus Ministry established. Named a NAMFREL center. Began Non-Formal Educational program in Manicahan.
1986	Ateneo Business Resource Foundation, Inc. set up. Joined Mindanao University Science Consortium.
1987	ADZ's diamond jubilee. Learning Resource Center (LRC) and Fr Jose Maria Rosaura Formation House inaugurated. PAASCU Level III Accreditation for College programs. Establishment of the Social Awareness and Community Services Involvement (SACSI) office.
1989	Fr. William Kreutz, SJ begins term as President. AdZU Metro Manila Alumni Association founded. First set of Officers was inducted.
1991	Designated Institutional Institute for Local Government and Administration (ILGA). Institute of Cultural Studies for Western Mindanao established.
1992	Designated FAPE Center for Graduate Studies in 2 programs. Institute of cultural studies for Western Mindanao (ICSWM) established Center for performing and visual arts (CPVA) launched.
1993	Revised DOST Science grant. PAASCU Accreditation for Grade School. Center for Community Extension Services established. Grade School Fr Mateo Ricci building (library, AVR, computer/science laboratories) built.

1994	AdZU starts tradition of giving special awards to individuals and organizations that embody ideals of men and women for others. Zamboanga Medical School Foundation, Inc. (ZMSF) established and affiliated with ADZ.
1996	Center for Community Extension Services (CCES) put up Internet Services provider for schools, ZAMBONET. Named a Professional Basic Education (PRODE) node. Office of Personnel Services set up. AdZU Website set up.
1997	Recipient of CHED Information Technology grant. Graduate school PhD programs established. Designated CHED Mindanao Advancement Education Project (MAEP) node. Staff Ranking begins.
1998	Named CHED Center for Development for Business and Management Education. Began Spirituality for Education Workshop (ISEW) Formation Program. Local Government Support Program (LGSP).
1999	Ateneo Information Technology Center (AITC) established. Ateneo Peace Institute (API) established. Named CHED Center of Development for Information Technology.
2000	Basilan Intervention Resources and Organization Development System (INHRODS) established. Faculty chairs started. Institute for Human Resource and Organization Development system (INHRODS) established.
2001	Four-story Xavier Hall completed. Multi-Purpose Covered Courts completed. Granted University Status by CHED. Granted Full Deregulation and Autonomy by CHED.
2002	Research Development and Planning Office renamed as Ateneo Research Office (ARO).
2003	Ateneo Research Office renamed as Ateneo Research Center (ARC).
2004	College of Arts and Sciences split into two new colleges: College of Liberal Arts (CLA) and College of Science and Information Technology (CSIT). College of Commerce and Accountancy renamed as College of Management and Accountancy (CMA). BSN Professional program offered. School of Medicine given over to AdZU by the Zamboanga Medical School Foundation, Inc. Grade School re-accredited by PAASCU for a period of five years. Zamboanga Medical School Foundation (ZMSF) is absorbed by the

	University and becomes the AdZU School of Medicine.
2005	Groundbreaking of the AdZU Tumaga Campus. Gallery of the Peninsula and the Archipelago (GPA) Constructed.
2006	High School in Tumaga opened and named the Fr. William H Kreutz, SJ Campus. High school transferred to the Fr William H Kreutz campus. Office of Personnel Services renamed as Human Resources and Administration Development Office (HRADO).
2007	Fr. Antonio Moreno, SJ assumed University Presidency. Fr. Antonio Moreno, SJ finally installed as President. Office of Alumni Relations renamed as Office of the Alumni Relations and Development (OARD). Office of Personnel Services renamed to the Human Resource Administration and Development Office (HRADO). Social Development Council set up.
2008	Office of Senior Dean became the Office of Academic Vice President. College of Liberal Arts vertically articulated and renamed as School of Liberal Arts (SLA). Chinese (mandarin) program in the Tertiary level. Computer Center renamed as Center of Information Technology Services (CITS). Research and Publication Council created. Colleges Level III Re-accreditation by PAASCU for a period of 5 Years. Ateneo Multimedia Program (AMMP) formally created.
2009	College of Management and Accountancy vertically articulated and renamed School of Management and Accountancy (SMA). Center for Leadership and Governance (ACLG) created. Formation Office spearheaded institutional renewal along the theme of Excellence, Spirituality and Citizenship leading the centennial Jubilee Year.
2010	College of Education restructured and renamed School of Education (SED).
2011	AdZU granted authority to operate College of Law then called Xavier University College of Law Zamboanga. Fr Manuel Sauras Hall construction completed. College of Law set up in newly-built Fr Manuel Sauras, SJ Hall.
2012	AdZU celebrates centennial year. Unveiling of historical marker at Plaza Pershing. Dedication of the altar and blessings of the University church of the Sacred Heart of Jesus (then the Sacred Heart Chapel). Opening of the Centennial SqURE Garden and christening of the La Purisima Campus as the Fr Eustabio Salvador, SJ Campus.
2013	Fr. Karel San Juan, SJ takes his oath as President. Blessing of the Social Development Office in the Fr. Jose Maria

	Rosauro, SJ Hall.
2015	Grade School transfers to Kreutz Campus, Tumaga.
	College of Science and Information Technology designated as CHED Center of Development.
2016	School of Education designated as CHED Center of Excellence for Teacher Education for 3 Years. Senior High School Established. Brebeuf Gymnasium, Sauras Hall and Old Grade School Building razed to the ground by fire.
	Junior High School granted PAASCU Level III Accreditation. 400+KW solar panels installed, biggest in Mindanao.
2017	Fr. ML Catalan appointed Vice President for Higher Education. Fr. ST Abuan appointed Vice President for Basic Education.
	5-Story building constructed at Salvador Campus.
2018	BS Biomedical Engineering course launched, first in the Philippines. 5-Story Faustino Saavedra Building Inaugurated.
	Lantaka Campus Inaugurated.
2019	New AdZU Website Beta Version Launched.

D. ACADEMIC CALENDAR

Classes in the university are on semester basis. The first semester of the school year is from June to October and the second semester is from November to March. A semester is generally composed of 18 weeks and 54 class hours per 3-unit subject. The summer semester or session begins in April and ends in May. This semester lasts 6 weeks with 54 class hours for each 3-unit subject.

E. ANNUAL INSTITUTIONAL EVENTS

The Ateneo celebrates the following institutional events annually:

- The Feast of St Ignatius of Loyola is celebrated every 31st of July. The highlight of the celebration is the community mass in honor of the founder of the Society of Jesus.
- The Service Awards is a special day set aside every 30th of July to give due recognition to all employees for years of service rendered. Retires are also honored in the program.
- The Ateneo Fiesta (AtFest) is a week-long celebration filled with sports, co-curricular and cultural activities, exhibits and the Alumni Homecoming. This activity culminates with the celebration of the Feast of the Immaculate Conception in December 8.
- The annual Christmas community gathering for employees, the last activity for December before the Christmas holidays, begins with

community Recollection and a mass. It is followed by a fellowship meal and a program participated by all.

- The Institutional Convocation is held every month of July. It converges the University community, administrators, faculty and staff to revisit the various accomplishments and achievements of the past school year. The community also welcomes the new faculty and staff and recognizes those who have finished their graduate studies. This is a whole day event. It begins with a Recollection and is followed by a mass. In the afternoon, the University President presents the annual President's Report.

F. PUBLICATIONS

The AdZU has several official publications managed by different offices.

The University Research Office publishes the Asia Mindanaw, peer-reviewed journal providing an introspective into the great history and culture of Mindanao through contributions from local academics.

Student publications in the higher education unit include the Beacon Yearbook released at the end of every school year managed by the Beacon Yearbook Office and the Beacon News Magazine, Phenomenal News Magazine (summer issue), Sinag (a newspaper featuring write-ups in local dialect), Reveille (a newspaper featuring write-ups in English) and Marejada Creative and Literary Folio governed by the Beacon Publications depending on the budget allocation and Editorial Board decisions.

II. ADMINISTRATIVE ORGANIZATION

The University's administrative structure includes the academic units and the offices of administration and services.

A. CORPORATION

The corporation consists of not less than fifteen (15) nor more than twenty-five (25) members composed of the incumbent Trustees during their incumbency; other persons not exceeding seven (7) who may be admitted to membership; whoever is the Father Provincial of the Philippine Province of the Society of Jesus during his incumbency; and whoever is appointed by the Father Provincial from among the members of the Society of Jesus.

B. BOARD OF TRUSTEES

The Board of Trustees is the highest policy making body of the university, vested with the responsibility of administering and managing the properties and affairs of the corporation. It is composed of fifteen (15) members, with at least eight (8) members from the Society of Jesus. They are guided by the by-laws of the university.

C. ADMINISTRATIVE OFFICERS

1. UNIVERSITY PRESIDENT

The President is the chief administrative officer and chief academic administrator of the entire university. The Board of Trustees elects him from the Jesuit members of the Board for a six-year term.

1.1 *Executive Assistant to the President*

The Executive Assistant to the President is a member of the President's personal staff. Appointed by the President, s/he assists the President in his day-to-day executive leadership functions.

1.2 *Assistant to the President for Quality Assurance and Leadership Development*

The Assistant to the President for Quality Assurance and Leadership Development assists the President by ensuring a more concerted monitoring of institutional activities and processes related to accreditation and quality assurance by PAASCU, CHED, LEB and other groups, and a more effective leadership and management training, performance management and succession planning.

1.3 *Assistant to the President for Analytics and Planning*

The Assistant to the President for Analytics and Planning is a member of the President's personal staff. Appointed by the President, he/she functions to provide for a more strategic and operationally efficient, data-driven decision-making, and includes data-based analysis of University internal operations (academic, non-academic, personnel, finance, facilities) and external environment.

1.4 *Assistant to the President for Rebuilding*

The Assistant to the President for Rebuilding assists the President in the planning, coordinating and implementing activities related to rebuilding for the university's expeditious return to normal operations after the July 2016 fire.

1.5 *Assistant to the President for Social Development*

The Assistant to the President for Social Development assists the President in matters that concern the university's social development engagements in Zamboanga City and Western Mindanao. S/he plans, implements, monitors and assesses the university's strategic plan for social development; oversees the programs and activities of the offices and centers under the social development cluster; coordinates with different units, offices, and

individuals in matters pertaining to social actions and advocacies; and, initiates and encourages activities that heighten awareness and deepen involvement of the AdZU community in social issues and realities. He/she also is the head of the Social Development Units (SDUs). The SDU consists of the following offices and centers: Center for Community Extension Services (CCES), Ateneo Center for Leadership and Governance (ACLG), Ateneo Center for Culture and the Arts (ACCA), Ateneo Peace Institute (API), the Basic Education Social Action Programs, Social Awareness and Community Services Involvement (SACSI).

2. VICE PRESIDENT FOR ADMINISTRATION

The Vice President for Administration supervises the following administrative units and aligns them toward the University's goals for greater effectiveness and efficiency of service: Center for Information Technology Services, Physical Plant Office, Purchasing and Custodian's Office, and University Security Office. He also chairs the Physical Facilities Council, the Security Council, the Bids and Awards Committee and sits as a member of the President's Council.

2.1 *Physical Facilities Council*

The Physical Facilities Council acts as advisory board of the President on matters pertaining to bid University project management and development. It is composed of the Vice President for Administration, the University Treasurer, the Directors of the Physical Plant Office, Purchasing and Custodian Office, Center of Information Technology Services, Human Resource Administration and Development Office and the Internal Auditor.

2.2 *Security Council*

The Security Council coordinates with and assists the University Security Office (USO) on matters pertaining to safety, security, and response to disasters and emergencies. It also provides counsel to the President on policy formulation and decision-making about security concerns and suggests programs and activities that promote safety and security within the University community.

2.3 *University Bids and Awards Committee*

The University Bids and Awards Committee (UBEC) carries out the following functions:

- (a) Formulate policy and guidelines on bidding, evaluation, and awarding protocols for building and construction projects,

concessionaires (for Main campus canteen, Junior High School canteen, and Grade School canteen), and other physical facilities;

(b) Formulate policy and guidelines for the University dormitory, which shall include selection of residents, terms of stay, rates, and usage of facilities; and,

(c) Evaluate biddings for equipment and supplies, construction projects and canteen concessionaires.

2.4 *Environment Council*

The Environment Council leads the university efforts in environment care and protection and in the realization of the University's vision of greener and more environmentally sustainable campuses.

The council's primary functions are to:

(a) Formulate strategies and policies that promote care for the environment and develop environmentally responsible University community;

(b) Ensure environmental compliance of the operations of campuses and facilities; and,

(c) Promote a sustainable society through the University's academic and outreach programs, research, and in interactions with stakeholders and the external community.

3. VICE PRESIDENT FOR FORMATION

The Vice President for Formation coordinates all formation efforts of the university. He heads the Formation Council and sits as a member of the President's Council.

3.1 *Formation Council*

The Formation Council is especially concerned with the personal and spiritual development of the members of the Ateneo community.

Its special focus is to:

(a) Consolidate and strengthen the formation programs, policies and processes in the university; and,

(b) To articulate the University's Jesuit character and Ignatian mission, especially in the light of the challenges of multi-identity, diversity, historical healing and the youth. This effort embraces all the community including students, parents and alumni. The Council is composed of the Assistant Principals for Formation, the Chaplains, the Director and Coordinators of Campus Ministry, the Directors of Student Affairs and Student Services Offices, the

Director and Coordinators of Guidance and Counseling Offices, the Director of SACSI, the Chairpersons of Religious Studies and CLE departments, the Director of the Office of Alumni Relations, the Social Action Coordinators, the Athletics Coordinators, and the Coordinator for Muslim Affairs.

3.2 *Athletics Council*

The Athletics Council functions as advisory board on matters pertaining to sports development and university varsity programs.

Its mandates include the following:

- (a) Formulate, implement and monitor a strategic plan for the development of sports and athletics programs in the Basic Education and Higher Education units;
- (b) Streamline, coordinate, and align sports development program of the academic units;
- (c) Monitor and evaluate varsity programs, athletic events and activities at the university level; and,
- (d) Discuss issues and concerns related to athletics development and propose courses of action.

3.3 *Campus Ministry Offices*

The Campus Ministry Offices of the different units looks after the spiritual formation and continued spiritual growth of the entire school community particularly those of the students.

4. VICE PRESIDENT FOR HIGHER EDUCATION

The Vice President for Higher Education has primary leadership responsibilities in planning, implementing and coordinating academic programs and activities of the higher education schools and colleges. The Vice President for Higher Education councils and committees are detailed in *Section III. The Higher Education Unit*.

5. VICE PRESIDENT FOR BASIC EDUCATION

The Vice President for Basic Education is tasked to strengthen and streamline academic coordination, administrative supervision and program alignment of the Grade School, Junior High School, and Senior High School.

6. UNIVERSITY TREASURER

The Treasurer is vested with the responsibility of carrying out the financial and business policies of the institution, administering its revenues and expenditures, and controlling all financial activities.

S/he is appointed by the Board of Trustees through the recommendation of the President.

7. DEAN FOR RESEARCH

The Dean for Research is in charge for coordinating research matters across units.

His functions include the following:

- (a) Plan, implement, and monitor the research thrusts of the university strategic plan;
- (b) Lead the crafting of the university research agenda;
- (c) Convene the University Research and Publications Council;
- (d) Oversee the programs and activities of the University Research Office (URO);
- (e) Coordinate with different units, offices, and individuals in matters pertaining to research publication, and other scholarly pursuits; and,
- (f) Initiate and encourage programs and activities that cultivate research culture and practice in the University.

7.1 *University Research and Publications Council*

The University Research and Publications Council is the highest policy making body for all university engagements in research and publications. It reviews and approves proposals and projects submitted by faculty and staff. It also supervises the University Research Office (URO), the Asia Mindanaw Journal, and the Research Ethics Review Committee (RERC).

7.2 *Research Ethics Review Committee*

The Research Ethics Committee is mandated to ensure that university researchers adhere to universal ethical principles and that human participants in research studies are protected.

8. DIRECTOR OF ATENELO CENTER FOR ENVIRONMENT AND SUSTAINABILITY (ACES)

The ACES Director is tasked to carry on the mandate of the University Environment Council in leading the University's efforts in environmental care and protection toward the realization of the university's vision of greener and more environmentally sustainable campuses. Specifically, s/he: (a) plan, implement and monitor programs and activities that promote environment protection and sustainable development, both in society and within the University community; (b) initiate and support environmental programs, projects, and advocacies in coordination with the University academic

and outreach units; and, (c) engage and network with community, government and non-governmental organizations in the conduct of environmental programs and projects. S/he is appointed by the President.

9. DIRECTOR OF HUMAN RESOURCE ADMINISTRATION AND DEVELOPMENT OFFICE (HRADO)

The HRADO Director is tasked to provide operational and administrative support to all the centralized human resources activities, such as employment, compensation and benefits, employee relations and services, training and development, and records management. S/he is appointed by the President.

10. DIRECTOR OF UNIVERSITY COMMUNICATIONS OFFICE (UCO)

The UCO Director is tasked to help the University communicate more effectively with both the internal and external audiences – students, faculty and staff, alumni, parents, friends and partners, and the general public. Specifically, the Director and his/her UCO team assist the University in the following: (a) Internal (university) and external (stakeholders) communication; (b) Media/Public relations; (c) Web communications, social media; (d) Strategic communication plans and policies; (e) institutional documentation (photography, video production); and, (f) Recruitment and marketing in coordination with the Admission and Aids Office and the University Recruitment Committee.

10.1 *Student Recruitment Committee*

The Student Recruitment Committee is tasked to:

- (a) formulate a strategic plan to meet recruitment targets for the Grade School, High School, Senior High School, and Higher Education units;
- (b) provide technical advice to Admission and Aid Office on matters pertaining to marketing plan and promotion activities;
- (c) synchronize recruitment strategies of the different academic units for better synergy and greater efficacy;
- (d) conduct periodic and systematic evaluation of the University's student recruitment program and related activities; and,
- e) discuss issues and concerns related to student recruitment and propose courses of action.

11. DIRECTOR OF ALUMNI RELATIONS OFFICE (ARO)

The Director of Alumni Relations has the principal responsibility of liaison work between the University and individual alumni as well as the Alumni Association. S/he is appointed by the President.

12. INTERNAL AUDITOR

The Internal Auditor is generally responsible for the smooth flow and well-coordinated internal control system in the Finance Office by closely monitoring the university's compliance with government laws and its own Internal Control Policies and Procedures in order to develop and recommend measures for the improvement of the system. S/he is appointed by the President.

D. FACILITIES AND RESOURCE MANAGEMENT

1. DIRECTOR OF PHYSICAL PLANT OFFICE (PPO)

The Physical Plant Director supervises engineering, architectural and maintenance activities necessary for the smooth operation of the different units and offices of the university. S/he also supervises the Auxiliary Services. S/he is appointed by the President.

2. DIRECTOR OF PURCHASING AND CUSTODIAN'S OFFICE (PCO)

The Director of PCO delegated with the responsibility for all activities dealing with the physical control of inventory, supplies, property, and equipment of the university. S/he is appointed by the President.

3. DIRECTOR OF CENTER OF INFORMATION TECHNOLOGY SERVICES (CITS)

The CITS Director is given the responsibility to manage the institutional ICT resources and facilities and supervises the operations of the CITS and its staff. S/he looks after the upgrading of the center's technology, its interaction with outside information technology organizations. S/he is appointed by the President.

4. CHIEF SECURITY OFFICER

The Chief Security Officer is responsible for creating and fostering a safe and secure environment for students, employees, guests and other university stakeholders. S/he ensures the promotion and enforcement of the university regulations relation to safety, security, traffic, and disaster and risk management. S/he is appointed by the President.

4.1 Security Council

The Security Council coordinates and assists the University Security Office (USO) on matters pertaining to safety, security, and response to disasters and emergencies. It also provides counsel to the President on policy formulation and decision-making about security concerns and suggest programs and activities that promote safety and security within the University Community.

E. SOCIAL DEVELOPMENT UNIT

The Social Development Council (SDC) is the coordinating body of the Social Development Unit (SDU). It is composed of the Directors and one senior program officer of each SDU Office, the Director of the University Communications Office, Asst. to the President for Analytics and Planning, the Coordinator of Muslim Affairs Office, and the Secretary of the Social Development Office.

1. DIRECTOR OF THE ATENEO PEACE INSTITUTE (API)

The Director or API is under the supervision of the Assistant to the President for Social Development and in close liaison with the Vice President for Formation. The Director leads in the development, implementation, monitoring and evaluation of the university's peace education and advocacy agenda, supporting the overall effectiveness and impact of the university's holistic peace integration and mainstreaming efforts towards the promotion of a Culture of Peace but also making a broader contribution to the greater community's peace and development goals. S/he is a member of the Social Development Council and is appointed by the President.

2. DIRECTOR OF THE CENTER FOR LEADERSHIP AND GOVERNANCE (CLG)

The ACLG Director is under the supervision of the Assistant to the President for Social Development. S/he carries out the various programs and activities related to the center's advocacy on intellectual leadership and good governance in the government, civil society organizations, private and business sectors. S/he works in close coordination and partnership with the Assistant to the President for Social Development and is a member of the Social Development Council. S/he is a member of the Social Development Council and is appointed by the President.

3. DIRECTOR OF THE ATENEO CENTER FOR CULTURE AND THE ARTS (ACCA)

The ACCA Director is under the supervision of the Assistant to the President for Social Development. S/he promotes and coordinates for

the university and community various activities related to the arts and culture. S/he is a member of the Social Development Council and is appointed by the President.

4. DIRECTOR OF THE CENTER FOR COMMUNITY EXTENSION SERVICES (CCES)

The Director of CCES is under the supervision of the Assistant to the President for Social Development. S/he is tasked with the coordination, supervision, and monitoring of various university activities that are oriented to the service of the external community. As member of the Social Development Council, s/he works closely with them. Among his/her functions are assisting in seeking funds for the various service projects of the University. She is a member of the Social Development Council and is appointed by the President.

5. DIRECTOR OF SOCIAL AWARENESS AND COMMUNITY SERVICE INVOLVEMENT OFFICE (SACSI)

The Director of SACSI is under the supervision of the Assistant to the President for Social Development. Together with the staff, s/he implement programs and activities aimed at heightening awareness of social issues, realities and policies, and intensify various concrete venues of social involvement for the college students and members of the Ateneo community. S/he is member of the Social Development Council and Student Services Council. She is appointed by the President.

F. PRESIDENTIAL COUNCILS AND COMMITTEES

1. PRESIDENT'S COUNCIL

The President's Council serves as a forum where the President and the different units and offices are informed about the various activities, plans, problems, and issues in the university with a view to cooperative action. The council advises the President on policy decisions and makes recommendations to the Board of Trustees through the President. It is composed of the Vice Presidents, Assistants to the President, the Treasurer, the Director of URO and HRADO Director. The following also sit in the council upon invitation: Basic Education Principals, the PPO Director and the Chief Security Officer.

2. FINANCE COMMITTEE

The Finance Committee advises the President on matters relating to the financial aspects of the institutions such as budgets, increase in tuition fees, and other financial matters, which the President may deem necessary.

3. GRIEVANCE COMMITTEE

The Grievance Committee is an ad hoc committee constituted as the need arises to study the facts of cases presented to it involving complaints of employees, both faculty and staff.

III. THE HIGHER EDUCATION UNIT

The Higher Education administration is headed by the Vice President for Higher Education (VPHE) who manages the Schools and Colleges, Student Services, FJTBSJ Library and Center for Testing and Measurement and Professional Schools.

A. ASSISTANT TO THE VP FOR HIGHER EDUCATION

The Assistant to the VPHE reports to and works directly for the VPHE by extending high-level administrative support to ensure the smooth and effective management and operation of the office. S/he primarily assists the VPHE on matters pertaining to quality assurance, student services, planning and evaluation.

The Assistant to the VPHE for Graduate Studies provides administrative support to the graduate programs of the different schools and colleges. She coordinates and facilitates the systems and processes which include record keeping, admissions and scholarships, enrollment and registration, faculty attendance and evaluation, comprehensive exams, theses presentations, graduation and other related services. S/he also coordinates with the Deans of the Schools and Colleges offering graduate programs.

1. SCHOOLS AND COLLEGES

1.1 COLLEGE/SCHOOL DEANS

The Deans are the chief administrative officers and academic leaders of their respective colleges. They are appointed by the board of Trustees on the recommendation of the President in consultation with the VPHE. They supervise the articulation and attainment of the educational goals of their colleges, direct and advise the students in their program of studies, coordinate the work of the various departments of their College/School and sits as chair or member of the College Board of Discipline.

1.2 DEPARTMENT CHAIRS/LEVEL CHAIRS

The Department Chairs are appointed by the President on the recommendation of the Vice President for Higher Education upon consultation with the college Deans. The Department Chairs are immediately accountable to their respective deans. The Department Chairs supervise, guide and mentor faculty members, implement program standards, and takes charge of the development of the curricula and the facilities of their respective

departments. They also recommend the appointment, promotion, termination, and resignation of their faculty members, and are expected to employ appropriate means to encourage, stimulate, and direct the improvement of teaching and research in their respective departments.

2. STUDENT SERVICES

There are nine offices that provide services to students. Five of these are directly under the VPHE office. These are the Office of Student Affairs (OSA), Admissions and Aid Office (AAO), Registrar's Office, College Guidance and Counseling Office (CGCO), and JTB Library. The other offices include the Infirmary, Social Awareness and Community Services Involvement (SACSI), Center for Information Technology Services (CITS) and Campus Ministry (CM). Each office is headed by a Director who is appointed by the President upon the recommendation of the VPHE.

2.1 DIRECTOR OF STUDENT AFFAIRS

The Director of Student Affairs is responsible for the coordination, development, and supervision of all non-academic activities of students. S/he sees to it that rules on discipline are observed by all students in the campus.

2.2 DIRECTOR OF ADMISSIONS AND AID OFFICE

The Director of Admissions and Aid coordinates with the other schools and colleges regarding the implementation of admission policies and procedures and is also given charge of the recruitment activities of the colleges. S/he oversees the university's scholarships program, whether funded by donations, the school or the government. S/he is also tasked to continually seek funds for the expansion of the scholarships program.

2.3 UNIVERSITY REGISTRAR

The Registrar maintains a central administrative office that keeps current academic records of students. S/he is charge of all permanent records of present and part students in the colleges and the graduate school. S/he also oversees logistical matters pertaining to enrollment, examinations, room assignments, and graduation.

2.4 DIRECTOR OF COLLEGE GUIDANCE AND COUNSELING OFFICE

The Director of CGCO plans, organizes, and implements, in coordination with the college counselors, an integrated guidance and counseling program for the college unit. S/he also initiates and conducts research for more relevant programs and services for the students of the University.

2.5 DIRECTOR OF THE FR JOSE T BACATAN, SJ (FJTBSJ) LIBRARY

The Director of FJTBSJ Library administers the combined libraries of the different academic units, and the Audio-Visual Room. S/he coordinates with the Vice President for Higher Education, college/school Deans, Department Chairs, and faculty in the selection and acquisition of books, periodicals, and other materials to support the academic offerings of the units.

2.6 DIRECTOR OF SOCIAL AWARENESS AND COMMUNITY SERVICE INVOLVEMENT

The SACSI Director implements programs and activities that raise awareness of social issues, realities and policies, and intensify various concrete venues of social involvement for the members of the Ateneo community, especially among students. The programs include Service Learning, Exchange Program, Summer of Service, SACSI Involvement Month (SIMO), and the Students Volunteer Programs, among others.

2.7 DIRECTOR OF CENTER FOR INFORMATION TECHNOLOGY SERVICES

The CITS Director supervises the operations of the center and oversees the care and maintenance of the university's IT infrastructure, and the university's interaction with external information technology organizations.

2.8 DIRECTOR OF CAMPUS MINISTRY

The Campus Ministry Director is responsible for the spiritual formation and continued spiritual growth of the entire university community, particularly those of students in the colleges.

2.9 INFIRMARY COORDINATOR

The Infirmary coordinator is responsible for the health and medical welfare of the faculty and students. S/he facilitates and schedules the annual medical check-up of the faculty. She also oversees the implementation of the medical and dental check-up of the students every semester especially during enrolment period.

2.10 CENTER FOR TESTING AND MEASUREMENT

The Director of the Center for Testing and Measurement plans, organizes and supervises the University's psychological assessment programs and activities in coordination with the Guidance offices of the different units.

3. VICE PRESIDENT FOR HIGHER EDUCATION COUNCILS

The VPHE councils assist the Vice President for Higher Education in the general administration of the colleges. It is composed of the Higher Education Council, Student Services Council, and Core Management Council. These councils share information, discuss possible actions, engage in decision-making by consensus, and assist in the planning of the colleges. The VPHE regularly meets with each of these councils.

3.1 HIGHER EDUCATION COUNCIL (HEC)

The Higher Education Council takes care of academic planning, action, and policy in pursuit of the continuing development and reinforcement of the academic programs of the colleges. It is composed of the Vice President for Higher Education, Assistant to the VPHE, and the Deans of the schools and colleges.

3.2 STUDENT SERVICES COUNCIL (SSC)

The Student Services Council ensures that students are given proper guidance, assistance, and support on a regular basis so that they may obtain the maximum benefit from their stay in the Ateneo. This council is composed of the directors of the following offices: Student Affairs, Admissions and Aid, Registrar's Office, Guidance and Counseling, FJTBSJ Library, Social Awareness and Community Service Involvement, Campus Ministry, Infirmary and Center for Information Technology Services and an El Consejo Atenista representative. A chair is chosen in consensus by the members from among themselves.

3.3 CORE MANAGEMENT COUNCIL (CMC)

The Core Management Council meets, discuss and decides on matters pertaining to information about the various activities, plans, problems, and issues related to the tertiary level for possible collaborative action. The team is composed of the Vice President for Higher Education, Deans, Chair of Student Services Council, Faculty Club President and the President of the ADZU Student Government. When a quorum is present, decisions made by the council become the official stand of the schools and colleges and are conveyed to the President for approval.

4. VICE PRESIDENT FOR HIGHER EDUCATION COMMITTEES

4.1 CORE CURRICULUM COMMITTEE

The Core Curriculum Committee is charged with the stewarding of AdZU's Higher Education Core Curriculum. The committee is responsible for reviewing and making recommendations before the Academic Council regarding core

courses compliant with existing statutes (e.g. those provided in the CMOs, etc.) and advanced upon the foundational philosophy of the University (i.e. liberal education imbued with Jesuit values and ideals). It also takes the lead in overseeing the periodic assessment of existing core courses and learning outcomes through interdepartmental collaboration by evaluation, assessment and reporting of the appropriateness and effectiveness of general education requirements which inform the retooling needs of the faculty.

4.2 DEPARTMENT CURRICULUM COMMITTEE

Each of the departments of the schools and colleges that manages a program has its own curriculum committee that is responsible for the development of its curriculum. The composition of the committee depends upon which department must make a change in its curriculum. It is composed of the department chair concerned, as committee head, and two or three faculty members of the department as members. For the school/college that has no department chair, the dean acts as the committee head and appoint two or three faculty members of the college as members.

4.3 GRADUATION HONORS COMMITTEE

The Graduation Honors Committee evaluates the applications for class Valedictorian and Salutatorian. There are two sub-committees formed: Co- and Extra- Curricular Committee and the Interview Committee. The Co- and Extra- Curricular committee evaluates the activities, affiliations, distinctions and achievements of the applicants. The interview committee is composed of the VPHE, deans of the colleges, a senior faculty, representatives from Formation and the Director of the Student Affairs that evaluate the applicant on character and personality based on the interview and recommendations and conduct during the interview.

4.4 FJTBSJ LIBRARY COMMITTEE

The FJTBSJ Library Committee ensures the quality of the library's collection and services through these functions: serve as an advisory board of the President on matters pertaining to Library management and development, and resource procurement; formulate, implement and monitor a strategic plan for the development of FJTBSJ Library and its programs in the view of the University's Strategic Plan; advise the FJTBSJ Library Director on matters pertaining to formulation and implementation of policies and procedures; discuss issues and concerns pertinent to library development, and propose courses of actions; and,

streamline, coordinate, and align programs and projects of the academic units and the FJTBSJ Library in order to maximize resources and optimize benefits for faculty, students and other clientele. It is composed of five members from the college faculty who are each appointed for by the President upon recommendation of the Vice President for Higher Education.

5. SCHOOLS AND COLLEGES

5.1 SCHOOL OF LIBERAL ARTS (SLA)

The School of Liberal Arts services all the other tertiary academic units besides having its own major areas of concentration. It is composed of six departments, each of which is headed by a chair. The departments are Languages, Communications, Philosophy, Psychology, Religious Studies, and Social Sciences. It aims to:

- Train student to think clearly and logically and to communicate their ideas correctly and effectively.
- Develop in the students an appreciation for truth, beauty, and refinement through contact with the classical, as well as modern ideas and personalities in literature and the arts.
- Develop an understanding of the human person through an awareness of social and political forces that help shape the affairs of society.
- Develop in the students the ability to make a personal reflection on the meaning of significant human experience.

5.2 SCHOOL OF EDUCATION (SED)

The School of Education is responsible for the pre-service and in-service education of both secondary and elementary school teachers. It seeks to produce functional and multi-literate graduates who are creative designers of learning environments, reflective facilitators of meaningful experiences, models of Ignatian Spirituality, collaborators and leaders in educational research and projects for environment, peace, and development in Mindanao. The objectives of the School of Education are:

- To have students acquire an education rich with Filipino values, Catholic human virtues, and a well-rounded cultural and moral background which are characteristic of a Jesuit education.
- To instill in the students' competencies of critical and strategic thinking, communication, life-long learning, and other higher-

level literacies and skills needed for teaching in the 21st century.

- To form professionals with global competence in both content and pedagogy, particularly in their fields of specialization, anchored on a principled theoretical, methodological, ethical, and experiential knowledge of the teaching profession.
- To develop in the student collaborative leadership and a deep sense of social responsibility by engaging them in activities designed to improve conditions and promote peace in the community.
- To equip students with the needed competencies to engage in research and other scholarly activities that will contribute to the development of quality education in Mindanao.

5.3 SCHOOL OF MANAGEMENT AND ACCOUNTANCY (SMA)

The School of Management and Accountancy consists of two departments: Accountancy and Management. It aims to:

- Equip students with the knowledge and skills needed to be effective practitioners in the field of business and management.
- Develop in the students an entrepreneurial spirit in order to significantly contribute towards the development of the city and the region and the community at large.
- Provide students with academic and professional training that is grounded on faith in God and the Jesuit ideals.
- Develop in the students a sense for ethical business practice and care and concern for the environment.

5.4 COLLEGE OF SCIENCE AND INFORMATION TECHNOLOGY (CSIT)

The College of Science and Information Technology consists of four departments: Natural Sciences, Mathematics, Computer Science and Engineering. These departments offer degree programs which aim to:

- Provide graduates who are highly qualified in the field of science and information technology needed for the development of the region and the nation.
- Provide general education courses for other tertiary academic units.
- Develop in the students the spirit of scientific inquiry and accurate observations in the pursuit of truth.

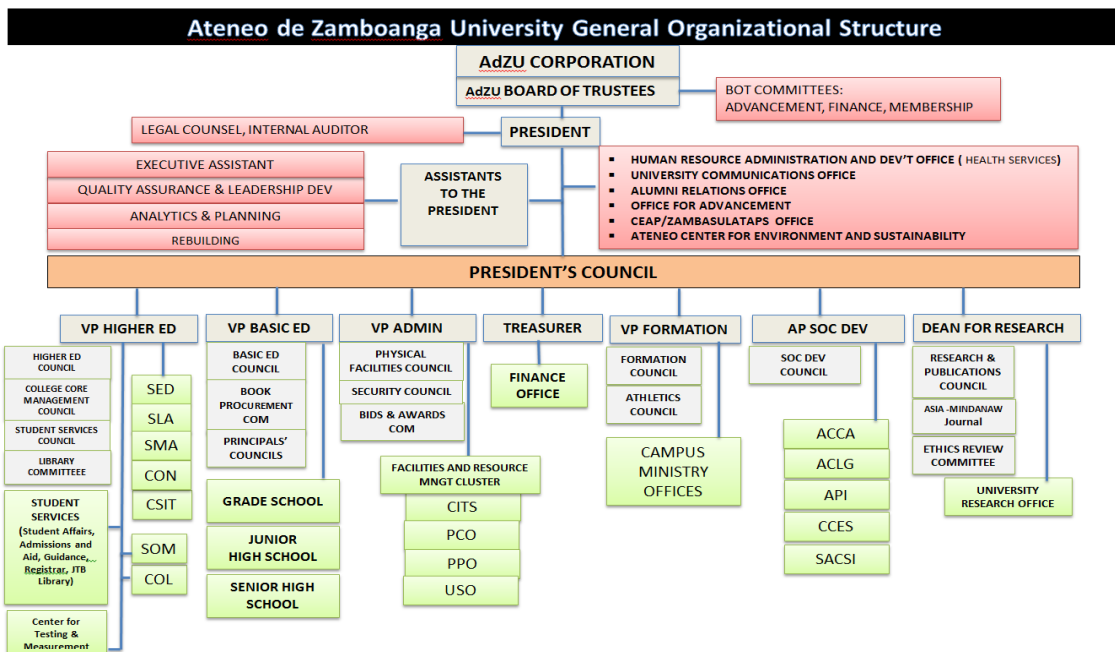
- Produce graduates who have a strong foundation in the natural sciences, mathematics, and information technology and the skills that are required to pursue advanced degrees.
- Provide students with the practical skills and knowledge in designing, developing, and administering various information and embedded systems using up-to-date resources.
- Develop creativity in students by encouraging them to design innovative solutions in response to the challenges brought about by the impact of globalization and information technology trends.
- Contribute to the region’s growth in Science and Information Technology by way of education, community participation, and collaboration with business, industry and other organizations.

5.5 COLLEGE OF NURSING (CNU)

The College of Nursing is composed of four departments known as levels, each of which is headed by a level chair. The college aims to mold students into caring, compassionate, competent, and committed nurses. The College of Nursing aims to:

- Provide students with the necessary skills, knowledge, and attitudes for the promotion and restoration of health, prevention of illness, and alleviation of suffering.
- Develop in the students’ deep awareness and understanding of the legal, social and moral responsibilities of the profession.
 - Develop critical and creative thinking as well as research capabilities by the nursing process in the key areas of responsibility.

6. ADZU CORPORATION CHART



B. ASSISTANT TO THE VPHE FOR GRADUATE STUDIES

The Assistant to the VPHE for Graduate Studies provides administrative support to the graduate programs of the different schools and colleges. She coordinates and facilitates the systems and processes which include record keeping, admissions and scholarships, enrollment and registration, faculty attendance and evaluation, comprehensive exams, theses presentations, graduation and other related services. S/he also coordinates with the Deans of the Schools and Colleges offering graduate programs.

IV. CAMPUS FACILITIES AND SERVICES

A. UNIVERSITY CAMPUSES

The main campus of the University is named after Fr Eusebio G Salvador SJ. It has a total area of 3.9 hectares and is located at the heart of Zamboanga City. The main campus site is bounded by La Purisima, Gov. Alvarez and Nuñez streets. This campus is home to the Senior High School, Higher Education Unit – the Colleges and Schools including Graduate School, the School of Medicine and College of Law, the Central Services Unit and the Administrative Offices.

The second campus is the WHK Campus named after former university President, Fr. William H Kreutz, SJ. This is the Basic Education campus where the ADZU Grade School and Junior High School are presently located. It is situated at barangay Tumaga, Zamboanga City.

B. BUILDINGS AND PHYSICAL FACILITIES

1. SALVADOR CAMPUS

1.1 College Building – This building has two wings, the south wing and the north wing. The south wing is called **Gonzaga Hall**, the north wing is called the **Canisius Hall**. The offices of School of Education to include the PROBE Center, School of Management and Accountancy, Vice President for Higher Education, Registrar and the Assistant to the Vice President are located on the first floor of the Gonzaga Hall.

On the second floor of Gonzaga Hall are the offices and faculty workrooms of the School of Liberal Arts and the College of Nursing.

The Faculty Lounge is located on the northwest side of the second floor. Also, on this side is the office of the College of Science and Information Technology.

On the third floor are the Center of Information Technology Services (CITS) and the Basic and Advance Computer Laboratories. The Computer Research laboratory is on the northwest side.

The north wing or the Canisius Hall houses the research and science laboratories, the computer engineering laboratory and several classrooms. On the first floor is the Office of Student Affairs, Quality Assurance Office, the Biology laboratories (Zoology and Microbiology) and the SMART Wireless Laboratory. On the second floor are the faculty workroom of the College of Science and Information Technology, the Multi-media & Animation laboratory, the Physics laboratory and the Engineering laboratory. The third floor houses the Chemistry laboratories and the research laboratory. The Balance room is on the southeast side across the chemistry laboratory.

The Smart Wireless Engineering Education Program (SWEEP) laboratory, located at the 1st floor of Canisius Hall, showcases cellular network equipment for Smart's analog network such as radio cabinets, rectifier units, a battery bank, antennas and a computer control console. The facility also contains a working GSM cell site that will not only improve cellular coverage for the campus but can also be used as part of an on-the-job training program for students.

- 1.2 Xavier Hall** – This is a four-story pre-engineered building which consists of 16 classrooms and various offices. Located on the ground floor are the ecumenical prayer room, El Consejo Atenista (College Student Government), The Beacon Publications and El Torre Azul yearbook office and the Home Economics room (also serves as the College Faculty Workroom of the School of Education).
- 1.3 Bellarmine and Campion Halls** – This is the large four-story concrete building facing La Purisima Street.
 - 1.3.1 The Bellarmine Hall** is found in the north wing. The first floor houses the Office of the President, the President's Conference Room, the office of the Assistant to the President for Planning and Analytics, the Admissions and Aid Office, the office of the Vice President for Administration, and the Nursing Review office, The second floor houses the Bellarmine Conference Room, the Nutrition Laboratory, the Nursing Amphitheater and the Nursing Arts Laboratory. The third and fourth floors are used as classrooms by the colleges and schools.
 - 1.3.2 The Campion Hall** is located on the south wing. It was donated by COCOFED. On the first floor, this wing houses the School Infirmary, the University Communications office and the Gallery of the Peninsula and the Archipelago. The second floor houses the Campion Lecture Hall and few classrooms. The

third floor houses the Nursing Library while the Professional Review Center is found on the fourth floor.

- 1.4 Learning Resource Center (LRC)** – This concrete four-story structure with was built in 1986 from a USAID grant. The first floor of the north wing houses Carlos Dominguez Hall, the Office of the Library Director, the Human Resource Administration and Development Office (HRADO), the Purchasing and Custodian Office, and the Finance Office. Fronting the Finance Office is the office of the Internal Auditor. On the second and third floors of the same wing are found the Fr. Jose T Bacatan, SJ Library and some classrooms. Also, on the third floor are the office and work stations of GeoSafer, a DOST funded project of ADZU. On the fourth floor are the offices and classrooms used by the School of Medicine.

The first floor of the south wing houses the Projects Office, the LRC Conference Room, the College Guidance Office and the Ateneo Center for Testing and Measurement Office. On the second floor are the Ateneo Research Center, the Psychology Laboratory, the Graduate School Office, and some classrooms for the Colleges and the Graduate School. The third floor houses the Office of the Audio-Visual Coordinator, the Audio-Visual Center and the Office and facilities of the Communications Department. The 4th floor houses some classrooms and offices of the School of Medicine.

- 1.5 Fr Manuel Sauras SJ Hall** – This is four-story building which houses the cafeteria on the first and second floors. On the third floor are classrooms and conference rooms. The 4th floor houses a dormitory and guest room for transients while the roof top houses a fitness gym facility.
- 1.6 University Church of the Sacred Heart of Jesus (formerly the Sacred Heart Chapel)** – is located on the northwest corner of the campus, near the pedestrian gate or gate 2. The Campus Ministry Office and the office of the Vice President for Formation are housed in this building.
- 1.7 New Senior High School Building (Faustino W Saavedra Building)** – In the southwest part of the campus is the newly constructed 5-storey building near gate 1 of the campus that houses the Senior High School administrative offices, facilities and classrooms.
- 1.8 Kostka Building** is a three-story building that used to be part of the Grade School facilities which later became the classrooms of

the Senior High School. The building has six classrooms in each floor.

- 1.9 Jose Maria Rosauo (JMR) Hall** – This building is located on the eastern part of the campus, at the back of the Jesuit Residence. On the first floor it houses the social development offices such as the Center for Community Extension Services (CCES), the Ateneo Peace Institute (API), the Center for Leadership and Governance (ACLG), the office of the Assistant to the President for Social Development (APSD), the Social Development Conference Room and the College of Law Legal Aid office. On the second, third and fourth floors are the College of Law Office, classrooms, and other facilities. The second floor also houses the faculty and staff dormitory while the third floor houses the student’s dormitory.
- 1.10 Jesuit Residence** – called Loyola House, is the living quarters for the Jesuits on the campus. It also houses a small chapel.
- 1.11 Multi-Purpose Covered Courts** – There are two multi-purpose covered courts MPCC-1 and MPCC-2. MPCC-1 is located along the southeastern part of the property near the playing field. This facility holds two standard basketball courts. It has a bleacher with a two-storey office space below which holds the Physical Education Department, a dance studio, and a judo room.

The newly constructed covered court, MPCC-2 is in the former Brebeuf gym grounds. It houses one basketball court and two smaller courts for other sports activities.
- 1.12 Gallery of the Peninsula and the Archipelago** – Located at the first floor of the Champion building, it houses several paintings and sculptures collected by the university over the years. It also hosts exhibits of various local and national artists. It also houses the office of the Ateneo Center for Culture and the Arts.
- 1.13 Carlos Dominguez Hall** – Located at the first floor of the LRC building, this hall is used for various activities like conferences, seminars, presentations and community gatherings. It can accommodate a maximum of 150 persons.
- 1.14 Champion Lecture Hall** – At the second floor of Champion Hall is this lecture hall where the Nursing Review is held. The hall may also be used for seminars, meetings or for community gatherings.
- 1.15 Physical Plant facilities** – This is located along the southeastern end of the property near the playing field and gate 6. A portion of it holds the general storage facility and the Physical Plant Shop,

while on the second floor it houses the Office of the Physical Plant Director and his staff.

- 1.16 Garage and Driver's Quarters** – Located near the Jesuit residence, it is a facility consisting of a garage and a drivers' quarters.
 - 1.17 Playing Field** – On the eastern half of the property is a large field for sports activities.
 - 1.18 Parking** – Parking is available to faculty and staff vehicles in specified areas. There are also designated parking spaces for faculty, staff and students' motorcycles. Gate passes or stickers may be procured from the University Security Office.
 - 1.19 Transportation Facilities** – For co-curricular activities, school transportation may be availed of by the students and teachers. Reservations are made at the Office of Auxiliary Services.
- 2. WHK CAMPUS** - The campus consists of the Junior High School building, the Fr. Aureo Nepomuceno, SJ Covered courts, the playing fields and the Grade School complex.
- 2.1 The Junior High School Building** – This is a four-storey building that houses the administrative offices, classrooms and other facilities of the Junior High School. The first floor consists of a large assembly area, the offices of the Principal and Assistant Principals, Registrar, Student Services, Guidance, Campus Ministry, as well as the JHS clinic, chapel and ecumenical prayer room. Classrooms are in the second, third and fourth floors. The faculty room, library and computer laboratories are in the second floor while the science laboratories are in the fourth floor. The lower ground floor houses the cafeteria and the TLE laboratory. There is also a satellite office of the Physical Plant in the first floor. The Audio-visual rooms are in the first floor and in the third floor.
 - 2.2 The Grade School Complex** – This complex is composed of the Administration building, the pre-school and the main building which includes the three halls that house the classrooms of grades 1 to 6, the computer and science laboratories, the library, the chapel, the Mateo Ricci Multi-purpose Hall, and the canteen at the ground floor.
 - 2.3 Fr. Aureo Nepomuceno, SJ Covered Court** – This is a multi-purpose covered court that is used by both the Grade School and the Junior High School for sports and other activities.

C. IT AND LEARNING RESOURCES

1. Center of Information Technology Services (CITS)

The Center for Information Technology Services is tasked with the construction and improvement of the Information Technology components of the academic programs and administrative requirements of the Ateneo de Zamboanga University.

In coordination with the academic sectors of the university, it plans for both the hardware and software structures required for instruction and research and development. With the administration, it seeks to expand how Information Technology can streamline operations, speed up transactions and increase productivity by means of computerization program and a network environment using relatively limited financial and technical resources.

The CITS supervises the computer laboratories of the academic units: Basic Education and Higher Education units. It is also responsible for setting up and maintaining the CCTV systems of the university and other IT related facilities.

2. Libraries and Multi-Media Facilities

There are five libraries within the main campus – the Main Library named the Fr Jose T Bacatan SJ (FJTB) Library, the Nursing Library, the libraries of the School of Medicine and the College of Law, and the Senior High School Library. Specialized libraries are also maintained in some offices in the school like the University Research Office, the Social Development Offices and others.

Aside from print materials, the libraries offer multi-media materials and online resources. There are also audio-visual rooms maintained by the various libraries.

Students and faculty members are given priority in the use of library facilities and services. Employees, however, may also make use of any of the libraries, subject to each library's rules and regulations.

The William H Kreutz Campus in Tumaga maintains equivalent facilities for the Junior High School and the Grade School.

D. HEALTH AND RECREATIONAL FACILITIES AND SERVICES

1. Health Services

All faculty members and employees enjoy free medical and dental services provided by the university. The university maintains infirmaries

(medical and dental clinics) in both Salvador and Kreutz campuses, where physicians and dentists conduct physical and dental examinations and consultations, respectively to faculty, staff and students. Each infirmary (GS, JHS, SHS and Colleges) is manned by three registered nurses to administer first aid treatment in emergency cases.

2. Recreation and Wellness Facilities

Athletic facilities such as, basketball and volleyball courts (at the MPCC 1 & 2), and the soccer field are available provided prior arrangements are made. There is also a Fitness Gym at the 4th floor of Sauras building. Employees are encouraged to avail themselves of these facilities and to organize and participate in athletic events, such as basketball and volleyball leagues, bowling tournaments and the like.

3. Canteen Services

For the convenience of the university community, a cafeteria is available at the 1st and 2nd floors of Sauras Hall in the Salvador campus and cafeteria for each of the basic education units at the WHK campus.

E. RELIGIOUS FACILITIES AND SERVICES

1. The Church of the Sacred Heart of Jesus is the heart of the university.

It is open to the university community. Institutional or unit masses, recollection and other religious activities are held in the Church. There is a small chapel where daily masses are held. Sunday masses at the University Church are open to the public.

2. Ecumenical Prayer Room

The Ecumenical Prayer Room is open to non-Catholics and Muslims. This prayer room, located at the 1st floor of Xavier Hall, is for the Higher Education unit in the Salvador campus.

3. Basic Education Chapels and Ecumenical Prayer Rooms

The Basic Education units (GS, JHS and SHS) have their own chapels and ecumenical prayer rooms in their respective buildings/complex. Daily masses/services are held at the chapel while unit masses for special occasions are held in larger facilities in campus.

V. GENERAL GUIDELINES

The **Ateneo de Zamboanga University College Student Handbook** is the formal statement of policies and regulations which serves to ensure that the University functions smoothly and efficiently in the service of its educational and apostolic mission. It subsumes the following rights of students as stipulated in Batas Pambansa 232, among others:

- Organize among themselves;
- Express one's self provided it is exercised without malice or ill will; and
- Notice and hearing or due process of law.
- Express concern over matters related to the quality of education they deserve;
- Be represented in policy-making bodies in the University or in committees handling issues that concern students. This refers to the College Board of Discipline.

The University sets the foregoing parameters to ensure a learning environment that fosters academic excellence, nurtures spirituality and stimulates social awareness. To this end, programs and activities are made available to support academic learning and enhance student life.

1. The student's registration (enrollment) in the University is understood as an expression of willingness to abide by all rules and regulations prevailing in the University. It is the student's responsibility to know the contents of the handbook. Non-compliance due to lack of awareness of the provisions in the handbook is not deemed excusable.
2. As Ateneans, students are expected to apply themselves fully in their respective academic endeavors and engage actively in co- and extra-curricular activities that complement their academic formation. They are encouraged to participate in one or several co-curricular activities to the extent that their studies will allow. These are intended to provide a balance in their formation and development. The University, through the academic units, however, reserves the right to advise against participation in activities that disrupt academic learning or hamper personal growth. Thus, aside from attending classes regularly, students are expected to:
 - 2.2 Optimize the student services programs for spiritual formation, psycho-emotional, and social development offered by the Campus Ministry Office, Guidance and Counseling Office, and the Social Awareness and Community Service Involvement Office respectively.
 - 2.3 Attend institutional functions, such as the Mass of the Holy Spirit, St Ignatius Mass and other special activities of the University
 - 2.4 Participate in the relevant programs and activities organized by the Office of Student Affairs, such as Orientation Seminar for Freshmen, Reorientation Seminar for Graduating students, Tuition fee consultation, Individual and Organization Awards Recognition, AtFest week, and in those initiated by their respective academic units.

3. It is the duty of students to inform or update their parents or guardians of their academic standing, the status of their attendance and the consequences of their failures and absences.
4. Students are to behave responsibly in the use of communication and information technology, especially when engaging in any action that may affect the privacy, dignity, and/or rights of institutions, groups or individuals, including themselves.
5. Communication and information technology equipment cannot be used in the classroom without explicit permission of the teacher.
6. Students are required to keep their contact and information at the Registrar's Office up-to-date.
7. Students are responsible for the behavior of persons or outsiders who come into the campus on their behalf. The student is charged with an offense when violation of the any of the provisions stated in the handbook is violated.
8. 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.
9. Eating and drinking are not allowed in classrooms, laboratories, audio-visual room and the JTB libraries.
10. All students share the responsibility in maintaining a drug-free campus

VI. CLASS-RELATED FUNCTIONS AND POLICIES

A. STUDENTS' ATTENDANCE

1. Students are expected to attend classes promptly and regularly.
2. A class beadle assists the teacher in monitoring the attendance.
 - 2.1 A student is tardy (or late) when s/he comes to class after the opening prayer.
 - 2.2 Two occasions of tardiness are counted as one absence. Tardiness, however, should not bar any student from attending class.
 - 2.3 There is a limit to number of absences without academic sanction. A student is allowed the following number of hours of absence for subjects with the corresponding units:
 - 2.3.1 Five (5) hours for a 2-unit subject
 - 2.3.2 Seven (7) for a 3-unit subject
 - 2.3.3 Twelve (12) for a 5-unit subject
 - 2.3.4 Fourteen (14) for a 6-unit subject

3. Absence may be excused due to hospitalization or illness as confirmed by a medical certificate, or because of the demise of an immediate family member (parent or brother/sister, spouse or children).
4. The teacher of the subject has the discretion over matters pertaining to excusable absences. Students may appeal to the teachers concerned for consideration.
5. Students are expected to follow classroom policies and procedures set by the school and their teachers. A teacher may send a student to the DSA for misbehavior, for proper disciplinary action.
6. The Office of Student Affairs notes and keeps record of student pertinent documents.

B. BELL SYSTEM

1. Classes begin and end with the ringing of the bell.
2. A five-minute interval is observed between class periods.
3. During emergencies, *one long siren will be sounded*. In such instance, students should immediately cease all activities, vacate the building calmly and quickly, and assemble at the designated areas.

C. OPENING AND CLOSING PRAYER

As a tradition in a Jesuit institution, classes should commence and end with a prayer. The teacher may assign or request student to lead the prayer.

D. MIDTERM AND FINAL EXAMINATIONS

1. Schedule of Midterm and Final examinations are posted on the Registrar's bulletin board and online at the university's website (MyADZU Portal).
2. Students who missed the midterm or final examinations should inform the respective teacher for proper assessment and action.
3. A special delayed examination may be given due to the following reasons: illness, death in the family, and emergency cases. Such reasons are to be supported by pertinent documents, i.e., hospital records, medical certificates, and the like.
4. Delayed examinations must be taken within two weeks immediately after the last day of midterm or final exams.
5. Students may request to see their corrected final examination papers and the computation of their final grade. Should errors in the corrections or determination of marks and other discrepancies are discovered; a student may appeal for change of grade within the prescribed period.

E. ACADEMIC CONSULTATION

1. Academic consultation is done a week prior to enrollment period.

2. A student is required to see on a pre-determined schedule the department chair/dean or the teacher assigned to assess academic progress and deficiencies.
3. A time for student consultation period is set by the faculty every semester. A student may use this to discuss or raise issues, challenges and difficulties they may have concerning the subject.

F. EXEMPTIONS FROM FINAL EXAMINATIONS

1. Exemption from taking the final examination is a privilege that may be granted to high performing students. However, the following conditions and standards must be met.
 - 1.1 The department that offers or oversees the course or subject allows the granting of exemption.
 - 1.2 When there is no contradictory policy, the granting of exemption becomes the prerogative of the faculty member handling the course.
 - 1.3 The student has obtained a midterm grade of at least 3.0 and a class standing grade of at least 3.0 in the second quarter.
2. A student who has been granted exemption has the option to take the final examination to get a higher final semester grade. However, if the result of the final examination mark will not improve the final grade, it will be discarded in favor of the computed average grade for the two quarters.

G. FINAL GRADES

Grades are available online within one week after the special examination has been administered.

H. APPEAL FOR CHANGE OF GRADE

A student may appeal for a change of grade by writing a formal letter addressed to the teacher. The appeal is only allowed up to within the succeeding semester.

I. MAKE UP CLASSES

1. Make up classes should have the expressed approval of the Dean or Vice President for Higher Education.
2. Students must be informed at least two (2) days before the scheduled special class.
3. Special Class schedule will be posted at the OSA Bulletin board.
4. Make up classes are allowed if at least 2/3 of the students agreed of the proposed makeup class.

5. Students should affix their signature in the sign-up sheet indicating that they agree or approve of the proposed make-up class. The sign-up sheet provided by the teacher should include the date, time and venue of the make-up class. The sign-up sheet should be attached to the request form/letter of the proposed make-up class.
6. Any cancellation of the Special class shall also be posted at the OSA Bulletin board at least one day prior to the scheduled make up class.

VII. ACADEMIC POLICIES AND REGULATIONS

A. SCHOOL OF EDUCATION

Admission and Retention Policies (SY 2018 – 2019)

○ Admission

An incoming first year student must have:

- ✓ A high school or senior high school general average of at least 80;
- ✓ A stanine score of at least 4 in the RTCU.

○ Retention

- ✓ A student must have a GPA of 2.0 or higher with no grade lower than 1.5 in any academic subject during the first and second years of college.
- ✓ During the 2nd year, students with grades lower than 1.5 in three (3) subjects in a semester shall be disqualified from the program.
- ✓ Academic subjects with grades lower than 1.5 must be repeated.
- ✓ For subjects in the 3rd and 4th year (*as indicated in the curriculum*), the passing mark for non-major and non-professional education subjects are 1.0

○ Professional and Major Subjects

- ✓ The passing mark for the professional education and major subjects is 1.5.
- ✓ A second-year student who fails in two major subjects in a semester shall be disqualified from the area of specialization.

○ Transferees and Shifters

- ✓ A transferee or a shifter should have a GPA of 2.0 or higher with no grades lower than 1.5.
- ✓ A certification of good moral character signed by the College Dean (*for transferees only*) must be submitted.

○ Foreign Students

- ✓ The same admission policies for Filipino students apply to foreign students.
- ✓ For retention in the program, a foreign student must have a GPA of 1.5 or higher and no grade lower than 1.0 in any academic subject.

- **Special Provisions**

- ✓ A student may appeal for reconsideration and a committee shall be formed to deliberate on the merits of the appeal.
- ✓ The decision of the committee is deemed final.

B. COLLEGE OF NURSING

- **Bridging Program and Policies for NON-STEM Track**

1. RTCU Score of 340 when ranked belong to the top 300 examinees.
2. High School General Average of 80.00% or above.
3. Certificate of Good Moral Character.
4. Physically and Mentally Fit.
5. Marriage Certificate for Married Students
6. Pass the entry interview.
7. The student should take General Chemistry before or concurrently with Biochemistry and Physics within the 2 years in the program.

- **Promotion Policies**

To be promoted to the 2nd level, a student must meet the following requirements:

- ✓ Cumulative GPA of 1.5 (WPA 81.00%) with GPA not lower than 1.0 (WPA of 78.00%) in the first and/or second semester
- ✓ Minimum score of 500 in Nursing Aptitude Test (NAT). The NAT score must be 500 and GPA 1.5(WPA 81.00%). If GPA is lower than 1.5 (WPA is lower than 81%) but not lower than 1.0 (WPA 78%), the NAT score should be 551 and above.
- ✓ Pass the following prerequisite subjects to qualify to enroll in NCM 107: NCM 100 to NCM 103, NURANP and NURMIC.

NOTE:

- Failure for the second time on any of the nursing subjects would mean outright dismissal from the Nursing Program.
- Failure in 50% of the total units per semester means the student can no longer enroll in the program.

- **Requirements for CAP and BADGE:**

- ✓ Pass NCM 100 TO NCM 103, NURCHEM, NURBIO, NURANP, and NURMIC.
- ✓ Complete all RLE requirements for NCM 107 AND NCM 109 including the payback duties.

- **To be promoted to the 3rd year, student must:**

- ✓ Pass NCM 107 AND NCM 109.
- ✓ Complete all RLE requirements for NCM 107 AND NCM 109 including the payback duties.
- ✓ Pass oral and written COPAR requirements.

- **To be promoted to the 4th year, a student must:**
 - ✓ Pass NCM 112, NCM 113, NCM 116 and NCM 117.
 - ✓ Complete all RLE requirements for NCM 112, NCM 113, NCM 116 and NCM 117 including the payback duties.
 - ✓ Pass oral and written nursing case study and research.

C. SCHOOL OF LIBERAL ARTS

1. Communications Department

1.1 Bachelor of Arts in Communication (BA COMM) Program

- **Admission Requirements**

To be admitted to the BA Communication program, the requirements are as follows:

- *For Incoming Freshmen:*

- ✓ A WPA of 80 for senior high school completers or life-long learners
- ✓ An average score (at least stanine 4) in the English subtest of the Readiness Test for Colleges and Universities

- *For Shiftees/Transferees:*

- ✓ A WPA of 1.5
- ✓ A final grade of 2.0 in *Purposive Communication*

- **Retention Requirements**

To be retained in the program, a student must comply the following requirements:

- ***Second Year:***

- ✓ A WPA of 2.0 and a final grade of 2.0 in *Purposive Communication, Introduction to Communication Media and Social Media Principles and Practices*
- ✓ A final grade of 1.5 in all CHED core subjects
- ✓ A final grade of 1.0 in all other subjects

- ***Third Year:***

- ✓ A WPA of 2.0 and a final grade of 2.0 in all communication subjects
- ✓ A final grade of 1.5 in all elective subjects

- **Special Provisions**

- Students must obtain at least a 2.0 WPA and a 2.0 final grade in all major subjects except in their final year when they can obtain a final grade of 1.5.

- Major subjects with a final grade below 2.0 must be repeated until the required grade is obtained. However, students can only repeat the said subjects twice. Otherwise, they will be disqualified from the program. Likewise, students who do not meet the grade requirement in three major subjects within the semester in the second and third year will be advised to discontinue the program.
- Students can undergo their internship in their third year in college after they have completed the major subjects in the first and second year. It must be passed with a grade of 2.0 or higher.
- In the final year, students must comply the following requirements for graduation:
 - ✓ A passing grade in Thesis 1 and 2
 - ✓ A thesis defended and hardbound and pdf copy submitted
 - ✓ A portfolio of production outputs in major subjects
 - ✓ A final grade of 2.0 in the internship course

2. Social Sciences Department

2.1 Bachelor of Arts Major in Interdisciplinary Studies (AB INDIS) Program

- **Admission Requirements**
 - To be admitted to AB INTS, a student must meet the following:
 - ✓ a WPA of **80** for senior high school completer
 - ✓ a WPA of **1** for shiftee
 - ✓ a WPA of **1** for transferee (or its equivalent in the other school's grading systems)
 - ✓ an **average** score (at least stanine 4) in the English subtest, and a stanine overall average of **10** for the three areas/subtests of Readiness Test for Colleges and Universities
- **Retention Policies**
 - To be admitted to the **Second Year**, a student must meet the following:
 - ✓ a WPA of at least **1** at the end of the first and second semesters of the first year
 - ✓ a final grade of at least **1.5 in** Purposive Communication and Advanced Academic Writing
 - To be admitted to the **Third Year**, a student must meet the following:

- ✓ a WPA of at least **1** at the end of the first and second semesters of the second year
- To be admitted to the **Fourth Year**, a student must meet the following:
 - ✓ a WPA of at least **1** at the end of the first and second semesters of the third year
 - ✓ passed all major and allied courses (International Law and Relations, History, Geography, Political Science, etc.) including the *Research Methods and Theories* class
 - ✓ a final grade of at least 1.5 in the Summer International Studies Internship Program
 - ✓ Introduce/Implement/Evaluate a community/organization project through a service-learning course
- On the final year in the program, a student must meet the following:
 - ✓ pass and defend a proposal
 - ✓ pass and defend a thesis and submit a bounded copy
- **Special Provisions**
 - **MAJORS AND ALLIED COURSES**

Major and allied courses must be passed with a final grade of **1** or higher. If the grade in a major or allied course is below 1, the student must repeat the course until a grade of **1** is obtained. If the course has been failed three times, the student is disqualified from the program. S/he is advised to shift to another program.

Those that are not considered major or allied courses must be passed with a grade of **1.0** or higher. These courses may be repeated with no limit until the student earns a credit (i.e. at least 1).
 - **STUDENT'S RESIDENCY IN THE PROGRAM**

The student who fails to obtain a WPA of 1 in the first instance will be tagged *Under Probation* and in the second instance elevated to a *Warning Status*. The residency of the student in the program and eventually in school is terminated, if the student fails to obtain a WPA on the third instance. (See provision found in the College Retention section of the College Handbook, 2015 ed.).

- **BACK COURSES AND MAXIMUM ALLOWABLE ACADEMIC LOAD**

A student must pass all the major and allied courses in all the terms prior to the enrollment in *Research Methods and Theories* course. Concurrent enrollment in back courses will be allowed provided the total number does not exceed 27 units. However, this maximum allowable academic load does **not** apply when the student is enrolled in the following terms in the program:

Third Year, 2nd Semester - 24 units

Fourth Year, 1st Semester - 15 units

Fourth Year, 2nd Semester - 18 units

- **THESIS WRITING**

- A student is given two semesters to pass a proposal defense and complete the thesis writing. Even after passing a thesis defense, a student's grade is withheld until s/he submits the final bounded thesis not later than the first week of March of every school year.
- A student who fails to submit the final requirement will be advised to re-enroll immediately in the summer term following the 2nd Semester. S/he will be considered a graduate of that term. A student is only given one chance to re-enroll and in the second occasion s/he fails will be reverted to research proposal enrolling all over again for the entire cycle of a new proposal defense and thesis.

2.2 Bachelor of Arts Major in International Studies (AB INTLS) Program

- **Admission Requirements**

To be admitted to AB INTS, a student must meet the following:

- ✓ a WPA of **80** for senior high school completer
- ✓ a WPA of **2** for shiftee
- ✓ a WPA of 2 for transferee (or its equivalent in other school's grading systems)
- ✓ at least a stanine **5** in the English subtest, and a stanine overall average of **12** for all the three subtests of Readiness Test for Colleges and Universities

- **Retention Policies**

- To be admitted to the **Second Year**, a student must meet the following:

- ✓ a WPA of at least **1.5** at the end of the first and second semesters of the first year
- ✓ pass a panel interview
- ✓ a final grade of at least **1.5** in Purposive Communication, Advanced Academic Writing, and Introduction to International Studies
- To be admitted to the **Third** Year, a student must meet the following:
 - ✓ a WPA of at least **1.5** at the end of the first and second semesters of the second year
 - ✓ a final grade of at least **1.5** in every major and allied course (International Relations, History, Geography, Political Science, etc.)
- To be admitted to the **Fourth Year**, a student must meet the following:
 - ✓ a WPA of at least **1.5** at the end of the first and second semesters of the third year
 - ✓ a final grade of at least **1.5** in every major and allied course (International Relations, History, Geography, Political Science, etc.) including the Research Theories and Methods class
 - ✓ a final grade of at least **1.5** in the Summer International Studies Internship Program
- On their final year in the program, a student must meet the following:
 - ✓ pass and defend a proposal
 - ✓ pass and defend a thesis in a public presentation
 - ✓ implement a project through a service-learning course
- **Special Provisions**
 - **Course-related**
 - ✓ Majors and allied courses must be passed with a final grade of **1.5** or higher. If the grade in a major/allied course is below **1.5**, the student must repeat the course until a grade of **1.5** is obtained. If the course has been failed three times, the student is disqualified from the program. S/he will be forced to shift to another program.
 - ✓ Those that are not considered major and allied courses must be passed with a grade of **1.0** or higher.
 - ✓ On the last semester of the student's residency, the student considered by this time a candidate

for graduation will no longer be subjected to the 1.5. minimum grade requirement.

- ✓ Students enrolled in this program should be travel-ready (i.e. with valid passport, etc.)

- **Curricular Activities**

Aside from the grade requirements, students enrolled in the program are expected to build their folio within the period of their program which will contain evidence of involvement/participation in:

- ✓ At least one Cultural Immersion/Cultural Exchange in any of the ASEAN member states (with University-accredited partner school/agency);
- ✓ A service-learning component that introduces/implements/evaluates a community/organization project;
- ✓ A Summer Intensive Internship Program (at least 300-hours) in a University-accredited IGOs/GOs in the summer of their third year;
- ✓ In the Department-sanctioned student organization International Studies Organization in Ateneo (ISOA) from the first to the last term of the student's residency in the program;
- ✓ At least three-year membership in an accredited International Studies network Mindanao International Studies Society (MISS); and
- ✓ At least one Model United Nations' Training or other activities of similar nature.

3. Psychology Department

- **Requirements for Admission**

- ✓ SHS completer from any track (those from GAS track will have 2 additional subjects (General Science and Statistics))
- ✓ WPA of at least 80 in SHS
- ✓ At least a stanine score of 3.5 in each of the sub areas of RTCU

If WPA is between 75-79 the student can be admitted on a probationary basis. This status is repealed if the student earns a WPA of at least 1.5 at the end of 1st semester and does not fail in any of the assigned subjects, otherwise, the student will be forced to shift to another program.

If the student has an overall stanine score of 3.5 but has a stanine score of 3 in any of the sub areas, the student can also be admitted on a probationary basis. This status is lifted if the student earns a WPA of at least 1.5 at the end on 1st semester and does not

fail in any of the assigned subjects, otherwise, the student will be forced to shift to another program.

If the student cannot fully comply with conditions A and B, the student cannot be admitted into the course program, even on probation basis.

○ **Requirements for TRANSFEREES/SHIFTEES**

- ✓ SHS completer from any track (those from GAS track will have 2 additional subjects)
- ✓ WPA of at least 80 in the previous school/1.5 in the previous course (in ADZU)
- ✓ At least a stanine score of 3.5 in each of the sub areas of RTCU

If WPA from outside ADZU is between 75-79/ WPA in ADZU is at least 1.0, the student can be admitted on a probationary basis. This status is lifted if the student earns a WPA of at least 1.5 at the end of 1st semester and does not fail in any of the assigned subjects.

○ **Retention Policies and Prerequisites**

▪ **During First Year**

If a student fails to get a WPA of 1.0, the student is considered on probation in the university and shall be subject to general university retention policy.

The student must earn a WPA of at least 1.5 per semester on the first two semesters without failing in any of the subjects (including PE and NSTP/FFP). A grade of two is required for General Psychology. This can only be taken twice or else the student is asked to shift to another program.

▪ **During Second Year**

If a student fails to earn a WPA of 1.5 in a semester, the student is placed on Academic Probation in the department. If a student fails to get a grade of at least 2.0 in 2 major subjects in the 1st semester, the student is on probation in the department.

If a student fails to get a WPA of 1.5 twice consecutively or fails in more than 2 subjects between the 2 semesters the student will be forced to be in another course program.

NOTE:

Passing grade in the 4 Board Subjects (Theories of Personality, Abnormal Psychology, Testing and Assessment and Industrial Psychology) is 2.0.

In all other major subjects, 1.5 is passing, except for Experimental Psychology and Psychological Statistics where 1.0 is considered passing.

- **During Third Year**

Like in 2nd year, the student is required to earn a grade of 2.0 in the major subjects. However, the prerequisites must be observed:

- ☐ Psyc 03 is prerequisite to Psyc 09 then Psych 09 is prerequisite to Psyc 11
- ☐ Psyc 05 is pre requisite to Psyc 10
- ☐ Psyc 08 and Psyc 09 are prerequisite to Psyc 15 (Proposal)

Any student who does not met the required grade in the major subjects needs to retake the subject until a passing grade is earned. The student is may also choose to shift to another course program.

If the student is taking the major subject/s as their last prior to graduation, the passing grade shall be 1.0.

4. Languages Department

4.1 Bachelor of Arts in English Language Studies (ELS) Program

- **Admission Requirements**

To be admitted to BA ELS, a student must meet the following:

- ✓ a WPA of **80** for senior high school completer
- ✓ a WPA of **1.5** for shiftee
- ✓ an **average** score (at least stanine 4) in the English subtest of the Readiness Test for Colleges and Universities
- ✓ an **average** score in the panel interview

- **Retention Policies**

- To be admitted to the Second Year, a student must meet the following:

- ✓ a WPA of at least **1.5** at the end of the first and second semesters of the first year.
- ✓ a final grade of at least **1.5** in Purposive Communication.

- To be admitted to the Third Year, a student must meet the following:

- ✓ a WPA of at least **1.5** at the end of the first and second semesters of the second year.
- ✓ a final grade of at least **1.5** in every English course (e.g., ELS 100, ELS 102, ELS 103, etc.).

- To be admitted to the Fourth Year, a student must meet the following:

- ✓ a WPA of at least **1.5** at the end of the first and second semesters of the third year.
- ✓ a final grade of at least **1.5** in every English course.

○ **Special Provisions**

Major, core, and cognate courses must be passed with a final grade of **1.5** or higher. If the grade in a major course is below **1.5**, the student must repeat the course until a grade of **1.5** is obtained. If the course has been failed three times, the student is disqualified from the program. S/he is advised to shift to another course.

Those that are not considered major, core, or cognate courses must be passed with a grade of **1.0** or higher.

○ **Co-Extra-Curricular Activities**

▪ ***Reading Club***

A BA ELS student must regularly attend and actively participate in the reading sessions of the course's reading club. The required number of hours spent for reading sessions is 60 hours.

The participation in the reading club ranges from reading the required texts and participating in the discussions of these texts to serving as the discussant in one of the reading sessions.

Attendance and participation in this activity will be properly documented and monitored by the Languages Department (LD) through its chair and the moderator of the BA ELS Organization.

▪ ***Writing Workshops***

Once a month, the LD organizes writing workshops specifically for AB English students; however, this may be open to other students should they wish to attend. The required number of hours spent for workshops is 40 hours.

▪ ***Teaching Assistantship/Internship***

On the first semester of his/her third year, the student may either start serving as a teaching assistant to a designated faculty of the LD or as an intern in a related industry (e.g., a publishing company, a law firm, Philippine Information Agency, etc.). He/she must render at least 20 hours every semester.

The student will continue his/her teaching assistantship/internship until the end of the first

semester of his/her senior year. However, he/she can continue in the second semester of the senior year if he/she decides to.

Should a student fail to comply with the required 20 hours per semester, he/she may fulfill it in the succeeding semesters, provided he/she accumulates the required total hours of 60 throughout his/her stay in the course.

NOTE:

All BA ELS students will be provided with a Co-Curricular Activities (CCA) Record Card (see Appendix A) to record their attendance in the activities.

○ **Graduation Requirements:**

▪ ***Attendance and Participation in the Three Major Co-Curricular Activities***

To qualify for graduation, the BA ELS fourth year student must show adequate evidence of attendance and participation as required for every co-curricular activity.

His/her attendance and participation may be verified from the documentation of the activities and CCA record card.

▪ ***Thesis***

The student must successfully propose and defend a thesis about the English language to a panel of adjudicators and submit hard and soft copies of the paper to the Languages Department. The graduating student must comply with these requirements on or before the dates specified below:

➤ Proposal of the Thesis:

Second semester of third year.

➤ Final Presentation

First semester of fourth year to second semester (until the second week of February only).

➤ Submission of the Final Draft:

Second semester of fourth year (until the first week of March only).

NOTE:

All seminar papers must follow the format specified by the Languages Department. Similarly, all these must conform to the format specified by the School of Liberal Arts.

4.2 Bachelor of Arts Major in Economics (BA ECON) Program

○ Admission Requirements

To be admitted to BA Econ, a student must meet the following:

- ✓ a WPA of **80** for senior high school completer.
- ✓ a WPA of **2** for shiftee.
- ✓ a WPA of 2 for transferee (or its equivalent in other school's grading systems).
- ✓ at least a stanine **5** in the Math subtest, and a stanine overall average of **12** for all the three areas/subtests of Readiness Test for Colleges and Universities.

○ Retention Policies

▪ To be admitted to the **Second Year**, a student must meet the following:

- ✓ a WPA of at least **1.5** at the end of the first and second semesters of the first year.
- ✓ a final grade of at least **1.5** in Purposive Communication, Advanced Academic Writing, Algebra and Trigonometry, Accounting, and Calculus
- ✓ pass a panel interview.

▪ To be admitted to the Third Year, a student must meet the following:

- ✓ a WPA of at least **1.5** at the end of the first and second semesters of the second year
- ✓ a final grade of at least **1.5** in every major

▪ To be admitted to the Fourth Year, a student must meet the following:

- ✓ a WPA of at least **1.5** at the end of the first and second semesters of the third year
- ✓ a final grade of at least **1.5** in every major including the *Research Theories and Methods* class
- ✓ a final grade of at least 1.5 in the *Practice in Social Development with Project Implementation/Evaluation* service-learning course

▪ On their final year in the program, a student must meet the following:

- ✓ pass and defend an Economics research proposal
- ✓ render at least 400-hour in the Economics Internship
- ✓ pass and defend a thesis in a public presentation

- ✓ submit a bounded thesis
- **Special Provisions**
 - **Course-related**
 - ✓ Majors must be passed with a final grade of **1.5** or higher. If the grade in a major is below **1.5**, the student must repeat the course until a grade of **1.5** is obtained. If the course has been failed three times, the student is disqualified from the program. S/he will be forced to shift to another program.
 - ✓ Allied courses and non-majors (i.e. General Education, Electives, etc.) must be passed with a grade of **1.0** or higher
 - ✓ On the last semester of the student's residency, the student considered by this time a candidate for graduation, will no longer be subjected to the 1.5. minimum grade requirement.
 - **Co-curricular Activities**

Aside from the grade requirements, students enrolled in the program are expected to build their folio within the period of their program which will contain evidence of involvement/participation in:

 - ✓ A service-learning component that introduces/implements/evaluates a community/organization project in aid of policy/research/education;
 - ✓ A semesterly Intensive Internship Program (at least 400 hours) in a University-accredited public or corporate sector/organization in the First Semester of their Fourth Year;
 - ✓ In the Department-sanctioned student organization Economics Student Organization in Ateneo from the first to the last term of the student's residency in the program;
 - ✓ At least three-year membership in an accredited Economics Professional/Student network; and
 - ✓ At least one paper/poster presentation in a conference hosted by a duly accredited Economics Professional/Student network.

5. Philosophy Department

5.1 AB Philosophy

o Admission Policies

In order to be admitted to the AB Philosophy program, the following scores in the *Readiness Test for Colleges and Universities* should be attained:

- English – High
- Math and Science - Average

o Retention Policies

- ✓ A WPA of 2.0 in the 1st to 3rd year is required.
- ✓ The passing grade for all **Philosophy subjects** is 2.0 from 1st to 4th year, except in the final semester of the final year. Philosophy subjects with grades below 2.0 should be repeated until a grade of 2.0 is attained.
- ✓ All other subjects must be passed with 1.5 or higher. Subjects with grades of 1.0 or F should be repeated until a grade of 1.5 is attained.
- ✓ A student with a failing grade in **three Philosophy subjects** from 1st to 3rd year will no longer be retained in the program.
- Students must comply with the following as a requirement for graduation:
 - ✓ Majors in Philosophy – Synthesis paper, passed

D. COLLEGE OF SCIENCE AND INFORMATION TECHNOLOGY

1. Natural Sciences Department

1.1 BS Biology

o Admission

Applicants to the BS Biology program must have a Stanine 4 in the Readiness Test for Colleges and Universities (RTCUC) to be accepted into the program.

o Retention

The student must have a grade of at least 1.5 in all major subjects during the first and second years. A student who fails to maintain the minimum grade will be allowed to retake the subject once. He/she must have taken and passed the subject/s before proceeding to the third year. The student will not be allowed to continue in the program when he/she fails to meet the minimum grade requirement.

The student cannot proceed to next course if the prerequisite subject is less than 1.5

Prerequisite subjects are:

General Zoology and General Biology for all

Systematics for Microbio, Parasitology, Immunology

○ **Special Provisions**

Students must have a grade of at least 1.5 in all major subjects. If the grade in Math/Statistics subjects is below **1.5**, the student must repeat the course until a grade of **1.5** is obtained. If the course has been failed twice, the student is disqualified from the program.

Students must obtain a grade of 1.0 or higher in all minor subjects. If the grade in his/her minor subjects is less than 1.0, he shall repeat the subject until he/she will have a grade of at least 1.0.

○ **Shifters and Double Majors**

Students who would like to shift to any of the courses of the Mathematics Department should meet the admission requirements of the department and should be regular students.

Students who would like to take double majors should have earned a GPA of at least 1.5 and should not have a failing mark/sin the last two semesters.

○ **Overloading**

Students can enroll a maximum of 27-unit load, for non-graduating, and 30-unit load, for graduating students, only if their GPA in the previous semester is at least 2.0.

○ **Off-Semester Courses for Graduating Students**

Off-semester courses are subjects that are not offered on the semester they are in. If students will have off-semester courses, he/she should petition to open the subject and should agree/follow the provisions given by the school (i.e., Special Payment and the like)

○ **Departmental Ad Hoc Committee**

An Ad Hoc committee composed of the Department Chair and senior faculty will formed to address concerns that may arise hereafter.

○ **Effectively**

All provisions under this policy will take effect starting 1st Semester of the SY 2018-2019.

○ **Graduation Requirements**

Graduating students must comply with the thesis requirements on or before the dates specified below:

- ✓ Thesis Proposal (First Semester of the senior year)

- ✓ Final Presentation (End of the First Semester to January of the Second Semester of the senior year)
- ✓ Submission of the Final Draft (Second semester until February of the second semester of the senior year)

2. Mathematics Department

2.1 BS Mathematics

2.2 BS Applied Mathematics

2.3 BS Statistics

○ Admission Requirements

To qualify for BS Mathematics, BS Mathematical Science, and BS Statistics, a student must meet the following requirements:

- ✓ A GPA of 80%
- ✓ Stanine Score of 4 and above in the mathematics and other components of the RTCU
- ✓ Average score of at least 80% in the panel interview

○ Retention Policies

To continue in the program, a student must be evaluated every semester and should have a GPA of at least **1.5**.

○ Special Provisions

Students must have a grade of at least 1.5 in all major subjects. If the grade in Math/Statistics subjects is below **1.5**, the student must repeat the course until a grade of **1.5** is obtained. If the course has been failed twice, the student is disqualified from the program.

Students must obtain a grade of 1.0 or higher in all minor subjects. If the grade in his/her minor subjects is less than 1.0, he shall repeat the subject until he/she will have a grade of at least 1.0.

○ Shifters and Double Majors

Students who would like to shift to any of the courses of the Mathematics Department should meet the admission requirements of the department and should be regular students.

Students who would like to take double majors should have earned a GPA of at least 1.5 and should not have a failing mark/sin the last two semesters.

○ Overloading

Students can enroll a maximum of 27-unit load, for non-graduating, and 30-unit load, for graduating students, only if their GPA in the previous semester is at least 2.0.

- **Off-Semester Courses for Graduating Students**

Off-semester courses are subjects that are not offered on the semester they are in. If students will have off-semester courses, he/she should petition to open the subject and should agree/follow the provisions given by the school (i.e., Special Payment and the like)

- **Departmental Ad Hoc Committee**

An Ad Hoc committee composed of the Department Chair and senior faculty will be formed to address concerns that may arise hereafter.

- **Effectively**

All provisions under this policy will take effect starting 1st Semester of the SY 2018-2019.

- **Graduation Requirements**

Graduating students must comply with the thesis requirements on or before the dates specified below:

- ✓ Thesis Proposal (First Semester of the senior year)
- ✓ Final Presentation (End of the First Semester to January of the Second Semester of the senior year)
- ✓ Submission of the Final Draft (Second semester until February of the second semester of the senior year)

3. Computer Science Department

3.1 BS in Computer Science (BSCS)

- **ADMISSION AND RETENTION**

To qualify for BSCS program, an incoming freshman should have an RTCU average of not less than 3 and a senior high school average grade of 80%. Any of the following conditions will be ground for a mandatory refresher course for a student to continue the program:

- Failing ProbSol 3 times: Student will be required to retake and pass again MATMOD before retaking the failed subject
- Failing ComProg I, ComProg II, Data Struct, Research, Thes 1, or Thes 2, 2 times: Student will need to take and pass again the prerequisite of the subject before retaking it. Students will need to pass the prerequisite subject before they will be allowed to retake ComProg I, ComProg II, Data Struct, Research, Thes 1, or Thes 2

3.2 BS in Information Technology (BSIT)

o ADMISSION AND RETENTION

To qualify for BSIT program, an incoming freshman should have an RTCU average of not less than 3 and a senior high school average grade of 80%. Any of the following conditions will be ground for a mandatory refresher course for a student to continue the program:

- Failing ProbSol 3 times: Student will be required to retake and pass again MATMOD before retaking the failed subject
- Failing ComProg I, ComProg II, Data Struct, Research, Thes 1, or Thes 2, 2 times: Student will need to take and pass again the prerequisite of the subject before retaking it. Students will need to pass the prerequisite subject before they will be allowed to retake ComProg I, ComProg II, Data Struct, Research, Caps 1, or Caps 2

3.3 BS in New Media and Computer Animation (BSNMCA)

o ADMISSION AND RETENTION

To qualify for BSNMCA program, an incoming freshman should have an RTCU average of not less than 3 and a senior high school average grade of 78% and passed the drawing exam. Any of the following conditions will be ground for a mandatory refresher course for a student to continue the program:

- Failing ScrP1 3 times: Student will need to take VCRD again before retaking ScrP1
- Failing ScrP2, 3D1, 3D2, 3D3, 3D4, or 3D5 2 times: Student will need to take and pass again the prerequisite of the subject before retaking the failed subject
- Failing SAFP1 2 times: Student will need to take and pass SCR2 again before retaking SAFP1

o PRE-REQUISITES (BSCS, BSIT, BSNMCA)

Students are required to strictly follow pre-requisite requirements of courses they are to enroll. Subjects with pre-requisites are listed below:

BSCS		BSIT		BSNMCA	
SUBJECT	PRE-REQUISITE	SUBJECT	PRE-REQUISITE	SUBJECT	PRE-REQUISITE
ComProg I	ProbSol	ComProg I	ProbSol	SCR2	FILMAPP
DISMATH	MATMOD	DISMATH	MATMOD	ACTING	SOUND
COMPROG II	ComProg I	COMPROG II	ComProg I	PANIM	VCRD
OOP	COMPROG II	SERVSCRIP	WEBPROG COMPROG II	SCR2	SCR2
DATASTUC	COMPROG II	DATASTUC	COMPROG II	3D1	PANIM

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SERVSCRIP	<ul style="list-style-type: none"> • WEBPROG • COMPROG II 	OOP	COMPROG II	3D2	3D1
DATAMAN	SAD	DATAMAN	SAD	3D3	3D2
WEBSYS	SERVSCRIP	WEBSYS	SERVSCRIP	3D4	3D3
AUT	3 rd Year Status with ALGOSIS	HCI	OOP DATASTUC SAD	3D5	3D4
PL	3 rd Year Status with ALGOSIS	QUANTI	DISMATH	TECHNO	3 rd Year Status
ALGOSIS	DATASTUC	OS	3 rd Year Status	SAFP1	NMCAPRAC
COMARCH	3 rd Year Status	INTEPROG	3 rd Year Status with DATAMAN	PORTDEV	NMCAPRAC
HCI	<ul style="list-style-type: none"> • OOP • DATASTUC • SAD 	RES	<ul style="list-style-type: none"> • 3rd Year Status • HCI 	DIGIMKTG	4 th Year Status with PORTDEV
RES	<ul style="list-style-type: none"> • 3rd Year Status • HCI 	TESTEVAL	HCI	SAFP2	SAFP1
		SERVAD	SERVSCRIP	ANISEM	4 th Year Status
AI	3 rd Year Status with ALGOSIS and/or SOFTENG1	CAPS I	RES	ITETHICS	4 th Year Status
TESTEVAL	HCI	INFOMAN	DATASTUC	CA Elective 1	2 nd Year Status
THES I	RES	INFOSEC	4 th Year Status	CA Elective 2	3 rd Year Status
OS	4 th Year Status	DATACOM	4 th Year Status	CA Elective 3	3 rd year Status
DMIN	4 th Year Status	SYSINT	4 th Year Status HCI	CA Elective 4	4 th Year Status with SAFP1
DATACOM	COMARCH	CAPS II	CAPS I	NMCA PRACTICUM	ACTING PANIM SCRIP2 3D5 With remaining academic subject
SOFTENG2	SOFTENG1	SOCPROF	4 th Year Status		
INFOSEC	4 th Year Status	ISAUDIT	4 th Year Status		
THES II	THES I	ECOM	4 th Year Status TECHNO		
CS Elective 1	3 rd Year Status	WINET	DATACOM		
CS Elective 2	3 rd Year Status	IT Elective 1	3 rd Year Status		
CS Elective 3	4 th Year Status	IT Elective 2	3 rd Year Status		
CS Elective 4	4 th Year Status	IT Elective 3	3 rd Year Status		
CS Practicum	<ul style="list-style-type: none"> • TESTEVAL • SOFTENG1 • With 9 remaining academic subjects 	IT Elective 4	4 th Year Status		
		IT Practicum	<ul style="list-style-type: none"> • TESTEVAL • SERVAD • SOFTENG • With 11 rem. acad. subjects 		

○ CURRICULUM

Curriculum changes with time. The commission on Higher Education (CHED) usually dictates these changes. Students under an older curriculum will be allowed to continue using the older curriculum if they graduate on time. Should they need to extend for a

year; the department will assist them with their enrolment (i.e. finding appropriate courses that can be credited to courses no longer offered). **However, if they will be extending for more than a year, they will have to adopt the new curriculum.**

○ **SHIFTERS AND DOUBLE MAJORS**

Students who would like to shift to BSCS, BSIT and BSNMCA should comply with the admission requirements and not under probation.

Students who would like to double major with BSCS, BSIT and BSNMCA should be a regular student with no failed subjects and maintains a WPA of not less than 2.0 for the last two semesters.

○ **OVERLOADING**

Non-graduating students can carry a maximum 28-unit load only if their WPA from the previous semester is at least 3.0. Graduating students can have a maximum load of 30 units only if their WPA from the previous semester is at least 2.5.

○ **OFF-SEMESTER COURSES FOR GRADUATING STUDENTS**

Most professional subjects and several general education subjects are offered only on a certain semester. The department is not obligated to offer off-semester courses to graduating students. However, it will do its best in facilitating for its offering. Special payment for the offering will be determined by the Registrar's Office and the Finance Office.

○ **DEPARTMENTAL AD HOC COMMITTEE**

An Ad Hoc committee composed of the Department Chair and two senior faculty members will be formed to address problems or concerns that may arise from this document.

○ **EFFECTIVITY**

All provisions under this policy will be effective starting First semester SY 2018-2019.

4. Engineering Department

4.1 Bachelor of Science in Computer Engineering (BSCpE/BSCoE)

○ **General Admission Requirements for fresh Senior High School Graduates**

To be admitted as freshman to Bachelor of Science in Computer Engineering (BSCOE) program, an applicant must meet all the following requirements:

- ✓ At least 4 stanine score in Readiness Test for Colleges and Universities (RTCUE) exam.
- ✓ Senior High School GPA of at least 80.

- **Shifters, Transferees, Double Major, Graduates of Engineering programs**

A student can shift to or take engineering program as a second major under ALL the following conditions:

- ✓ At least 4 stanine score in RTCU exam.
- ✓ At least 1.5 GPA from the previous semester with at least 15 units.

A graduate of other engineering programs may take any of the engineering programs; however, course pre-requisites will still be followed.

- **Retention Policies**

For the BSCOE program, there are no Department-specific requirements to be retained in these programs.

4.2 Bachelor of Science in Electronics Engineering (BSEE/BSECE)

- **General Admission Requirements for fresh Senior High School Graduates**

To be admitted as freshman to Bachelor of Science in Electronics and Communications Engineering (BSECE) program, an applicant must meet all the following requirements:

- ✓ At least 4 stanine score in Readiness Test for Colleges and Universities (RTCU) exam.
- ✓ Senior High School GPA of at least 80.

- **Shifters, Transferees, Double Major, Graduates of Engineering programs**

A student can shift to or take engineering program as a second major under ALL the following conditions:

- ✓ At least 4 stanine score in RTCU exam.
- ✓ No failed subject from the previous two (2) semesters.
- ✓ At least 2.0 GPA from the previous semester with at least 15 units.

- **Retention Policies**

For the BSECE program, the academic standing will be evaluated every semester. The following will merit disqualification from the program:

- ✓ She/he incurred one (1) failed course (F or WF) in any of the following course groups before entering 4th year of the program:
 - Mathematics
 - Physical Sciences
 - Allied Engineering courses
 - Major and Technical Courses

- ✓ She/he failed two (2) courses in a semester in his/her senior year of the program.

4.3 Bachelor of Science in Biomedical Engineering (BSBME)

- **General Admission Requirements for fresh Senior High School Graduates**

To be admitted as freshman to Bachelor of Science in Biomedical Engineering (BSBME) program, an applicant must meet all the following requirements:

- ✓ At least 4 stanine score in Readiness Test for Colleges and Universities (RTCUC) exam.
- ✓ Senior High School GPA of at least 80.
- ✓ Graduate of SHS STEM Track with GPA of 80 or higher
- ✓ Signed “Community Immersion and Practicum Waiver”

- **Shifters, Transferees, Double Major, Graduates of Engineering programs**

A student can shift to or take engineering program as a second major under ALL the following conditions:

- ✓ At least 4 stanine score in RTCUC exam.
- ✓ Graduate of SHS-STEM track.
- ✓ No failed subject from the previous semester.
- ✓ At least 2.0 GPA from the previous semester with at least 15 units.
- ✓ Signed “Community Immersion and Practicum Waiver”

A graduate of other engineering programs may take any of the engineering programs; however, course pre-requisites will still be followed.

- **Retention Policies**

For the BSBME program, there are no Department-specific requirements to be retained in these programs.

- **Pre-requisites and Retakes**

- ✓ Students are required to strictly follow the pre-requisite requirements of the courses in the program they are enrolled in.
- ✓ A pre-requisite requirement may be waived if the student has a GPA at least 3.0 in the previous semester.
- ✓ If the student failed a subject, he/she can retake the subject during the semester of the regular offering. If the student wishes to retake it the following semester, any of the following provision applies:
- ✓ Petitioned subject policy.
- ✓ If the subject is a minor subject and is offered under the other programs, the student can take it.

A student who failed the pre-requisite course may take the requisite course upon the recommendation of the Department Ad Hoc Committee.

•**Curriculum**

Curriculum changes with time. The commission on Higher Education (CHED) usually dictates these changes. Students under an old curriculum will be allowed to continue using the old curriculum if they graduate on time. Should they need to extend for at most 2 years; the department will assist them with their enrolment (i.e. finding appropriate courses that can be credited to courses no longer offered). However, if they will be extending for more than 2 years, they may choose to adapt the new curriculum.

•**Overloading**

Non-graduating students can enroll a maximum of 26 units only if their GPA of the previous semester is at least 3.5. For the graduating student, university guidelines on overloading will be followed.

•**Off-semester Courses for Graduating Students**

Courses are offered on certain semesters based on the program curriculum. The department is not obliged to offer off-semester courses even to graduating students. However, a student can petition the subject and the university's policy on petitioned subjects applies.

•**Departmental Ad Hoc Committee**

An Ad Hoc committee composed of the Department Chair and at least two 2 senior faculty members will be formed to address problems or concerns that may arise outside the coverage of this document.

•**Effectivity**

All provisions under this policy will be effective starting first semester of SY 2018-2019.

E. SCHOOL OF MANAGEMENT AND ACCOUNTANCY

1. Accountancy Department

• **ADMISSION POLICY**

Effective School Year 2018-19

Any Senior High School graduates, graduates of high school under the Basic Education curricula prior to the implementation of K-to-12 system and transferees will be allowed to be admitted to the programs offered by the Accountancy Department, subject to certain conditions set forth in this admission policy.

1.1 Bachelor of Science in Accountancy (BSA)

1.1.1 Only Senior High School (SHS) graduates of the Accountancy, Business and Management (ABM) strand can enroll in the BSA program.

- 1.1.2** Graduates of AdZU SHS-ABM may automatically be admitted for enrollment to the BSA program.
- 1.1.3** Graduates of ABM Strand from other schools (non-AdZU) are required to take the Readiness Test for Colleges and Universities (RTCUCU) and earn a Stanine (SN) score of at least five (5) in English, five (5) in Math, and four (4) in Science.
- 1.1.4** Upon admission, all BSA enrollees shall take a diagnostic exam in Fundamentals of Accountancy, Business and Management (FABM) to be administered by the Department and must earn a rating of at least 65%. All those who earned a rating below 65% must undergo a remediation program to be administered by the Department.
- 1.1.5** Upon admission, all non-ABM graduates should enroll and pass the additional fifteen (15) units of Bridging Courses (to be provided by the Department) in order to prepare for the required fundamental knowledge in business and accounting courses.

○ **RETENTION POLICY**

After admission to the BSA Program, the student, regardless of year level, must always maintain good moral character. He/She must adhere to the rules of conduct imposed by Ateneo in its College Student’s Handbook and by the School of Management and Accountancy. He/She shall always act in a manner that will uphold the honor, dignity, and prestige of the Ateneo de Zamboanga University and the Accountancy Program and must meet the following requirements to stay in the program and obtain the corresponding BSA degree:

		GRADE
Minimum GPA (Overall and for every Semester of study)		2.0
Minimum Final Grade (Accounting Education Subjects)		
COURSE CODE	COURSE NAME	GRADE
ACCAPS 1	Accounting Internship	1.5
ACCAPS 2	Accounting Thesis	
ACCIST 1	Accounting Information System	
ACCIST 2	IT Application Tools in Business	
ACCLAW 1	Law on Obligations and Contracts	
ACCLAW 2	Business Laws and Regulations	
ACCLAW 3	Regulatory Framework and Legal Issues in Business	
ACCTAX 1	Income Taxation	
ACCTAX 2	Business Tax	

BURMET 1	Accounting Research Methods	
BURMET 2	Statistical Analysis with Software Application	
BUSANA 1	Management Science	
BUSANA 2	Strategic Business Analysis	
BUSECO 1	Managerial Economics	
BUSECO 2	Economic Development	
COSMAN 1	Cost Accounting and Control	
COSMAN 2	Strategic Cost Management	
FINACC 1	Financial Accounting and Reporting	
FINACC 2	Conceptual Frameworks and Accounting Standards	
FINACC 3	Intermediate Accounting 1	
FINACC 4	Intermediate Accounting 2	
FINACC 5	Intermediate Accounting 3	
FINMAN 1	Financial Markets	
FINMAN 2	Financial Management	
FINMAN 3	International Business, Trade and Finance	
GERMIC 1	Governance, Business Ethics, Risk Management and Internal Control	
Minimum Final Grade (Professional Subjects)		
ACCTAX 3	Strategic Tax Management	1.5
ADVACC 1	Accounting for Specialized Transactions	
ADVACC 2	Accounting for Business Combinations	
ADVACC 3	Accounting for Government and Non-profit Organizations	
AELECT 1	Accounting Electives*	
AELECT 2	Accounting Electives*	
AELECT 3	Accounting Electives*	
AELECT 4	Accounting Electives*	
AUDCIS 1	Auditing in CIS Environment	
EXTAUD 1	Auditing and Assurance Principles	
EXTAUD 2	Auditing and Assurance: Concepts and Application 1	
EXTAUD 3	Auditing and Assurance: Concepts and Application 2	
EXTAUD 4	Auditing and Assurance: Specialized Industries	
FINACC 6	Issues in Financial Reporting	
INTEGS 1	Integrative Course 1: Financial Accounting and Reporting	
INTEGS 2	Integrative Course 2: Advanced Financial Accounting and Reporting	
INTEGS 3	Integrative Course 3: Management Advisory Services	
INTEGS 4	Integrative Course 4: Auditing	
INTEGS 5	Integrative Course 5: Regulatory Framework for Business Transactions	
INTEGS 6	Integrative Course 6: Taxation	
Minimum Final Grade (Business Management Education Subjects)		
BUSMAN 1	Business Operations	1.5
BUSTRA 1	Strategic Management	
Minimum Final Grade		
General Education, FFP/NSTP and PE subjects		1.0

When a BSA student gets into any of the situation below, the corresponding action will be applied:

SITUATION	ACTION
GPA is less than 2.0.	The student is disqualified to continue in the BSA program and is advised to shift to another course.
Final grade is below the retention grade in any Business Management, Accounting, and General Education subject.	<p>The student is given the chance to retake the said subject ONCE and obtain the required final grade.</p> <p>The student is allowed only a maximum of three subjects to be retaken during his/her entire period of study.</p> <p>In addition, no more than six (6) units of combined General, Business Management, and Accounting Education Courses must have been failed (F) during any semester of his/her study.</p>
Final grade of 1.0 in any Professional Education subjects.	<p>The student is given the chance to retake the said subject ONCE and meet the required final grade.</p> <p>The student is allowed only a maximum of two professional education subjects to be retaken during his/her entire period of study.</p>
Final grade of F or WF in any Professional subjects.	The student is disqualified to continue in the BSA Curriculum and is advised to shift to another course.

1.2 Bachelor of Science in Accounting Information System (BSAIS)

- 1.2.1** All Senior High School graduates, transferees, and graduates of high school under the Basic Education curricula prior to the implementation of K-to-12 system can be enrolled in the BSAIS program.
- 1.2.2** Graduates of AdZU SHS-ABM may automatically be admitted for enrollment to the BSAIS program.
- 1.2.3** Graduates of AdZU SHS from other strands and tracks, and graduates from other schools, are required to take the Readiness Test for Colleges and Universities (RTCUCU) and

earn a Stanine (SN) score of at least five (5) in English, five (5) in Math, and four (4) in Science.

1.2.4 Upon admission, all ABM strand graduates shall take a diagnostic exam in Fundamentals of Accountancy, Business and Management (FABM) to be administered by the Department and must earn a rating of at least 65%. All those who earned a rating below 65% must undergo a remediation program to be administered by the Department.

1.2.5 Upon admission, all non-ABM graduates should enroll and pass the additional fifteen (15) units of Bridging Courses (to be provided by the Department) in order to prepare for the required fundamental knowledge in business and accounting courses.

○ **RETENTION POLICY**

After admission to the BSAIS Program, the student, regardless of year level, must always maintain good moral character. He/She must adhere to the rules of conduct imposed by Ateneo in its College Student’s Handbook and by the School of Management and Accountancy. He/She shall always act in a manner that will uphold the honor, dignity, and prestige of the Ateneo de Zamboanga University and the Accountancy Program and must meet the following requirements to stay in the program and obtain the corresponding BSAIS degree:

		GRADE
Minimum GPA (Overall and for every Semester of study)		1.75
Minimum Final Grade (Accounting Education Subjects)		
COURSE CODE	COURSE NAME	GRADE
ACCAPS 1	Accounting Internship	1.5
ACCAPS 2	Accounting Thesis	
ACCIST 1	Accounting Information System	
ACCIST 2	IT Application Tools in Business	
ACCLAW 1	Law on Obligations and Contracts	
ACCLAW 2	Business Laws and Regulations	
ACCLAW 3	Regulatory Framework and Legal Issues in Business	
ACCTAX 1	Income Taxation	
ACCTAX 2	Business Tax	
BURMET 1	Accounting Research Methods	
BURMET 2	Statistical Analysis with Software Application	
BUSANA 1	Management Science	
BUSANA 2	Strategic Business Analysis	
BUSECO 1	Managerial Economics	
BUSECO 2	Economic Development	

COSMAN 1	Cost Accounting and Control		
COSMAN 2	Strategic Cost Management		
FINACC 1	Financial Accounting and Reporting		
FINACC 2	Conceptual Frameworks and Accounting Standards		
FINACC 3	Intermediate Accounting 1		
FINACC 4	Intermediate Accounting 2		
FINACC 5	Intermediate Accounting 3		
FINMAN 1	Financial Markets		
FINMAN 2	Financial Management		
FINMAN 3	International Business, Trade and Finance		
GERMIC 1	Governance, Business Ethics, Risk Management and Internal Control		
Minimum Final Grade (Professional Subjects)			
ACCTAX 3	Strategic Tax Management		1.5
ADVACC 1	Accounting for Specialized Transactions		
ADVACC 2	Accounting for Business Combinations		
ADVACC 3	Accounting for Government and Non-profit Organizations		
AEELECT 1	Accounting Electives*		
AEELECT 2	Accounting Electives*		
AEELECT 3	Accounting Electives*		
BUSANA 3	Data Warehouse and Management		
BUSMAN 3	Project Management		
FINACC 6	Issues in Financial Reporting		
INSYST 1	Managing Information and Technology		
INSYST 2	Information Systems Analysis and Design		
INSYST 3	Information Systems Operations and Maintenance		
INSYST 4	Information Security and Management		
INSYST 5	Enterprise Resource Planning and Management		
INSYST 6	Management Information System		
Minimum Final Grade (Business Management Education Subjects)			
BUSMAN 1	Business Operations	1.5	
BUSTRA 1	Strategic Management		
Minimum Final Grade			
General Education, FFP/NSTP and PE subjects		1.0	

When a BSAIS student gets into any of the situation below, the corresponding action will be applied:

SITUATION	ACTION
GPA is less than 1.75.	The student is disqualified to continue in the BSAIS program and is advised to shift to another course.

Final grade is less than the required grade of 1.5 but not F in any Business Management and Accounting Education subjects.	The student is given the chance to retake the said subject until the required final grade is obtained.
Final grade of F in any Business Management and Accounting Education subject.	The student is given the chance to retake the said subject and obtain the required final grade. In addition, no more than nine (9) units of combined General, Business Management, Accounting, and Professional Education subjects must have been failed (F) during any semester of his/her study.
Final grade of F or WF in any General Education subject.	The student is given the chance to retake within one school year the said subject and obtain the required final grade. In addition, no more than three (3) units of General Education Courses must have been failed during any semester of his/her study.
Final grade of 1.0 in any Professional Education subjects.	The student is given the chance to retake the said subject until the required final grade is met.
Final grade of F or WF in any Professional subjects.	The student is given the chance to retake the said subject ONCE and obtain the required final grade. The student is allowed only a maximum of two (2) professional subjects with a final grade of F or WF during his/her entire period of study.

1.3 Bachelor of Science in Management Accounting (BSMA)

1.3.1 All Senior High School graduates, transferees, and graduates of high school under the Basic Education curricula prior to the implementation of K-to-12 system can be enrolled in the BSMA program.

1.3.2 Graduates of AdZU SHS-ABM may automatically be admitted for enrollment to the BSMA program.

- 1.3.3** Graduates of AdZU SHS from other strands and tracks, and graduates from other schools, are required to take the Readiness Test for Colleges and Universities (RTCUC) and should earn a Stanine (SN) score of at least five (5) in English, five (5) in Math, and four (4) in Science.
- 1.3.4** Upon admission, all ABM strand graduates shall take a diagnostic exam in Fundamentals of Accountancy, Business and Management (FABM) to be administered by the Department and must earn a rating of at least 65%. All those who earned a rating below 65% must undergo a remediation program to be administered by the Department.
- 1.3.5** Upon admission, all non-ABM graduates should enroll and pass the additional fifteen (15) units of Bridging Courses (to be provided by the Department) in order to prepare for the required fundamental knowledge in business and accounting courses.

○ **RETENTION POLICY**

After admission to the BSMA Program, the student, regardless of year level, must always maintain good moral character. He/She must adhere to the rules of conduct imposed by Ateneo in its College Student’s Handbook and by the School of Management and Accountancy. He/She shall always act in a manner that will uphold the honor, dignity, and prestige of the Ateneo de Zamboanga University and the Accountancy Program and must meet the following requirements to stay in the program and obtain the corresponding BSMA degree:

		GRADE
Minimum GPA (Overall and for every Semester of study)		1.75
Minimum Final Grade (Accounting Education Subjects)		
COURSE CODE	COURSE NAME	GRADE
ACCAPS 1	Accounting Internship	1.5
ACCAPS 2	Accounting Thesis	
ACCIST 1	Accounting Information System	
ACCIST 2	IT Application Tools in Business	
ACCLAW 1	Law on Obligations and Contracts	
ACCLAW 2	Business Laws and Regulations	
ACCLAW 3	Regulatory Framework and Legal Issues in Business	
ACCTAX 1	Income Taxation	
ACCTAX 2	Business Tax	
BURMET 1	Accounting Research Methods	
BURMET 2	Statistical Analysis with Software Application	

BUSANA 1	Management Science		
BUSANA 2	Strategic Business Analysis		
BUSECO 1	Managerial Economics		
BUSECO 2	Economic Development		
COSMAN 1	Cost Accounting and Control		
COSMAN 2	Strategic Cost Management		
FINACC 1	Financial Accounting and Reporting		
FINACC 2	Conceptual Frameworks and Accounting Standards		
FINACC 3	Intermediate Accounting 1		
FINACC 4	Intermediate Accounting 2		
FINACC 5	Intermediate Accounting 3		
FINMAN 1	Financial Markets		
FINMAN 2	Financial Management		
FINMAN 3	International Business, Trade and Finance		
GERMIC 1	Governance, Business Ethics, Risk Management and Internal Control		
Minimum Final Grade (Professional Subjects)			
ACCTAX 3	Strategic Tax Management		1.5
ADVACC 1	Accounting for Specialized Transactions		
ADVACC 2	Accounting for Business Combinations		
ADVACC 3	Accounting for Government and Non-profit Organizations		
AEELECT 1	Accounting Electives		
AEELECT 2	Accounting Electives		
AEELECT 3	Accounting Electives		
AEELECT 4	Accounting Electives		
BUSMAN 2	Human Behavior in Organization		
BUSMAN 3	Project Management		
BUSTRA 2	Sustainability and Strategic Audit		
FINACC 6	Issues in Financial Reporting		
FINMAN 4	Valuation Techniques and Methods		
GERMIC 2	Enterprise Risk Management		
PERMEA 1	Performance Management Systems		
Minimum Final Grade (Business Management Education Subjects)			
BUSMAN 1	Business Operations	1.5	
BUSTRA 1	Strategic Management		
Minimum Final Grade			
General Education, FFP/NSTP and PE subjects		1.0	

When a BSMA student gets into any of the situation below, the corresponding action will be applied:

SITUATION	ACTION
GPA is less than 1.75.	The student is disqualified to continue in the BSMA Curriculum and is advised to shift to another course.

Final grade is less than the required grade of 1.5 but not F in any Business Management and Accounting Education subjects.	The student is given the chance to retake the said subject until the required final grade is obtained.
Final grade of F in any Business Management and Accounting Education subject.	The student is given the chance to retake the said subject and obtain the required final grade. In addition, no more than nine (9) units of combined General, Business Management, Accounting, and Professional Education subjects must have been failed (F) during any semester of his/her study.
Final grade of F or WF in any General Education subject.	The student is given the chance to retake within one school year the said subject and obtain the required final grade. In addition, no more than three (3) units of General Education Courses must have been failed during any semester of his/her study.
Final grade of 1.0 in any Professional Education subjects.	The student is given the chance to retake the said subject until the required final grade is met.
Final grade of F or WF in any Professional subjects.	The student is given the chance to retake the said subject ONCE and obtain the required final grade. The student is allowed only a maximum of two (2) professional subjects with a final grade of F or WF during his/her entire period of study.

1.4 Bachelor of Science in Internal Auditing (BSIA)

1.4.1 All Senior High School graduates, transferees, and graduates of high school under the Basic Education curricula prior to the implementation of K-to-12 system can enroll in the BSIA program.

1.4.2 Graduates of AdZU SHS-ABM may automatically be admitted for enrollment to the BSIA program.

- 1.4.3 Graduates of AdZU SHS from other strands and tracks, and graduates from other schools, are required to take the Readiness Test for Colleges and Universities (RTCUC) and earn a Stanine (SN) score of at least five (5) in English, five (5) in Math, and four (4) in Science.
- 1.4.4 Upon admission, all ABM strand graduates shall take a diagnostic exam in Fundamentals of Accountancy, Business and Management (FABM) to be administered by the Department and must earn a rating of at least 65%. All those who earned a rating below 65% must undergo a remediation program to be administered by the Department.
- 1.4.5 Upon admission, all non-ABM graduates should enroll and pass the additional fifteen (15) units of Bridging Courses (to be provided by the Department) in order to prepare for the required fundamental knowledge in business and accounting courses.

2. Management Department

- **ADMISSION POLICY**

Effective School Year 2018-19

A. For AdZU senior high graduates:

A.1 For admission to the **Bachelor of Science in Business Administration (BSBA), Bachelor of Science in Legal Management (BSLM), and Bachelor of Science in Office Administration (BSOA) programs**, the applicant should be a graduate of ABM track.

A.2 For a graduate of non-ABM track, the applicant should take the following bridging courses with a grade of at least 1.5 in BC subjects and 1.5 in PMC subjects:

A.2.1 SUMMER prior to entry as freshman:

A.2.1.1 MGT 1 – Organization and Management Ethics and Social Responsibility (BC)

A.2.1.2 MRKTG 1 – Principles of Marketing (BC)

A.2.1.3 ACCTG 1 – Fundamentals of Accounting Business and Management 1&2 (PMC)

A.2.2 1st semester of freshman year:

A.2.2.1 FINECON 1 – Business Finance and Applied Economics (PMC)

A.2.3 2nd semester of freshman year:

A.2.3.1 BUSMATH 1 – Business Math (PMC)

B. For non-AdZU senior high graduates:

B.1 For admission to the **Bachelor of Science in Business Administration (BSBA) program**, the applicant should meet the following requirements:

- B.1.1** Graduate of ABM track.
 - B.1.2** GPA of at least 80%.
 - B.1.3** RTCU Stanine (SN) score of at least 3 in English, 5 in Math, and 3 in Science.
- B.2** For admission to the **Bachelor of Science in Legal Management (BSLM) program**, the applicant should meet the following requirements:
 - B.2.1** Graduate of ABM track.
 - B.2.2** GPA of at least 80%.
 - B.2.3** RTCU Stanine (SN) score of at least 5 in English, 3 in Math, and 3 in Science
- B.3** For admission to the **Bachelor of Science in Office Administration (BSOA) program**, the applicant should meet the following requirements:
 - B.3.1** Graduate of ABM track.
 - B.3.2** GPA of at least 80%.
 - B.3.3** RTCU Stanine (SN) score of at least 5 in English, 4 in Math, and 3 in Science
- B.4** If the applicant is not a graduate of ABM track, he/she should meet the following require
 - B.4.1** GPA of at least 80%.
 - B.4.2** RTCU Stanine (SN) scores as required by the program above.
 - B.4.3** Takes the following bridging courses with a grade of at least 1.5 in BC subjects and 1.5 in PMC subjects:
 - B.4.3.1** SUMMER prior to entry as freshman:
 - B.4.3.1.1** MGT 1 – Organization and Management Ethics and Social Responsibility (BC)
 - B.4.3.1.2** MRKTG 1 – Principles of Marketing (BC)
 - B.4.3.1.3** ACCTG 1 – Fundamentals of Accounting Business and Management 1&2
 - B.4.3.2** 1st semester of freshman year:
 - B.4.3.2.1** FINECON 1 – Business Finance and Applied Economic
 - B.4.3.3** 2nd semester of freshman year:
 - B.4.3.3.1** BUSMATH 1 – Business Math (PMC)

E. COLLEGE GRADING SYSTEM

1. The college unit observes the grade point system (*See Appendix D for more details*):

GRADE	DESCRIPTOR	PERCENT CORRECT
4.0	EXCELLENT	95 – 100
3.5	SUPERIOR	89 – 94
3.0	ABOVE AVERAGE	83 – 88
2.5	HIGH AVERAGE	77 – 82
2.0	AVERAGE	71 – 76
1.5	LOW AVERAGE	65 – 70
1.0	PASSED	60 – 64
F	FAILED	BELOW 60

2. The midterm and final grades shall be submitted in AdZU Portal in the form of grade points (4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, F). The final semestral grade is the average of the first quarter grade, second quarter grade and the final examination grade.
3. The qualitative rubric provides the interpretation of the different grade points with respect to the following criteria: completeness and quality of work, conceptual understanding, critical thinking processes, creativity and innovativeness, communication skills, and character. It shall be used in aid of the qualitative basis for grading.
4. In reporting grades for the first and second quarters, including Final Grade, the allowable range of grades is 4.0 to F.
5. Other marks are as follows: WP – withdrawn with permission and WF – withdrawn with failure. A student is given a mark of WF when dropped due to excessive absences. WF is equivalent to a grade of F.
6. If a student fails to submit a requirement, S/he merits a percent correct of 0 for the requirement.
7. If a student fails to take a major exam for reasons not considered valid, s/he merits a percent correct of 0.
8. A faculty may exempt a student from taking the final exam provided that both midterm and second quarter grades are at least 3.0. When a student is exempted from taking the final exam, his/her final grade shall be based on his/her performance in the first and second quarters. Colleges/Schools with courses covered in professional and board examinations have adopted a policy of not allowing exemptions.

F. STUDENT ACADEMIC HONORS AND SPECIAL AWARDS

1. ACADEMIC HONORS

Academic honors are granted to students who have met the following grade and grade point average (GPA) requirements every semester:

- First Honors – lowest grade of 2.0 and GPA of at least 3.5
- Second Honors – lowest grade of 2.0 and GPA of at least 3.0

2. LATIN HONORS

Latin honors are granted to students who have met the following grade and grade point average (GPA) requirements from first year to the last year of the program awarded during the graduation:

- Summa Cum Laude – lowest grade of 1.0 and GPA of at least 3.8
- Magna Cum Laude – lowest grade of 1.0 and GPA of at least 3.5
- Cum Laude – lowest grade of 1.0 and GPA of at least 3.0

3. VALEDICTORIAN AND SALUTATORIAN

The selection process for the batch valedictorian and salutatorian is managed by the office of the vice president for higher education. The student must submit the application requirements to be considered in the selection process. The following are the areas in which the applicants are evaluated:

- **Academic Qualification** – the student must be any Latin Honor awardee.
- **Co- and Extra- Curricular Involvement** – the student is evaluated in terms of the activities, affiliations, distinctions and achievements of the student.
- **Interview and Recommendations** – the character and personality of the student is determined through a panel interview and recommendations.

4. SPECIAL AWARDS

The ADZU awards three special awards every graduation. These are the philosophy, theology and Islamic theology awards. The selection process for the philosophy award is conducted by the philosophy department while the theology and Islamic theology awards by the religious studies department.

4.1 Philosophy Award – is given to a student who, from among the graduating class have demonstrated scholastic excellence in the philosophy courses, active involvement in community service which reflect the ideals of an Atenean being men and women for God and country and is able to affirm the Ateneo values in the reflection on social issues.

4.2 Theology Award – is given to a student who, from among the graduating class has demonstrated scholastic excellence in the theology courses and active involvement in community service which reflect the ideals of an Atenean being men and women for God and country.

4.3 Islamic Theology Award – is given to a student who, from among the graduating class has demonstrated scholastic excellence in the Islamic

theology courses and active involvement in community service which reflect the ideals of an Atenean being men and women for God and country. This award is given by the family of the late Sheik Salih M Bagis in his honor in recognition of his many years of dedicated service to ADZU.

5. LOYALTY AWARD

The loyalty award is given to students who have been in ADZU since Grade School.

G. ACADEMIC PROBATION POLICY

OFFICE OF THE ACADEMIC VICE PRESIDENT

(Revised as of September 20, 2018)

All students are expected to maintain the grade point average (GPA) requirement of at least 1.0 every semester to remain in good academic standing. It is the responsibility of the student to monitor his/her final grades, GPA, and if he/she has met the minimum requirement every semester. The final grades and GPA are available in the student's MyADZU Portal.

A student who fails to maintain the required GPA will be placed on academic probation. A student who is placed on academic probation and fails to achieve the required GPA will be given a warning status, and then consequently dismissed from the University on a conditionally discharged status.

The probation policy should be implemented without prejudice to the admission and retention policy of the programs.

1. ACADEMIC PROBATION

If a student is placed on Academic Probation, the student can enroll a maximum of 18 units only. At the end of the semester, the student is required to obtain a GPA of at least 1.0. If the student meets this expectation, he/she will be reinstated to regular academic status. Failure to fulfill this expectation will subject the student to a Warning Status.

2. WARNING STATUS

A student with a Warning Status can enroll a maximum of 15 units only. At the end of the semester, the student is required to obtain a GPA of at least 1.0. Successful achievement of this expectation will result in the student being reinstated to Probation Status. Failure to fulfill this expectation will result in the student being conditionally discharged.

3. CONDITIONALLY DISCHARGED STATUS

A student with the Conditionally Discharged Status is enrolled in another school for at least 15 units in a semester. When the student performed well in other school with a GPA of at least 2.5 or its equivalent, the student can enroll back in the university with a Probation Status.

4. ENROLLMENT PROCEDURE and ACADEMIC STANDARDS COMMITTEE

If the student did not meet the GPA requirement for the semester, the student is referred to the department chair.

A. Procedure for Students on Probation Status

A.1 Department Evaluation

The student goes the department for evaluation. The department chair tag the student as evaluated in the Probation Monitoring System and prints 2 copies of the probation form to be given to the student for signature of the parent/guardian.

A.2 Guidance and Counseling Scheduling

The student goes to the College Guidance and Counseling Office (CGCO) to be scheduled for a counseling session. The guidance counselor sets in the Probation Monitoring System that the student is already scheduled.

A.3 Department Consultation

The student goes to the department with the two copies of signed probation form with his/her parents/guardian for the subject consultation. The department chair explains to the student and the parents/guardian the implications of the Probation Status. Then the department chair determines the subjects to be taken by the student (18 units maximum) through the Ateneo Consultation and Evaluation System (ACES). Finally, the department chair collects one of the signed probation forms for the record.

At the end of the semester, if the student obtained the required GPA of 1.0, the student follows the general enrollment procedure the following semester. If not, the student is put on Warning Status.

B. Procedure for Students on Warning Status

If the student on Probation Status failed to meet the required GPA of 1.0 in the previous semester, the following steps are implemented:

B.1 Department Evaluation

The student goes the department for evaluation. The department chair tag the student as evaluated in the Probation

Monitoring System and prints 2 copies of the probation form to be given to the student for signature of the parent/guardian.

B.2 *Guidance and Counseling Scheduling*

The student goes to the College Guidance and Counseling Office (CGCO) to be scheduled for a counseling session. The guidance counselor sets in the Probation Monitoring System that the student is already scheduled.

B.3 *College Consultation*

The student together with the parent/guardian goes to the Dean of the college for consultation. The Dean explains to the student and the parents/guardian the implications of having the Warning Status.

B.4 *Department Consultation*

The student goes to the department with the two copies of signed probation form with his/her parents/ guardian for the subject consultation. Then the department chair determines the subjects to be taken by the student (maximum of 15 units) through the Ateneo Consultation and Evaluation System (ACES). Finally, the department chair collects one of the signed probation forms for the record.

At the end of the semester, if the student obtained the required GPA of 1.0, the student follows the enrollment procedure for student on probation status. If not, the student is put on Conditionally Discharged Status and can no longer enroll in AdZU the following semester.

C. Procedure for Students on Conditionally Discharged Status

If the student obtained a GPA of at least 2.5 or its equivalent on his latest semester with a minimum of 15 units in another school and decides to enroll back in the university, the student follows the enrollment procedure of a returnee and goes to the department following the enrollment procedure for student on probation status.

D. Academic Standards Committee

The Academic Standards Committee is tasked with the duty to hear and make recommendations on appeals of students on conditionally discharged status made through the VP for Higher Education for continuance of study in the University. The recommendations of the Academic Standards Committee will be sent to the VP for Higher Education to seek approval of the President.

The committee is composed of the following:

- Assistant to the VPHE, acting as presiding officer
- College Dean
- Department Chair

- Faculty who had the student in one of his/her classes
- Guidance Counselor in charge of academic probation cases
- Student Representative (El Consejo Atenista)

VIII. STUDENT SERVICES

A. OFFICE OF ADMISSIONS AND AID

○ **VISION**

The Office of Admissions & Aid is a service-oriented office where the atmosphere is one in which all can live and work together in understanding and love, with respect for all men and women as children of God. Personal care to students, parents, faculty & staff, and visitors are shown through friendly, prompt and courteous service which is a lifestyle that actualizes a work ethic defined by excellence according to the Ignatian tradition of *magis*. The office also envisions itself as providing more educational opportunities to poor yet deserving students in Zamboanga and the nearby provinces and form them in the Ignatian values of service to others.

○ **MISSION**

The Office of Admissions & Aid commits itself:

To uphold the dignity of the human person by offering quality service to all persons regardless of race, ethnic background, religion, color, national ancestry, sex, age, disability, and employment status.

To foster the Ignatian values of *magis* and *cura personalis* as a way of proceeding in the life of the office of admissions and Aid & the Ateneo community.

To assist the University in providing more educational opportunities to those who need it as well as form scholars to become future leaders of the country.

○ **OBJECTIVES:**

(1) To plan and carry out an effective Recruitment Campaign for new students and inform them of the scholarship opportunities available in the university.

(2) To cooperate and work together with the colleges by implementing admissions policies, marketing strategies & fundraising opportunities to generate more funds for scholarships.

(3) To carry out registration procedures for freshmen and new students.

(4) To provide pertinent information to all inquiries (telephone and personal).

○ Services/Programs offered/functions of the office:

(1) College Freshmen Enrollment

- (2)** Shifters' evaluation of grades and College Entrance Test results
- (3)** Transferees Enrollment
- (4)** Recruitment campaign
- (5)** Open House
- (6)** College Entrance Test Administration
- (7)** Processing of Scholarship application requirements, interviews & home visits
- (8)** Ateneo Senior Summer Program

The Admissions program and policy is in place and in order. There is an annual recruitment program in various schools in the city and the nearby provinces.

Admission to the Ateneo de Zamboanga University is determined by high school grades, an interview for some programs, and score on the Readiness Test for Colleges and Universities (RTCU) which is a standardized test constructed and scored by the Center for Educational Measurement (CEM). The different schools and colleges have their RTCU score requirement and other requirements for admission. The different schools and colleges have their respective retention policies for their course programs.

B. CAMPUS MINISTRY

o Spiritual Formation

The Ateneo de Zamboanga University believes in the holistic formation of an individual. It provides activities and opportunities not only for academic and physical development but also for Spiritual Growth. Thus, an integral part of the University's Program includes the following:

1. LITURGY

This program takes care of the Eucharistic celebrations and para-liturgical celebrations of the school as well as of the music in the liturgical and para-liturgical celebrations.

General Objectives:

- To facilitate students to be led to the appreciation of the Sacraments (especially the Holy Eucharist and the Sacrament of Reconciliation) and the Words of Scripture in one's life for the purpose of deepening one's relationship with Jesus, the Christ.

Schedule of Masses:

Monday to Friday: 12:00nn
Every Sunday: 11:00am

2. RECOLLECTION

General Objective:

- To facilitate in students the reflection on one's self, on one's relationship with others and especially on one's relationship with God.

A requirement of the university for all students, the recollection is a one-day off-campus, non-academic activity. Each student is required to attend one recollection in his/her 2nd year, one in 3rd year, and one in 4th year for those who are taking a five-year course. The recollection brings together the aspects and moments of personal, family, and student life, and facilitates students to view their experiences through the perspective of their religious faith. There are separate recollections for Catholic students, Christian non-Catholic students, and Muslim students.

3. RETREAT

- The retreat is a three-day and out-of-campus gathering required for all graduating students. This aims to help students reflect and process their past experiences, as well as future, and other feelings for the future, in the context of their spirituality and religious faith. There are separate retreats for Catholic students, Christian non-Catholic students, and Muslim students.

NOTE:

A student is not allowed to graduate without completing his/her recollections and retreat.

C. COLLEGE GUIDANCE AND COUNSELING OFFICE

The goal of the CGCO is to work collaboratively with students, academic units, individual faculty members, student services, and other pertinent departments of the institution to enhance student's academic, personal, and career success. Counseling services are available to all enrolled students. All students, upon enrollment, will be required to fill up the Student Information Form (SIF), also known as the Guidance Form. This form becomes the basis for the student's personal record with the CGCO. The CGCO is supported by the Guidance Fee that students pay each semester as part of the miscellaneous fees of the university. No additional charges or fees are collected for any of the program's services offered by the CGCO. Alumni, faculty and staff of the Ateneo de Zamboanga University may consult with CGCO counselors and may be seen in a crisis as appropriate. Alumni, faculty and staff may be provided with on-going counseling services, based on special arrangements made between the client and the CGCO. However,

priority of services is given to the students of ADZU. Services will depend on the availability of resources and staff of the CGCO.

○ **Counseling**

Counseling, our core service, is the process of visiting your counselor and together, tackle a concern or a difficulty you might have. The aim of counseling is to help you effectively deal with your personal, academic, interpersonal, emotional or career issues. And you can be assured that all you talk about with your counselor will be kept confidential. We can accommodate you individually and in small groups.

- **Individual Counseling** is when a student meets the counselor in a one-on-one session.
- **Group Counseling** may occur when the counselor meets with two or more students with the same or similar difficulties.
- **Crisis Debriefing or Crisis Counseling** is provided for persons who have experienced a traumatic incident and may lead to individual counseling.

○ **Student Group Guidance**

This is a program that is designed to promote personal improvement among students through symposia, seminars and workshops. Topics include identity formation, education, family relationship, career direction, values clarification and many others.

○ **Student Testing and Evaluation**

We also require all students to take psychological tests to determine the students' strengths and limitations through tests on aptitude, mental ability, occupational interest, personal needs, and personality. Your counselor may interpret your test results to you for your personal information and self-improvement when necessary.

○ **Academic Resiliency Program**

The academic intervention program aids students whose WPA's fail to meet those stipulated in the retention policy of the University. Students who are in this program are followed up individually or by group to help them develop skills and positive attitudes needed for them to cope with their academic loads.

○ **Career Development and Placement**

The office seeks to develop in students the competencies needed to be able to face the life-challenges after college. This program will provide instruction and related activities on adjustment, job hunting and life role readiness. Linkages are also sustained with various local, regional and national companies and firms, to be able to get information on job opportunities for our graduates.

○ **Peers' Circle**

This is a formation program for students who have the spirit of service through the various programs of the office. The Peers do volunteer work, outreach, referral and peer counseling. Peers take on new members in the beginning of each school year and have activities all year round.

○ **Student Inventory**

The office also holds one of the most comprehensive records of students. Students' files are updated each year. These files are kept confidential and are used to provide counselors with information for shifting and transfer recommendations, case conference and employment recommendations.

○ **SPECIAL SERVICES**

1. Consultation

The office provides consultation services for the entire Ateneo community (faculty and staff). We will be glad to answer any questions that you may have about our services, your concerns about a student, and referral options. Your call will be routed to an available counselor. We can also assist you in making an effective counseling referral.

2. Research

3. Critical Incident Stress Debriefing

The Ateneo de Zamboanga University, in its zeal to keep its commitment to its vision as "a serving agent of change in bringing about peace and development" in our locale, sees it pertinent to put efforts in being involved with addressing the damage caused by critical incidents. Considering that the institution is in the heart of Western Mindanao, it is not uncommon for our people to experience critical incidents, usually in the form of armed conflict. And we, as an institution, have given ourselves in many ways. Usually, we respond through monetary assistance, basic supplies, or coordinating with local authorities for other needs of the affected groups. But we also acknowledge that this does not fully address the effects caused by the experience of the critical incidents.

4. Counseling and Psychology Internship Program

Internship is the culminating activity in the training of most students with counseling majors. It consists of the integration and application of counselor competencies. Internship provides the counselor-in-training the opportunity to utilize counseling skills, tools, and knowledge in counseling situations under supervision.

5. Information Service

Books, journals, and other reading materials are available to the students and faculty for queries on psychology and guidance related topics.

6. Referral Resources

Faculty and staff of the university who have observed students who may need counseling may refer them to the CGCO. Fellow students, parents, or other concerned individuals may also make steps towards a referral.

7. Counselor Training

D. FJTBSJ LIBRARY

○ **LOCATION**

The **Fr. Jose T. Bacatan, SJ Library** is housed at the 4-story LRC building. It has a floor area of 1,695.64 sq. m. and a seating capacity of 506.

● **FIRST FLOOR**

- Carlos Dominguez Conference Hall
- Library Director's Office
- Technical Services Section
- Acquisitions Section

● **SECOND FLOOR**

- Control Section
- Reference Section
- Periodical Section
- Multimedia Section
- Faculty Section
- Senior High School Library

● **THIRD FLOOR**

- Archives Area
- American Corner
- Audio-Visual Center
- Circulation and Reserve Sections
- Filipiniana Section
- OPAC Stations

○ **HOURS OF SERVICE**

● **Fr. Jose T. Bacatan, SJ Library (University Library)**

▪ **Regular Semester**

8:00 am - 7:00 pm (Monday – Friday)

8:00 am - 5:00 pm (Saturday)

▪ **Summer Session**

8:00 am - 6:00 pm (Monday – Friday)

8:00 am - 5:00 pm (Saturday)

- **NURSING LIBRARY**
 - **Regular Semester**
 - 8:00 am - 6:00 pm (Monday – Friday)
 - 8:00 am - 5:00 pm (Saturday)
 - **Summer Session**
 - 8:00 am - 6:00 pm (Monday – Friday)
 - 8:00 am - 5:00 pm (Saturday)
- **LAW LIBRARY**
 - **Regular Semester**
 - 10:00 am - 7:00 pm (Monday – Friday)
 - 1:00 pm - 5:00 pm (Saturday)
 - **Summer Semester**
 - 10:00 am - 7:00 pm (Monday – Friday)
 - 1:00 pm - 5:00 pm (Saturday)
- **SOM LIBRARY**
 - **Regular Semester**
 - 7:00 am - 6:00 pm (Monday – Friday)
 - 8:00 am - 5:00 pm (Saturday)
 - **Summer Semester**
 - 8:00 am - 5:00 pm (Monday – Friday)
 - 8:00 am - 5:00 pm (Saturday)

NOTE:

Changes in schedule are posted in advance at the bulletin board of the Main Library and Nursing Library

○ **AUTHORIZED USERS**

- Bonafide students of ADZU
- Faculty members and staff of ADZU
- Administrators, members of the Jesuit Community
- Alumni of ADZU
- Users of American Corner (AC)
- Members of Silsilah Consortium

Other visiting users are required to present proof of library fee payment before they can use library materials. (P20.00 only)

○ **COLLECTION RESOURCES**

- **LIBRARY RESOURCES**
 - Books
 - Periodicals (Journals, Magazines, Newspapers)
 - Theses and Dissertations
 - Electronic resources (DVD, VCD, CDROM, Audio CD, VHS, Transparencies)
 - Special Collections (Rare Book Collections, Zamboanga City History)

- Maps and Globes
- Facilities and Equipment (Computers, Kindle, Viewing Room, TV sets, Headsets, Panel Board, Laptop, LCD Projector, Projector Screen, Videophone, Digital Camera, Computer Tablet, DVD Player, Computer Printers, Videophone, Digital Camera, Microphone)
- Vertical File
- Online Databases:
 1. EBSCOHOST
 - URL: search.ebscohost.com
 - ID: ateneodezamboanga
 - Password: mindanao
 2. *eLibrary USA* (NOTE: eLibrary USA Database is accessible **ONLY** at the American Corner.)
- **LIBRARY STAFF**
 - 9 Professional Librarians
 - 4 Support Staff
 - 1 Systems Person
 - 1 Lady Guard
 - 21 Student Assistants (19 Main Library, 2 Audio-Visual Center)
- **SERVICES**
 - Audio-Visual Services (Pre-Viewing, Film Viewing, Slide Show, Photo/Video Coverage, Power Point Presentation)
 - Automated Loaning
 - Book Display
 - Compiling Bibliographies
 - Document Delivery (for Academic and Administrative Heads)
 - Electronic Services (OPAC, CD-ROM, CIPPA and Vertical File Databases)
 - Instructional Services, such as; Library Orientation, Hands-on Demonstration, Guided Tours, Information Assistance, Individual Library Instruction upon request
 - Inter-Library Use with Silsilah Library
 - Entertains Walk-in Internet Users
 - Library Exhibits
 - Library Publication: Library Guide, AV Catalog
 - Online Book Reservation/Request
 - Online Resources (EBSCO and eLibrary USA databases)
 - Online Selection, Ordering and Cataloging
 - Photocopying
 - Referral Service
 - Reference and Information Service
 - Searching, Reserving and Stack Service
 - Selective Dissemination of Information
 - Connection to Library's Website: <http://library.adzu.edu.ph>

○ **RULES AND REGULATIONS**

● **General Rules**

1. Observing SILENCE is the first and the most elementary rule of any library. Idle conversation, loud laughter and other unnecessary noise disturb the clientele. Talking must be done in subdued tone.
2. In order not to annoy other library patrons, such activities as eating, smoking, sleeping are not allowed in the library.
3. Books in the reading areas should NOT be returned to their shelves but left on the tables (to avoid their being misplaced). Exception: Individual volumes belonging to a set, such as encyclopedias, should be returned to their proper places.
4. The clientele should always keep things in order. Every user is expected to push back the chair against the table before leaving the library.
5. Students have unrestricted access to thousands of volumes at the Reference, Filipiniana, American Corner and General Collection shelves. The Graduate/Faculty Section, however, may be used only by members of the faculty, Special Program in Nursing students and graduate students (that is, masteral and doctoral students). Undergraduate students may ask permission from the librarian to use graduate books.
6. Registration
 - 6.1 New library users are required to present a validated form, to register and submit a 1X1 recent picture to be scanned and stored in the database (Patron Information) before they can borrow books.
 - 6.2 Old students are requested to activate their library records every semester, including summer, to be able to borrow books.
7. Use of Identification Card
 - 7.1 All regular clients present an I.D. card at the Periodical, Reserve, CD-ROM and Special Areas whenever library materials are asked for. This card is not transferable. The owner of the card is held responsible for any library material drawn upon it.
 - 7.2 When returning library materials, one must be sure to get back his/her identification card. The library will assume no responsibility for loss of one's I.D. after one has left the counter.
8. Control Section Procedures
 - 8.1 Every library client should pin his/her I.D. upon entering the library.
 - 8.2 Upon leaving the library, every user will be required to:
 - 8.2.1 Open and show contents of bags, attaché cases, big envelopes, folders, etc.

8.2.2 Show date due slip of every library material that he/she takes out.

- **Rules on Borrowing**

1. Stack (S) and General Collection books (CO)

Three days (3) days, renewable for another three days, unless wanted by another patron.

2. Fiction

One (1) week, renewable for another week, unless wanted by another user.

3. Reserved Books (Res)

- 3.1 Used for one hour at a time, within the library only. Extension for additional hour is granted, if there is no prior request by another user.

- 3.2 May be borrowed for home study/overnight use from 6:00pm (Monday to Friday); 4:00pm (Every Saturday). and should be returned at 8:00 am the next service day.

4. The following types of materials are read only in the library. They are not circulated for home use:

- 4.1 General References, such as encyclopedias, dictionaries, atlases, almanacs, yearbooks, etc.

- 4.2 Art books

- 4.3 Special Collections

- 4.4 Filipiniana materials

- 4.5 Theses/Dissertations

- 4.6 Periodicals

- 4.7 Non-print materials (video tapes, slides, microfiche)

- 4.8 Electronic materials (DVDs, VCDs, CD-ROMs, VHS)

5. Maximum number of books that may be borrowed at any one time:

- 5.1 Undergraduate students can borrow three (3) books at a time.

- 5.2 Graduate students may keep five (5) books at a time.

- 5.3 Bonafide regular employees of the school can borrow two (2) books at a time, subject to the same time limit given to other library patrons.

- 5.4 Bonafide ADZU faculty members, including elementary and high school, can borrow for the length of one 1) semester, two (2) books for every subject they teach, up to a maximum of 15 books in all the libraries. Library books not clearly connected with the subject taught by the faculty member may be borrowed two (2) at a time, subject to the same time limit given to other library patrons.

- **Fines and Other Penalties**

- 1. For overdue books, the following fines are imposed:**

- 1.1** Stack and browsing books, including Fiction – P5.00 a day, excluding Sundays and holidays.
- 1.2** Reserved Books – P 1.00 for the first hour or a fraction of an hour; P0.50 per hour for the second and succeeding hours; P5.00 for each full day, including Saturday, if this is a service day.

- 2. Lost Books**

- 2.1** If an item is lost, the library should be notified immediately. Overdue fines continue to be assessed until notification is received.
- 2.2** All library patrons are responsible for the replacement of the lost items plus the accumulated overdue fines. Faculty members are required to replace lost books without paying overdue fines.
- 2.3** Lost books must be replaced with the same title, edition & author. If the first condition is not possible, a book on the same subject or closely related subject may serve as a replacement if it is hardbound and the most recent edition.
- 2.4** In case the lost book is no longer available, the decision to accept the replacement book is determined by the Library Director.
- 2.5** If the patron found the book after being declared or reported lost and returns it, and if the book is in acceptable condition, the patron will be required to pay only the accumulated overdue fine.

- 3. Mutilation and stealing of library materials** are serious offenses penalized by a fine equivalent to the cost of the replacement or restoration of the mutilated material. There might be an additional penalty of expulsion or suspension from the school depending on the gravity of the case.

E. INFIRMARY

- **VISION**

The University Infirmary envisions being the catalyst of health care and services, advancing the well-being of the Ateneo de Zamboanga University community and beyond.

- **MISSION**

Progressing the health of the Ateneo de Zamboanga University community without compromise through SERVICE and the provision of healthful environment towards the promotion of health and prevention of diseases through early detection and follow up.

○ **OBJECTIVES:**

- (1) To treat clients (students, faculty, staff and Jesuit community) with kindness and empathy. Connect with clients individually and personally and engage them as partners in their care and decisions. (Compassion)
- (2) To honor clients' right to privacy and confidentiality, value differences among individuals and groups. (Respect)
- (3) Be individually and collectively responsible for the work we do and for the outcomes and experience of every client every day. (Accountability)
- (4) To strive to be the best and work continuously to improve performance and exceed expectations. (Excellence)
- (5) To do the right things at the right time and place, focusing on the interest of every student, faculty, staff and the Jesuit community. (Integrity)

F. OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs commits to the vision of the Ateneo de Zamboanga University of a Transformed Mindanao and Philippine; of diverse communities enjoying peace, healing, and progress; leadership and governance with integrity; and active citizenship inspired by love of country.

Specific Goals:

- To help students adjust to a life in the AdZU community;
- To encourage the development of responsible and ethical conduct among students;
- To provide opportunities for leadership and organization development.

○ **STUDENT DISCIPLINE**

The Office of Student Affairs is responsible for the coordination, development and supervision of all non-academic activities of students. It sees to it that rules on discipline are observed by all students in the campus.

○ **STUDENT LEADERSHIP and ORGANIZATION DEVELOPMENT**

The Student Leadership program of OSA assists all academic and non-academic organizations of AdZU in holistically developing students to be leaders who embody the Ignatian values and principles. The Student Leadership Program has 3 main components:

• **IGNATIAN LEADERSHIP CAMP**

The Ignatian Leadership Camp is an annual 3-day leadership camp for all organization presidents/representatives. The aim of this camp is for our student leaders to go back to their roots and understand Ignatian Leadership better. A representative from each of the club/organization attends the leadership camp.

- **CONVERSATION**

Conversation is a platform for students to engage in a dialogue with various school officials/administrators to discuss university matters that affect student life.

- **CONVERSACION**

Conversacion is an advocacy-based program where students engage in meaningful discussions with different individuals/groups that would help them, and their organizations develop further.

Moreover, leadership development activities are also done in coordination with the different student clubs and organizations such as El Consejo Atenista (student government) SACSI and the Alliance of Religious Organizations.

- **ORGANIZATION ENHANCEMENT PROGRAMS (OEP)**

The organization development program is a series of skill-based sessions intended for different officers of organizations. The sessions are held in the months of April and May to ensure that officers are equipped at the start of the school year

IX. NON-ACADEMIC REGULATIONS

A. DRESS CODE

Each student is a representative of the university and, as such, is expected to be properly or respectably attired when attending classes, visiting the University premises, or joining sanctioned activities elsewhere.

- **PRESCRIBED UNIFORMS** (please see appendix D for illustration) are to be worn from MONDAY TO THURSDAY.

- **For Male students:**

- white shirt (*description like female uniform*)
- black slacks (*not denim or maong*)
- black shoes (*not sneakers or rubber shoes*) worn with socks

- **For Female students:**

- White blouse with broken line stitches along the sleeves, collar and button area. The ADZU seal at the left chest area of the blouse and the use of dark blue buttons
- Dark blue slacks, or A-shaped skirt long enough to cover the knee with an overlapping-slit at the back.
- Black shoes (*not sandals, or other open-toed footwear*)

- **For Female students (Muslim):**

- Plain, dark blue (color that matches the slacks) hijab or headscarf with no prints or any embellishment.
- White blouse (long enough to cover the backsides) with long sleeves (up to the wrist); broken line stitches along the edge of the

sleeves, collar and button area; the Ateneo logo at the left side pocket; and the use of dark blue buttons.

- Dark blue loose-fitting appropriate slacks
- Black shoes

NOTE:

This clothing ensemble is required of all female Muslim students who wish to wear a hijab with their uniform.

- **Use of HIJAB (with other attire)**
 - Female Muslim students who wear a hijab should come to school properly and decently dressed following the conventions of the Islamic faith.
- **Use of NIQAB**
 - For security reasons and proper identification, the use of Niqab *or garment/headdress that covers the whole face is not allowed.* This includes the use of any form of face mask.
 - Those who wear face mask for medical reasons are required to present their medical certificate (validated by the university physician) to the DSA.
- **FRIDAY** is designated as wash day for all. However, as a general principle, students are expected to wear conventionally decent and gender-appropriate apparels for classes and other University activities in or off campus.

No student shall be allowed entry into any of the campus premises or sanctioned activities held elsewhere if they wear attires or clothing that are offensive to sensibilities of the other members of the University community.

Thus, the following are **deemed inappropriate**, and are not allowed to be worn in the campus premises or in school activities.

- clothing that are flimsy, see-through, and tight-fitting.
 - garments or accessories (bags, mobile phone cases, etc.) with inappropriate, obscene or vulgar designs.
 - sleeveless shirts with wide and loose arm holes or sandos, bicycle or athletic shorts (except when playing any sport in the MPCC, gym or backfield)
 - slippers or sandals or going barefoot
 - uniform, shirt, or clothing with symbols or designs of Greek-lettered fraternities or other organizations that espouse values counter to Filipino and Ignatian traditions.
 - hats and caps worn inside classroom and offices
- **Not appropriate for male students**
 - any attire that is considered gender-inappropriate such as, but not limited to, skirts, blouses and high heels

- any attire that is considered too revealing or shows the male figure in an obscene or vulgar way, such as but not limited to the:
 - low-rider pants (i.e., showing the buttocks)
 - pants made of lycra or spandex or other stretch fabric
- **Not appropriate for female students**
 - any attire that is considered too revealing or shows the female figure in an obscene or vulgar way, such as but not limited to the following:
 - plunging necklines and low-cut dresses that show the cleavage
 - blouses or tops that exposes the belly, torso
 - halter tops, tubes, or dress with spaghetti straps that are not worn with a vest or bolero
 - micro mini-skirts
- **EXEMPTION from WEARING UNIFORM**

As a consideration, the following shall be exempted from wearing the prescribed uniform:

 - Married students who are pregnant
 - Working students who are required to wear office uniforms
 - Any other reason as may be determined by the DSA (i.e. students in mourning, medical reason, physical disability, and by reason of force majeure (fire, flood, etc.) provided they obtain exemption slips from the OSA and attend classes in decent attire.
- **PE AND PRACTICUM UNIFORMS**
 - PE uniforms should be worn ONLY in PE classes or other PE – related activities.
 - Students on practicum can wear their practicum uniforms as required by their respective Department / College.
- **HAIRCUT**
 - All students must sport a decent haircut.
- **SANCTIONS FOR VIOLATIONS**
 - The Guards-on-Duty are deputized to exclude students from entering the campus for non-compliance of the University dress code, Uniform policy and use of inappropriate attire.
 - Students not properly and decently dressed shall be sent to the DSA for proper disciplinary action.
 - A student who repeatedly violates any of the provisions will be suspended for a period of two days.

B. IDENTIFICATION CARD

All students are issued Identification Cards by the Office of Student Affairs for identification, protection and security purposes. ID Card validation is done every semester.

- A student is required to wear/present his/her ID to the security guard on duty at the gate before entering the campus.
- No student will be allowed to enter the campus for any purpose, at any time, on any day, including Sundays and holidays, unless he/she presents an authorization approved by the VP for Administration.
- Students, always and within the premises of the campus, must visibly display their ID.
- This should be properly pinned in the chest area of the uniform or shirt or hang with an ID lace.
- Borrowing, lending and use of somebody's ID are strictly prohibited. Tampering with the data in the ID or changing the photo invalidates the ID card. Manufacture/use of fake ID cards is likewise prohibited
- The loss or theft of an ID must be reported immediately to the Office of Student Affairs. A temporary ID is issued by the OSA upon presentation of an affidavit of loss duly notarized for the student's protection. of an official receipt of payment for a new ID card and
- A student must report to the OSA and the Registrar's Office, in writing, any change in pertinent personal information such as change in residence or civil status. This should be done as early as possible for the purpose of changing registration forms, proper correspondence and other important documents. Letters sent to students whose addresses are recorded in the OSA are considered officially received.

The sanction for repeated violation of any of the provisions is suspension.

X. CAMPUS CLUBS & STUDENT ORGANIZATIONS

1. Authority to Operate: The Director of Student Affairs (DSA) regulates the operation of student organizations. She/He can recommend to the VP for Higher Education the cancellation of authority to operate for a cause.
2. Supervision of Activities: The DSA supervises, coordinates and regulates the establishment, operation and activities of all duly recognized campus clubs and organizations. He coordinates with the moderators in maximizing the use of resources and in directing efforts towards the attainment of approved objectives.
3. The Vice President for Higher Education approves all campus club activities.
4. However, reservations on the use of venues shall be approved by the offices in-charge: (VP-Administration-Sauras Hall conference rooms), (OSA-College Lobby and College Garden), (PPO-MPCC, CLH, Library-AVR, CDCH, LRC Conference Room), classrooms (college registrar and graduate school for Saturdays)
5. Application: Any group of at least fifteen (15) members may apply at the Office of Student Affairs (OSA) to organize a club/organization. Approval of the application depends on compliance with the following requirements:

- 5.1 A Concept Paper & letter of application, filed at the OSA, which state the club's objectives and must bear the signatures of the fifteen (15) founding members and the tentative activities of the club for the year.
 - 5.2 Constitution and By-laws -Signed and Approved
 - 5.3 List of officers and members
 - 5.4 Plan of Activities for the current year
 - 5.5 Name of Moderator(s)

At no time in the club's history will there be less than twenty (15) members registered in the club.
6. Greek-lettered organizations or other secret societies are banned by the University.
7. Renewal of Recognition: A yearly renewal of recognition for all campus clubs and organizations is required and announced by the OSA. A specific date is set for the submission of requirements for new application and renewal of registration. Recognition and Registration of a club/organization is a precondition for operation in the university and shall be in effect for one (1) school year. Requirements for renewal of registration shall be determined by the DSA after consultation with the concerned club regarding their status. Clubs and Organizations that do not renew their registration / recognition are automatically considered inactive/defunct.
8. Requirements for renewal of recognition / registration:
 - 8.1 Constitution and By-laws
 - 8.2 List of Officers and Members
 - 8.3 Plan of Activities for the current school year (which includes a
 - 8.4 Program on Environmental Care)
 - 8.5 Name of Moderator(s)/Advisers
9. Report on Accomplished activities (80% of the proposed activities) of the past school year
 - 9.1 Attendance to OSA Leadership Camp
 - 9.2 Attendance in all OSA and University-initiated activities
 - 9.3 Accomplished Midyear and year-end evaluation given by OSA
10. Dissolution: The President and Moderator of a club / organization may apply for voluntary dissolution of the organization through formal notification addressed to the DSA. All financial and property claims, and clearances must be secured before a clearance is given by the OSA.
11. Membership:
 - 11.1 Only bonafide students can join campus organizations.
 - 11.2 Full-time students with at least twelve (12) units, except
 - 11.3 When they are in the last semester of their program.
 - 11.4 No academic or disciplinary cases.
 - 11.5 GPA is at least 1.5 with no failing marks.
 - 11.6 The officers must have a GPA of at least 2.0

- 11.7** The University reserves the right to limit or suspend a student's participation in club activities if it is detrimental to his/her studies.
- 12. Major Positions:** No student shall be allowed to hold two (2) major positions in 2 or more clubs/organizations. This includes positions for President, Chairman, Vice-President and Vice-Chairman (Internal and External).
- 13. Club Reports and Other Requirements:**
- 13.1** Activity report of programs/projects implemented
 - 13.2** Evaluation report
 - 13.3** Semestral/ Financial Report (for Monitoring and clearance)
 - 13.4** Year-end Financial Report (for Clearance)
- N.B. Failure to submit requirements 13.1-13.4 will mean that the clearances of all the officers will be placed in abeyance pending the submission of the above requirements. Additional Activity and Evaluation report forms are available at the OSA.*
- 14. Annual Meeting:** All Presidents of academic clubs and organizations are required to attend the annual meeting called by the DSA either as a group or individually. In cases where the President cannot attend the meeting, the Vice President or a duly authorized representative must be appointed to represent the club or organization. A written authorization from the club President must be presented.
- 15. Moderator/Adviser:** The Club/Organization must submit the name of the Moderator/Adviser whom they consider desirable for their club. The VP for Higher Education appoints the Moderator upon recommendation of the officers and members of the organization. The term is one (1) year, however, the recommendation and re-appointment may be renewed yearly upon the recommendation of the club / organization.
- 16.** Moderators, Advisers, or leaders of extra and co-curricular activities should coordinate with the OSA for the proper and smooth implementation of their activities.
- 17.** The Vice President for Higher Education appoints the moderator(s) for the Beacon Publications Office.
- 18. Duties of a Moderator/Adviser:**
- 18.1** Regular consultation meetings
 - 18.2** Regular attendance in club meetings.
 - 18.3** Representation in all off-campus activities of the club.
 - 18.4** Periodically report & evaluate the club's performance.
 - 18.5** Attend Moderators and Advisers Club meeting.
- 19. Posting of Notices and Announcements:**
- Any material for posting (whether off and on campus) should have prior clearance from the University Communications Office as to the content, lay-out, size, and duration of posting especially for materials which will

be posted on our own tarpaulin frames. Students are held responsible or compliance with posted notices.

- For student organizations, announcements on campus should bear the approval stamp of the OSA. These include notices for meetings, and the like, provided they are not contrary to law and University policies. To maximize board space and to give others a chance to post notices, postings will be limited to one (1) week exposure unless an extension is requested.
- When the material has been cleared by UCO, the VP-Admin Office will approve its printing and will endorse it to PPO for installation.
- Prohibited postings are advertisements from companies, political propaganda, and other notices as may be determined by the OSA.
- Postings should be placed on prescribed areas and assigned bulletin boards only. Painted walls, doors, windows, and trees should not be used for postings of any kind. Postings without the OSA stamp and posted on prohibited areas will be removed immediately and the club concerned is disallowed to put up further postings.
- Club and organization streamers, handbills, flyers and posters should be cleared with the OSA before being distributed or posted. Please take note of the following items to be considered;
- Flyers and Handbills referred to as news prints or bond paper size notices will be limited to 10 per activity, additional copies may be approved upon request and if needed
 - Computerized printout is highly recommended. No postings will be allowed in classrooms.
 - Club posters must be in the size that fits the club bulletin board, i.e. ½ cartolina sizes or ¼ Manila paper size to save on space. The number of posters will be limited to five (5) per activity unless otherwise requested.
 - Use of Double sided and packaging tapes are prohibited. Push pins will be required for use in rubberized club bulletin boards. Anybody caught defacing, mutilating, or removing posters/notices is subject to disciplinary sanctions.

20. Organizational Funds:

- A reasonable amount for membership and other fees as provided for in the club constitution and by-laws may be collected from members of recognized student organizations and properly receipted and recorded.
- Membership and income derived from other fees and projects must be reflected in the financial statement at the end of the semester/school year and noted by the Moderator. All financial statements and reports must be submitted to the OSA at the end of each semester for monitoring purposes and year end for clearance purposes.

- The Finance office of ADZU may be requested to act as the official depository of funds of the organization especially in dealing with large sums of money. Request for such an arrangement must be forwarded to the University treasurer for approval.
- Academic organizations (i.e. LAAO, SITAO, NAO, EAO, AAO, & MAO) are advised to follow strictly the collection, remittance, disbursement, withdrawal procedures in their respective organizations.
- Failure to comply with the above requirements will mean that the clearances of all the officers of the club /organization will be placed “on hold” pending the compliance of the above requirements. For 4th year graduating students, clearance for the issuance of TOR and Diploma will be placed in abeyance pending the compliance of the above requirements.

21. Fundraising Campaigns, Solicitations, Tie-ups:

- Major and minor fundraising campaigns and solicitations undertaken by recognized campus clubs and organizations must be noted by the Moderator and the DSA and approved by the Vice-President for Higher Education and Vice President for Administration.
- No formalization of negotiations and agreements with external clients is made with any officer of the club / organization without the approval of the Moderator, Vice President for Higher Education and Vice President for Administration.
- Solicitation letters to support club activities is first approved by the Moderator and noted by the VP for Higher Education. The final approval must be secured with the VP for administration. Approved solicitation letters must be numbered, and a sample copy submitted to the DSA office for verification and record purposes.
- All solicitation reply slips and collections must be remitted to the Treasurer within 24 hours after the collection. Any loss of solicitation letter must be immediately declared and supported by an affidavit duly notarized.
- Sale and distribution of food products and other perishable food items as part of organizational fund-raising activity inside the campus is first approved regulated by the VP for administration before implementation.

22. Representing the University:

- Students may take part in any activity, contests, plays, band/orchestra, choir, conference, congress, association, society, or group as representatives of the school or any of its recognized student organizations, provided there is a verbal or written authorization by the VP for Higher Education.
- Transacting business of any kind using the name of the school should have written authorization from the VP for Higher Education.

- Press release and public notices of school or student activities can only be published in various media channel only after securing a clearance from the University Communications Office and the VP for Higher Education.
- **Positions on National Issues and Advocacies may be expressed by recognized campus clubs and organizations with the approval of the VP for Higher Education. This collective view or position should expressly be stated as that of the organization or club and does not reflect that of the university.**

23. Extra and Co-Curricular Activities:

- Co-curricular activities: All approved co-curricular activities undertaken by a College, Department, Class, must be properly coordinated with the OSA for recording purposes and the smooth implementation of activities. Co-Curricular activities may include activities which enhance academic development like special lectures, symposia, seminars, exhibits and other academic disciplines. It is highly recommended that all approved co-curricular activities must be planned at the start of the semester and to follow the rules and regulations governing in and off campus activities which may include field trips, academic related practicum, company visits and out of town travel.
- Extra-Curricular Activities: Students representing the college in extra-curricular activities (i.e. varsity teams, debating teams, etc.) must carry full-time loads (except seniors on their last semester) and maintain a GPA of at least 2.0 and have no major disciplinary record. Two (2) failing marks make the student ineligible to participate in these activities the following semester.
- All extra-curricular activities must follow the rules and regulations governing in and off campus activities.
- No activities must be undertaken a week before Midterm and Final examinations.

24. GUIDELINES FOR CLUB / ORGANIZATIONAL IN-CAMPUS ACTIVITIES:

- The moderator(s) of a recognized campus club or organization shall execute a written request addressed to the Vice President for Higher Education regarding such activity, indicating the date, time, place, list of participants and purpose of the activity.
- If the affair is an overnight one or an overtime activity (after 8:30 P.M curfew), he/she must get the permission of the parents by accomplishing the Parent's Consent and Waiver Form for in-Campus activity available at the OSA and submitting the same duly signed.
- The VP for Administration through the University Security Chief approves the in-campus stay of students following the usual security procedures that should be observed. A copy of the approved letter must be forwarded

to the ADZU security personnel for information, security check and reference. Approval for any in-campus activity must be secured at least 3 days before the affair.

- In case of emergency, the ADZU security personnel must be informed of the nature of the emergency for immediate assistance and proper action.

25. GUIDELINES FOR CLUB/ORGANIZATIONAL OFF-CAMPUS ACTIVITIES

- The moderator/s of recognized campus clubs and organizations shall execute a written request addressed to the DSA regarding such activity, indicating the date, time, place, and list of participants and purpose of the activity.
- Written request addressed to the DSA regarding such activity, indicating the date, time, place, and list of participants and purpose of the activity.
- She/he must get the permission of the parents by accomplishing the Parent's consent and Waiver Form (PC Form 1-A) available at the DSA and submitting the same duly signed. Officers and moderators must see to it that the parents and guardians are notified of the approximate time of the activity will end if applicable, the participants/students must be turned over to their respective parents/guardians after the affair. The site or venue must be cleared by the University Security Chief before the activity is implemented.
- The letter of information, list of participants and accomplished parent's consent must be submitted to the OSA for processing and approval. The moderator of the club must be together with the participants for the entire duration of the activity.
- Approval for any off-campus activity must be secured at least one (1) week before its scheduled implementation. The itinerary set for the activity must likewise be reviewed and strictly followed. The use of ADZU vehicles if needed must be arranged with the PPO following the rules and guidelines governing their use.
- The college student handbook will apply in any approved University functions off campus. In cases of emergency, the school authorities should be immediately informed. Emergency telephone and cell phone numbers must be kept as part of records in case there is a need for it.
- The University shall not be held liable for any injury resulting from accidents, caused by human error or equipment failure or by force *majeure* during transport of participants. Likewise, it shall not be held responsible for the health and safety of the participant should he/she decide to leave the venue where the participants are officially staying without the express permission of authorized University personnel.

26. GUIDELINES FOR CLUB / ORGANIZATION OUT OF-TOWN TRAVEL:

- The moderator (s) of organized campus clubs and organizations shall execute a written request addressed to the VP for Higher Education regarding such activity, indicating the date, time, place, list of participants and purpose of the activity.
- He / She must get the permission of the parents by accomplishing the parent's consent and waiver Form (PC Form 1-B) available at the OSA and submitting the same duly signed. Students without the accomplished form must not be allowed to join the activity.
- The moderator must always accompany the participants.
- The approved itinerary must be strictly followed, deviations of any should only be done for valid reasons beyond the control of the moderator (i.e.) inclement weather, road conditions, etc.) If there is a need and for purposes of control and documentations, the approved itinerary must be signed by all the participants and duly notarized. The site /venue must be cleared by the University Security Head before the implementation of the activity / travel.
- A copy of the approved letter, list of participants, parent's consent and itinerary must be forwarded to the OSA for filing and record purposes.
- The college student handbook will apply in any approved University functions off campus. In cases of emergency, the school authorities should be immediately informed.
- Emergency telephone and cellphone numbers must be kept as part of records in case there is a need for it.
- The University shall not be liable for any injury resulting from accidents, caused by human error or equipment failure or by *force majeure* during transport of participants. Likewise, it shall not be held responsible for the health and safety of the participant should he/she decide to leave the venue where the participants are officially staying without the express permission of authorized and University personnel.
- Precautionary Safety measures: In addition to off-campus and out of town travel activity requirements, the following precautionary measures must be observed and encouraged:
 - The financial standing of the club /organization in relation to the planned activity must be taken into consideration. If possible, the off-campus activity must be within city limits only (i.e. within a 7-kilometer radius).
 - The safety of the participants is of paramount importance; therefore, the Moderator should make sure that the programmed activity shall not be in any way endanger the participants. The buddy system and periodic checking of participants is highly encouraged.

- Separate rooms/quarters for sleeping (male and female) must be provided.
- First aid kits must be at hand including knowledge of the site of the nearest hospital, police, and important telephone and cellphone numbers.
- If any of the programs demand a certain degree of strenuous activity, the Moderator may require medical clearances from participants.
- The approved itinerary must be strictly followed.
- The rules of the college student handbook shall apply in all approved University functions and off-campus activities.

27. RESERVATION AND USE OF CAMPUS FACILITIES:

- Officers and student representatives of recognized campus club, class or any group of students in coordination with their respective moderators may request authorization from the OSA and the concerned office for the use of campus facilities. Arrangements and reservation for the use of a facility is on a “first come first served” basis. Official reservation forms are available and must be filed early to avoid conflict in schedule.
- Facilities in campus are for the use of the academic community hence, priority for the use is given to students, faculty and personnel of the University. It is important to note that student organizations that charge admission or registration fees for an activity will be required to pay a certain percentage of the existing hourly rate for the use of the facility. In addition, student organizations will be responsible for any additional cost for electricity use especially in the evening, generator, overtime pay for maintenance, and security personnel.
- All users of campus facilities and equipment are held responsible for the use, upkeep, and cleanliness. Users should see to it that these are kept in good order immediately after use. Equipment and materials permanently assigned in any of the facilities should be used only within the assigned facility. The group found to have misused campus facilities and equipment will be held liable and is penalized accordingly.
- Reservation for the use of classrooms and other school facilities can be done through the following offices during office hours. Special arrangement for reservation of facilities is done during holidays, weekends.

VENUE/FACILITY	OFFICE IN-CHARGE
MPCC1 and MPCC2	PPO
Backfield / Parade Grounds	PPO
Campion Lecture Hall	PPO
University Vehicles	PPO
Carlos Dominguez Conference Hall	AVC
LRC Conference Room	AVC

LRC Audio Visual Room	AVC
College Building Classrooms	CO Registrar
Xavier Hall Classrooms	CO/Grad. Registrar
JR and LRC Classrooms	CO Registrar
C Garden and Lobby	OSA
Probe Conference Room	School of Education
HRADO Conference Room	HRADO Office

- Reservation forms are available in all the above offices. Proper information must be relayed to the offices concerned in case the activity has been cancelled or postponed.

28. ACCREDITED CAMPUS CLUBS AND ORGANIZATIONS**A. STUDENT GOVERNMENT**

- A.1** El Consejo Atenista (ECA)

B. ACADEMIC CLUBS / ORGANIZATIONS

- B.1** Accountancy Academic Organization (AAO)
B.2 Education Academic Organization (EAO)
B.3 Liberal Arts Academic Organization (LAAO)
B.4 Management Academic Organization (MAO)
B.5 Nursing Academic Organization (NAO)
B.6 Science & Information Technology Academic Organization (SITAO)

C. DEPARTMENTAL CLUBS / ORGANIZATIONS

- C.1** Ateneo Biological Society (ABS)
C.2 Ateneo Communicators (ATCOMM)
C.3 Ateneo Interdisciplinary Studies and Economics Association (AISEA)
C.4 Institute of Computer Engineers of the Philippines – AdZU
C.5 International Studies of Ateneo (ISOA)
C.6 Junior Institute of Electronics and Communication Engineering of the Philippines – AdZU (JIECEP)
C.7 National Federation of Junior Philippine Institute of Accountants (NFJPIA-ADZU)
C.8 Samahang Pilosopiya ng Ateneo (SPA)
C.9 Psych iCare

D. RELIGIOUS CLUBS / ORGANIZATIONS

- D.1** Ateneo Catechetical Instruction League (ACIL)
D.2 Ateneo Lectors Society (ALECS)
D.3 Ateneo Liturgical Society (ALS)
D.4 Christian Life Community (CLC)
D.5 Muslim Student Association (MSA-ADZU)
D.6 Philippine Student Alliance Lay Movement (PSALM)
D.7 Society of Knights of Ignatius (SKI)

E. SERVICE CLUBS / ORGANIZATIONS

- E.1** SALT Community (SALT)

E.2 Ateneo Peers' Circle (Peers')

F. DEBATE CLUB / ORGANIZATIONS

F.1 Ateneo Debate Union (ADU)

G. CIVIC CLUB / ORGANIZATIONS

G.1 Junior Chamber International (JCI)

G.2 SALAAM Organization (SALAAM)

H.1 ECOWATCH

I.1 RED CROSS YOUTH - AdZU

J. CULTURE AND ARTS

J.1 Ateneo Blue Vigors (Blue Vigors)

K. PUBLICATIONS

K.1 The Beacon Publication (The Beacon)

K.2 The Beacon Yearbook

L. SCHOLARSHIPS

L.1 Association of the Blue Eagle and Centennial Scholars (ABECS)

L.2 Ateneo Centennial Scholars (ACES)

L.3 Society of Ateneo Scholars (SAS)

XI. DISCIPLINE AND ITS ENFORCEMENT

A. PURPOSE

The proper functioning of any social system requires some regulations to govern the behavior of its members. This is no less true of University. For university to function properly, the conduct of students must conform to conditions that are conducive to order and learning.

The University adheres to the modern concept of discipline, which is based on a rational approach. The students are made to understand why certain modes of behavior are to be observed. At the same time, it recognizes the inherent dignity and rights of every individual.

The University expects all students to obey its regulation. Erring students shall be sanctioned accordingly after due process to preserve the peace and order in the campus.

B. CLASSIFICATIONS OF OFFENSES

Violations of policies and misconduct are classified according to minor or major offenses. This section specifies the processes and corresponding sanctions.

B.1 PENALTIES

The University prescribes three categories of administrative disciplinary penalties which may be imposed upon erring students. These penalties are equal to the nature and gravity of the offense.

B.1.1 Suspension. A student who has committed a minor offense may be suspended for a period not exceeding 20% of the prescribed number of School days without the approval of CHED or as deemed appropriate by The College Board of Discipline.

B.1.2 Dismissal. A student who has committed a major offense may be dismissed or dropped from the roll of the university.

B.1.3 Expulsion. Expulsion is looked upon as an extreme form of penalty. The offender is barred from enrolling in all public and private schools. To be valid and effective, expulsion requires prior approval of CHED.

C. MINOR VIOLATIONS

Minor violations are handled by the Office of Student Affairs and recorded in the student's name. Infractions deemed as minor are those that;

- a. are uncontested by the respondent;
- b. do not involve physical injury or emotional harm;
- c. no evidence that they were committed with malice or premeditation; and,
- d. have little or no negative implications for the University or its members;

NOTE:

Accumulation of four minor offenses of any nature within the school year shall be considered a major offense.

C.1 SANCTIONS FOR MINOR OFFENSES

SITUATION	ACTION
1st Offense	Oral Reprimand.
2nd Offense	Written Reprimand and Response. 3-Hour Community Service.
3rd Offense	2-day Suspension.

MINOR OFFENSES
1. No ID or improper display of ID.
2. Disruption of classes or any academic activity or school function.
3. Intoxication or being under the influence of liquor or prohibited substances.
4. Possession of (i.e., bringing) alcoholic beverages on campus.
5. Misuse of university facilities.
6. Use of obscene or vulgar language.
7. Littering (refer to fines for littering).
8. Tampering with electrical switches and other University fixtures or gadgets.
9. Public display of intimacy other such acts that offend the sensibilities

of the other members of the community.
10. Use of classroom and other school facilities for any purpose without reservation or permission from proper authority.
11. Use of cellular phones and other electronic communication devices in class, or during school functions.

D. MAJOR VIOLATIONS

The following tables lists infractions that are classified as major violations and their corresponding sanctions:

D.1 MAJOR OFFENSES (with sanction of at least TWO-WEEK SUSPENSION)
D.1.1. Any form of cheating (or any other form of academic dishonesty) on an examination which may include talking, whispering, using cheating materials, looking at the papers of others, making unnecessary noise, or any other suspicious behavior or any combination of these actions during an examination.
D.1.2 Fraud or attempted use of fabricated or altered data in assessment items, and possession or distribution of “leaked” examination paper and questions.
D.1.3 False representation, i.e., in an examination for another person or completing or substantially completing an assessment item for another person.
D.1.4 Erasing, removing, tampering or destroying of official notices and posters.
D.1.5 Disrespect to a teacher, other university personnel or fellow student.
D.1.6 Any form of vandalism which include (among others) writing or drawing on walls, furniture, books or any other resources or materials owned by the University.
D.1.7 Any form of gambling in campus or at off-campus university functions.
D.1.8 IT misuse which include but are not limited to the following: <ul style="list-style-type: none"> D.1.8.1 Using the University’s computers, their associated and networks without written authorization. D.1.8.2 Disclosing passwords or similar information that allows access to the University’s computers, workstations, hubs, switches and other associated peripherals and networks without written authorization. D.1.8.3 altering information such as changing password of someone else’s account, etc. D.1.8.4 Damaging or destroying information (deleting someone else’s file, etc.) D.1.8.5 Using someone else’s account and /or sending offensive email D.1.8.6 Preventing and interfering with authorized use of information D.1.8.7 Installing software in University computers without written authorization from the computer center.

D.1.8.8 Changing the configuration of installed software, operating system and / or hardware without proper authorization.
D.1.9 Commission of fourth minor violation

D.2 MAJOR OFFENSES (with sanction of DISMISSAL from the University roster)

D.2.1 Bribery or attempted bribery or offering of inducements by students with the purpose of influencing the outcome of an assessment process or grade awarded for a subject.
D.2.2 Intentionally making a false statement or conducting fraudulent, act or deception in connection with anything that has to do with the University.
D.2.3 Unauthorized solicitation, collection or extraction of money, checks or other instruments as equivalent to money, in connection with matters pertaining to the University.
D.2.4 Misuse of university/student funds.
D.2.5 Borrowing, lending or using another person's ID, i/e Tampering, manufacture/ use of fake ID cards.
D.2.6 Forging or tampering official university records or transfer forms, or knowingly presenting and using such altered forms, securing, using transfer credentials under false pretenses.
D.2.7 Plagiarism or using or attempting to use another person's work without acknowledgement. The phrase " using another person's work" includes, but not limited to: paraphrasing the work of another person; directly copying any part of another person's work; summarizing the work of another person; using or developing an idea or theme derived from another person's work; using experimental results obtained from another person's work; representing falsely the individual contributions of the collaborating students where individual contributions are to be identified (as in the case of collaborative projects); and colluding with or allowing others to use one's work and pass it off as his/her own.
D.2.8 Instigating, leading or participating in an unlawful activity leading to stoppage or disruption of classes.
D.2.9 Criminal act which was proven in court.
D.2.10 Possession or use of firecrackers and other dangerous compounds in campus.
D.2.11 Participation or involvement in scandalous or immoral acts in or off campus that cause ill-repute to self, others and the University.
D.2.12 Possession or distribution of pornography and related materials, i.e., accessing, producing and/or transmitting pornographic materials and images through any means.
D.2.13 Prostitution or involvement in a sexual activity for payment.
D.2.14 Misrepresentation or unauthorized use of the name of Ateneo de Zamboanga University.

D.2.15 Theft or stealing
D.2.16 Data privacy violation, which may include, but is not limited to, stealing or attempting to steal another person's data.
D.2.17 Infliction physical injuries on others.
D.2.18 Fighting or any form of violence in campus or at university functions off-campus.
D.2.19 Assault on or threats to teacher and other university personnel.
D.2.20 Bullying, i.e., using any means to intimidate a student or any member of the University community
D.2.21 Participating in any action which would degrade the performance of the University's IT resources which includes but is not limited to Denial of Service Attacks launched from off-campus IT resources. <ul style="list-style-type: none"> a) Introducing computer viruses or anything that endangers the security of the University's computer networks, workstations and users b) Using the University's IT resources to launch, initiate or support any of the above against other institutions or person c) Downloading and / or uploading materials which would violate copyright laws or inconsistent with the University's vision-mission d) Cyber bullying, i.e., use of technology and social media to destroy or harm another person's reputation and dignity
D.2.22 Membership organizations which are deemed subversive, who espouse violence or whose values are inconsistent with the University's vision and mission.
D.2.23 Membership in Greek-lettered organizations or other societies of the same nature, knowingly or covertly. This includes recruiting others or holding initiation rites, meetings and other activities in campus.
D.2.24 Sexual Harassment (refer to AdZU policy on Sexual Harassment)
D.2.25 Commission of second major violation (the first of which was sanctioned by a suspension)

D.3 MAJOR OFFENSES (with sanction of EXPULSION)
D.3.1 Involvement in terrorism or radical extremism.
D.3.2 Possession or use of deadly weapons and explosives
D.3.3 Hazing or any act which constitutes part of initiation rites that injures, degrades, or harms any fellow student or an outsider.
D.3.4 Threatening someone with infliction upon his/her person, honor, property or any act amounting to a crime.
D.3.5 Misuse and/or abuse of information Technology (IT) resources accessing a university computer server, workstation, associated peripheral and/or network without proper authorization.

E. BOARD OF DISCIPLINE AND DUE PROCESS

The College Board of Discipline is convened to ensure due process for major violations. It conducts proceedings related to disciplinary cases. The Director of Student Affairs facilitates these proceedings. The Vice President for Higher Education has oversight functions.

The Board is composed of the five deans of colleges, and five student representatives duly (elected governors), the Director of Student Affairs, and one Guidance Counselor.

Only the deans and the student representatives have voting rights. The DSA and the guidance counselor sit as observers to the process. A presiding officer (chosen from among those with voting rights) may vote in case of a deadlock.

F. PROCEDURE IN HANDLING A COMPLAINT

The Office of Student Affairs (OSA) acts on complaints of violations by informing the student/respondent through a letter within 5 days from the receipt of the complaint. The subject of the complaint is asked to respond in writing within 5 days of the notification.

○ **Resolution/Amicable Settlement**

The DSA shall conduct an initial investigation on the merits of the complaint filed with the OSA. If an informal settlement has been arrived at in the initial meeting and both the complainant and respondent accept the settlement, then the case is immediately resolved.

If no settlement has been arrived at during the initial meeting or if the actions or behavior reported is considered a grave offense, the DSA forwards the case to the BOARD OF DISCIPLINE BOD for due process.

G. PROCEDURE FOR HANDLING MAJOR OFFENSES

1. The OSA investigates the reported case and summons the parents of the offending party right away.
2. A specific day is set for the Disciplinary Board to try the case, and the concerned student/students is/are notified, verbally or in writing, of the hearing.
3. The Board renders a decision.
4. The VP for Higher Education informs, in writing, the parent of the party concerned of the Board's decision of the case.
5. Written copies of the decision are filed with the Office of the President, the Director of Student Affairs, the College Registrar, the Finance Office (if sanction is dismissal), and the Director for Admission and Guidance Office.
6. Appeals should be forwarded to the VP for Higher Ed for proper action.

H. PROCEDURE FOR THE HEARING OF A CASE

1. The DSA calls the roll by presenting the offending party, the witness and others to the members of the Board. Technical rules of evidence as approved by the court in proceeding in law or equity shall not be strictly

observed, however, the principles of due process shall be mandatory application.

2. The DSA presents the entire case per his investigation to the board.
3. The members of the board start the questioning session, after which the floor is given to the defendant for comments or countervailing's proofs.

N.B. Disciplinary hearing cannot be postponed, except for highly justifiable reasons ruled by the Board alone. The Board continues the hearings even in the absence of complainant, but the presence of the offending party shall be indispensable unless such right has been waived. Such waiver, however, shall be presumed when the respondent fails to appear despite the notice served.

APPENDIX A
Social Media Protocols

Recognizing the pervasiveness of social media –for both good and bad, the University posits the following guidelines in the use of social media:

- Confidential information about the University should never be posted on social media.
- All posts on official social media channels must be completely accurate. Any posts that are threatening, obscene, abusive, or otherwise unacceptable will be immediately deleted.
- Opinions of administrators shall not be posted through University social media platforms. All administrators are expected to observe professionalism when acting on behalf of the University.
- Photographs, videos or graphics with intellectual property protection (materials with copyrights) shall be used only with written permission.
- Use of University insignia/logo in personal social media accounts is strictly prohibited.
- Members of the University community are expected to use their social media accounts with responsibility.
- Offensive comments (that is, use of swear words, violates any law or social norms, attacking); phishing or threatening to safety and security to the University and its members – will be taken down.
- Negative comments may be replied to with the objective of clarifying the issue at hand, and in a professional and civil manner with careful choice of words and phrasing and tone.

In its mission of educating and forming students, AdZU is in constant communication with its stakeholders in the various platforms – inside the classroom, in the communities, and in media, both traditional and social media.

Social media provides the venue through which we communicate. AdZU has an FB account and a Website. While these mediums are used as discussion forum and exchange, it is also vulnerable to abuse and at times, lead to on-line fights, some unfortunately leading to damage to the individuals involved or to the University. Thus, an administrator should be designated to manage these accounts who shall be responsible for the posts, ensuring compliance, granting writes, among others. Fundamental to this is the basic copyright law, right to privacy and confidentiality. Posts especially those involving sensitive matter such be authorized and substantiated with facts.

As a member of the community of a Jesuit and Catholic University, Ignatian values ought to guide us in our communications. We take the higher ground, as educators and formators, when we express our thoughts and share our feelings and opinions on issues.

It would be a disservice to the teaching profession and to our community if we voice our opinion in a manner contrary to the stature society places on educational institutions in general and on the Ateneo de Zamboanga University in particular.

When we go online – to share opinion on our personal social media accounts – we remain the educator, the formator that we are. Educators cannot dissociate themselves from their institutions. When we post as individuals, the netizens automatically associate us to our institution. We have no control over this.

In the same manner, when we are recognized as an excellent university, this trickles down to each and member of our community. We enjoy the reputation bestowed on the University with it's over a hundred years of excellent education. We benefit from this status of high regard.

Misuse of social media sites (FB and Web posts) should be reported to the UCO who shall delete it or do damage control if it were a post that destroys the image of the University. Senders of abusive, damaging or offensive comments will be blocked.

While this guideline serves not as an imposition, as it would be impossible to do such considering the pervasiveness of social media and out of respect for freedom of speech, the University is setting these guidelines. As is customary in our way of proceeding in the University, we use the consultative process and discernment. We refer to credible sources. We consult authorities on the matter on hand. We think over the consequences of our actions. We reflect on the possible repercussions of our decisions. We think of others and act responsibly. A social media dictum is in place here. We think before we click.

Who are we posting for? The target Receiver of the Message should be thought of when composing the message – the language and the content. For photos and videos, it should be the visual equivalent of the text. It should be representative of the event/activity, highlighting the important moments and personalities involved. It should show everyone in the photo in as much as possible flattering appearance to make it suitable for posting.

Press releases and social media posts should always showcase the University as an institution mirroring the Vision, Mission and Identity Statement of AdZU through its various programs and activities.

Like & Comment – In voicing opinions, no “ad ho·mi·nem” comments, that is, direct comments not against a person, but on issues or stand on the matter. Engaging in debates online should supported by facts and not mere emotions so the exchange

serves a purpose educational, that is shedding light on the issue. Comments found to be offensive to race, faith will be deleted. Caution should be taken in stating one's stand especially if it is unproductive, destructive or divisive. In our postings, we build rather destroy, unite rather than divide.

A post made in a personal and or professional capacity that can be identified as having been posted by a member of the AdZU community explicitly or implicitly, these guidelines contained herein this protocol will apply. This will not only protect the University but also help prevent legal consequences for the posts.

The following are instances when a member of the community is explicitly or implicitly identified as belonging to the University:

- a) the FB account or other social media site identifies self as an employee (thus, works at the Ateneo de Zamboanga University) or specifies an office or college as his/her workplace
- b) has an email address of name.adzu.edu.ph or?
- c) a personal blog that deals with the person's professional line of work
- d) represents the University in the external community such as speaker, presenter,
- e) trainer, panelist in a presentation, etc.

Caution should be observed in voicing one's opinion, e.g. political or social issues, particularly in giving the impression that such opinion is that of the University.

Care should be taken in posting comments that might put the University in a compromising position such as classified information especially that might cause harm to the University's name or to personalities in the community such as plans of the University, legal cases, marketing strategies, etc.

Comments if made on an opinion, particularly if the person can be identified as member of the University, should state a disclaimer, that his/her view are their own and not of the University. Likewise, if they post a University event/activity for promotional purposes, they should identify themselves as part of the community.

2/15/18 – Refrain from commenting by way of a comment, like or share of an FB post of a fake account or an account of dubious source or advocating principles contrary to those espoused by the University or oppose to the University's core values. In commenting, one is legitimizing the "personality" of the fake page. It is acknowledging and rendering the page as official.

Share – With the proliferation of so-called fake news, there is a need to establish the source of the news. The Messenger is the Message. As a member of an educational institution, our goal in sharing is always for to spread the good news in general or for the benefit of the greater good. At times when opinion runs contrary to that of the University (e.g. electoral candidate), the exchange should be friendly and focus on the issue at hand and refrain from getting personal.

Be prudent in choosing which posts to share or be “friends” with. Be careful about commenting or posting photos for these may mirror who they are and be misconstrued as what the University stands for.

UCO or Ateneo de Zamboanga University FB page has friends whose posts the administrators share, if about a University event/activity.

SOCIAL MEDIA ACCOUNTS OF UNITS/COLLEGES/SCHOOLS/OFFICES

Social media accounts such as FB accounts and the Webpage put up for the purpose of posting activities of the College/office, thus, bearing the name of the college/office, are subject to the protocol. They should be coherent with the University website in general appearance and contents. Elements specific to the college/office such as logos are welcome.

Posts should abide by policy and maintain standard set by the University in terms of quality of content and presentation involving both the text and artwork (picture, info graphic, etc.).

The offices and colleges are encouraged to contribute on a regular basis both to the University FB post and Webpage to inform the viewing public events and activities, make announcements, make presence felt for marketing purposes, etc.

**APPENDIX B
ADZU SEXUAL HARASSMENT POLICY**

In accordance with the Ateneo tradition of *cura personalis* and in adherence to respecting the dignity of the human person, the University adopts and implements the provisions articulated in RA 7877 otherwise known as the Anti-Sexual Harassment Law of 1995 and the Civil Service Commission (CSC) Resolution No. 01-0940 (May 21, 2001).

Sexual Harassment refers to any **unwelcome sexual advance**, request or demand for sexual favor, or other verbal or physical behavior of a sexual nature committed by an employee –faculty member, administrators or official, staff and students, and others in a work-related or training and educational-related environment such as school of the “complainant or victim. (CSC Resolution No 01-0940, 21 May 2001).

Further, CSC Resolution No. 01-0940 (May 21, 2001) stipulated that authority, influence, and moral ascendancy are no longer indispensable elements of the administrative offense of sexual harassment. Hence, even a **subordinate** may commit sexual harassment against his/her superior under the new rules. In this sense, faculty may commit sexual harassment acts against their superior. Similarly, student(s) may commit sexual harassment or the counter-sexual harassment acts against their peers and their teachers.

Sexual Harassment Acts can constitute but is not limited to the following insinuations: **verbal, visual, written, text or graphics, and physical acts** which may include but is not limited to unwanted and unwelcome touches and sexual assault.

Further, Sexual Harassment also includes “**Quid pro quo**” act or “**this for that**” --- sexual favor in exchange of something, i.e., *promotion, in the case of the teacher and students, a passing grade in exchange of sexual favor.*

EXAMPLES OF SEXUALLY HARASSING BEHAVIORS

The following are examples of sexually harassing behaviors. Actual behaviors, however, are not limited to these examples:

- Threats or insinuations that a person’s employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment and/or academic life may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions, sexual innuendos and comments, including comments on a person’s body, dress, appearance or sexual activities; lewd humor or jokes about sex or females/males in general; pestering a person for

dates, whether in person or indirectly by mail, telephone, internet, SMS (text), or other telecommunication devices on or off campus.

- Unwelcome sexually suggestive sounds or gestures, including but not limited to, throwing kisses or whistling.
- Sexually suggestive objects, pictures, videotapes, electronic mail, audio recordings or literature unrelated to educational purposes, placed in the work or study area that may embarrass or offend individuals.
- Unwelcome, unsolicited or inappropriate touching, patting, or pinching including giving unrequested neck or shoulder massages.
- Intimidating or demeaning remarks or behaviors, which may both be sexually motivated, but are clearly based on stereotypes of gender.
- Other sexually offensive acts including public display of affection and downloading of pornographic materials (all of which are intended to be seen by a targeted third party) in the workplace.

CLASSIFICATION OF ACTS OF SEXUAL HARASSMENT

Sexual harassment acts are classified as grave, less grave and light offenses.

Grave Offenses (matrix)

Grave offenses shall include but are not limited to:

1. *Unwanted touching of private parts* of the body (genitalia, buttocks, and breast)
2. Sexual assault
3. Malicious touching of other parts except in those mentioned in no 1
4. Requesting for sexual favor in exchange for employment, promotion, travel, favorable working conditions or assignments, a passing grade, the granting of honors or scholarships, or the grant of benefits or payment of a stipend or allowances
5. Other analogous cases

Less Grave Offenses

Less grave offenses shall include but are not limited to:

1. Unwanted touching or brushing against a victim's body
2. Pinching not falling under grave offenses
3. Derogatory or degrading remarks and innuendos directed towards the members of one's sex or one's sexual orientation or used to describe a person
4. Verbal abuse or threats with sexual overtones
5. Other analogous cases

Light Offenses

The following shall be considered **Light Offenses**:

1. Surreptitiously looking or stealing a look at a person’s private part or word undergarments
2. Telling sexist/smutty jokes or sending these through text messaging, e-mail, or other similar means
3. Malicious leering or ogling
4. Display of sexually offensive pictures, materials or graffiti
5. Downloading of pornographic materials (all of which are intended to be seen by a targeted third party) in the workplace.
6. Unwelcome inquiries or comments about a person’s sex life
7. Unwelcome sexual flirtation, advances, propositions
8. Making offensive hand or body gestures
9. Persistent unwanted attention with sexual overtones
10. Unwelcome calls through the telephone or other forms of communication with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver
11. Other analogous cases

PENALTIES

Frequency	Light Offenses	Less Grave Offenses	Grave Offenses
1st Offense	Reprimand	Suspension not Exceeding 30 days	Dismissal
2nd Offense	Suspension not Exceeding 30 days	Dismissal	
3rd Offense	Dismissal		

APPLICATION, COMPOSITION AND RESPONSIBILITY

On a university-wide basis, the **Committee on Decorum and Investigation (CODI)** is responsible for the coordination and implementation of AdZU’s sexual harassment policy. The committee will serve as the resource regarding all matters of this nature. The Committee will receive and refer sexual harassment complaints to the proper sub-committee for investigation. Cases that cannot be handled by the sub-committee (e.g., complaints against top administrators) will be handled by the CODI. The members of the CODI are:

- The College Faculty Association President
- President of the College Student Council
- President of the Staff Association
- The Vice President for Higher Education
- The High School Principal
- Asst. to the VPHE for Graduate --equivalent
- The Assistant to the President for Formation as Chair --VP

In the **Higher Education Unit**, the members of the sub-committee are:

- President, Student Council or the equivalent
 - President of the Faculty Association
 - President of the Staff Association
 - One of the College Deans or the Assistant Dean of Graduate School as Chair
 - A senior faculty member (from the rank of Associate Professor upward) chosen by the faculty.
-
- Complaints involving central services staff will be handled by the committee under the unit from which the complaint originates. If there is a need to, a Committee on Decorum (CODE) an ad hoc committee will be created to handle the case.
 - Upon referral of a case to the CODI, the proper sub-committee will investigate, hear the case and will recommend further action to the Vice President for Higher Education, or the HRADO Director whichever is the unit head concerned.
 - The deans, directors, department chairs, and administrative heads of the respective unit/college/school is responsible for the dissemination and implementation of the policy within his or her area of responsibility. Persons at this level are also responsible for referring reported incidents of sexual harassment to the CODI.
 - It is expected that each faculty member, administrative staff member and classified staff member will ensure adherence to the sexual harassment policy within his or her area of responsibility.
 - It is the responsibility of all members of the University community to discourage sexual harassment, report such incidents, and cooperate in any investigation that might result.

The University has a legal responsibility to investigate any complaint to its satisfaction. Those who report incidents the university officials determine constitute sexual harassment under this policy should understand that their allegations may be investigated on behalf of all university students and employees whether they personally choose to pursue the complaint.

NO RETALIATION

No person who seeks advice concerning a sexual harassment matter, files a sexual harassment complaint, or serves as a witness or panel member in the investigation of a sexual harassment complaint may be subject to restraint, interference, coercion, or reprisal for action taken in good faith. Disciplinary action may be taken against any person retaliating in violation of this policy, and such intimidation or interference should be reported immediately to the CODI.

MALICIOUS, FALSE ACCUSATIONS

A complaint whose allegations are found to be both false and wrought with malicious intent will be subject to disciplinary action which, for employees, may include, but it not limited to, written warning, demotion, transfer, suspension, or termination from the university. Disciplinary actions for students making malicious false accusations include, but are not limited to, written warning, removal from class, or expulsion from the university.

PROCEDURE IN FILING SEXUAL HARASSMENT COMPLAINT

Complaint

- The complaint must be in writing, subscribed and sworn to by the complainant. It must contain the following:
 - the full name of the complainant
 - the full name of the respondent
 - a specification of the charge or charges
 - a brief statement of the relevant and material facts
- If the complaint does not comply with the foregoing, the Chair of the sub-committee shall require the complainant to comply in writing within five (5) days from receipt of the notice; otherwise, the complaint shall be dismissed.
- The complainant may submit any evidence he or she possesses, including affidavits of witnesses and pertinent documents.
- The sub-committee may require the complainant to specify the acts complained of as sexual harassment, in writing, within five (5) days from receipt of the notice; otherwise, the complaint shall be dismissed.
- A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the sub-committee from proceeding with the investigation of the case.

Answer

- The respondent shall file his or her answer personally or through legal counsel within ten (10) days from the receipt of the complaint.
- The answer shall be in writing, subscribed and sworn to by the respondent, and a copy shall be furnished the complainant. No form is required but it is enough if the answer contains a specific admission or denial of the charge or charges and a statement of the relevant facts constituting the defense of the respondent.
- The respondent may submit any evidence he or she possesses, including affidavits of witnesses and pertinent documents.
- Failure of the respondent to file an answer within the time specified in these rules or to appear in the investigation shall be construed as a waiver of the right to present evidence in his or her behalf. Based on pleadings and evidence submitted, the sub-committee shall submit its report and recommendation to the CODI which after the final review will submit its recommendations to the unit head concerned.

Reply

The complainant may file a reply within five (5) days from receipt of the answer.

Preventive Suspension

- The unit head may suspend any respondent for not more than thirty (30) days pending investigation, if there are strong reasons to believe that the respondent is guilty of charges which warrant his or her dismissal from the service.
- When the case against the respondent who is under preventive suspension has not been decided within thirty (30) days after the date of suspension of the respondent, he or she may be reinstated in the service or the preventive suspension may be extended subject to the payment of salaries during such extension. If the delay in the disposition of the case is due to the faulty, negligence or petition of the respondent, the period of the delay shall not be counted in computing the period of suspension.

Hearing

- After all the pleading have been submitted, the sub-committee shall conduct a hearing not earlier than five (5) days not later than ten (10) days from the date of receipt of the answer or the reply, if any, and shall terminate such hearing within thirty (30) days from the filing of the charges. However, the committee may extend the period of hearing if it deems necessary. Any member of the

committee may propound questions to the parties and their witnesses for clarification.

- Any party may avail himself/herself of the assistance of a lawyer if he or she so desires.
- No postponement shall be granted except in meritorious cases.
- The parties may be required to submit their respective memoranda within ten (10) days after the hearing of the case.

Report and Recommendation

The sub-committee shall submit its report and recommendation thru the CODI to the unit head, whose decision shall be executory upon expiration of the period to appeal if no motion for reconsideration is filed or no appeal is made.

Administrative Penalty

Sexual harassment shall be punishable with a reprimand, suspension without pay for a maximum period of six (6) months, or dismissal, taking into consideration the seriousness of the offense in the light of the facts and circumstances of the case.

Motion for Reconsideration

Either party may file a motion for reconsideration with the unit head within ten (10) days from receipt of the copy of the decision on any of the following grounds:

- New evidence has been discovered which materially affects the decision.
- The decision is not supported by the evidence on record.
- The decision is contrary to law or based on a mis-appreciation of the facts.

Appeal

The decision of the unit head may be appealed within ten (10) days to the President of the Ateneo de Zamboanga University, whose decision shall be final.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

Confidentiality of Proceedings

The proceedings of all sexual harassment cases shall be private and confidential.

**Appendix C
General Evacuation Procedure**

All members of the Ateneo de Zamboanga University community should be familiar with the Emergency Evacuation procedure. All must know the location of the exits and the designated assembly areas.

Evacuation is done following the building evacuation routes, as illustrated on posters found in strategic locations in buildings in the campus.

In an emergency, strictly follow instructions:

1. Upon hearing the warning signal (siren), immediately cease all activities and secure personal valuables.

The ADZU Emergency Management Team and University Security Office (USO) personnel will assess the situation to determine the nature of the emergency.

The Team then disseminates information on the situation to all key administrators (President, VPHE, Unit Heads, and Deans, Etc.).

Simultaneously, the USO through the Security Guards on Duty initiates a LOCKDOWN OF THE CAMPUS.

During Campus Lockdowns, all entry and exit points are blocked. Faculty, staff and students will be allowed to leave the campus only after the all clear signal is given by the Incident Commander.

2. Quickly but calmly, move from one's location to the designated assembly areas. Bring all personal items. Follow strictly the directions given by the Team Leaders.
3. Heads and staff of offices and faculty members make sure that everyone in the offices and classrooms have vacated their respective areas.
4. Before leaving the building, close the doors of the offices and classrooms. Take the nearest marked exit leading to the designated Assembly Area. Alert others to do the same.
5. Persons with disabilities (PWDs) and senior citizens should be assisted in exiting the building.
6. Take note of the following Assembly Areas:

Note: Xavier Hall occupants must use the Xavier Hall stairwell, and not cross over to the College building.

7. At the assembly area, wait for instructions to be given by University officials.

Medical services and emergencies will be attended to by the University Infirmary. Faculty members instruct students to contact their parents/guardians immediately to inform them of the situation and ask to be fetched. Parents/Guardians should bring with them a valid ID card to be presented to the guard.

Press releases and Media Announcements will be handled by the University Communications Office.

REMINDERS:

Two (2) persons will make sure doors are open during the earthquake drill. They shall execute the duck, cover and hold posture by the door.

Main concern during an earthquake is to protect oneself:

Execute duck, cover and hold posture.

Take cover under a sturdy table or doorway.

Watch out for falling objects.

Keep calm.

ASSEMBLY POINT	LOCATION	CAPACITY (Pax)	EVACUEES
1	Backfield	6000	JMRH, JR, LRC (Left Wing), Xavier Hall, College-Canisius, Sauras Hall, MPCC, PPO
2	Camino Loyola	1700 (2000)	FWS, SACSI, Kostka Building & MPCC 2
3	BC Quadrangle	730	BC Building
4	University Church Grounds	1200	UCSHJ, LRC (Right wing), College-Gonzaga

GUIDELINES FOR SPECIFIC EMERGENCY/CRISIS SITUATIONS

IN CASE OF EARTHQUAKE

PRE-EARTHQUAKE

1. Identify Safe Spots in the classrooms/offices (tables, desks, etc....).
2. Identify the danger zones (windows with glass, book shelves, machinery, cabinets and furniture that may topple or slide, as well as hanging and heavy objects).

PHASES OF AN EARTHQUAKE DRILL

Phase 1: ALARM

A siren will sound off to signal an earthquake.

The siren is the signal for all occupants to execute the DUCK, COVER and HOLD posture.

In an actual earthquake, the shaking itself is the signal to take the Duck, Cover and Hold posture.

Phase 2: RESPONSE

While the siren is heard, everyone should move away from windows, glass or light fixtures and assume the “duck, cover, and hold’ posture under the desks, tables or chairs or other safe spots, and remain in this position until the shaking stops.

In an actual earthquake: After the initial shaking, OSA personnel will sound off the siren.

The Incident Commander, through the PA system, will inform the Community of the situation and give instructions to maintain calm and order.

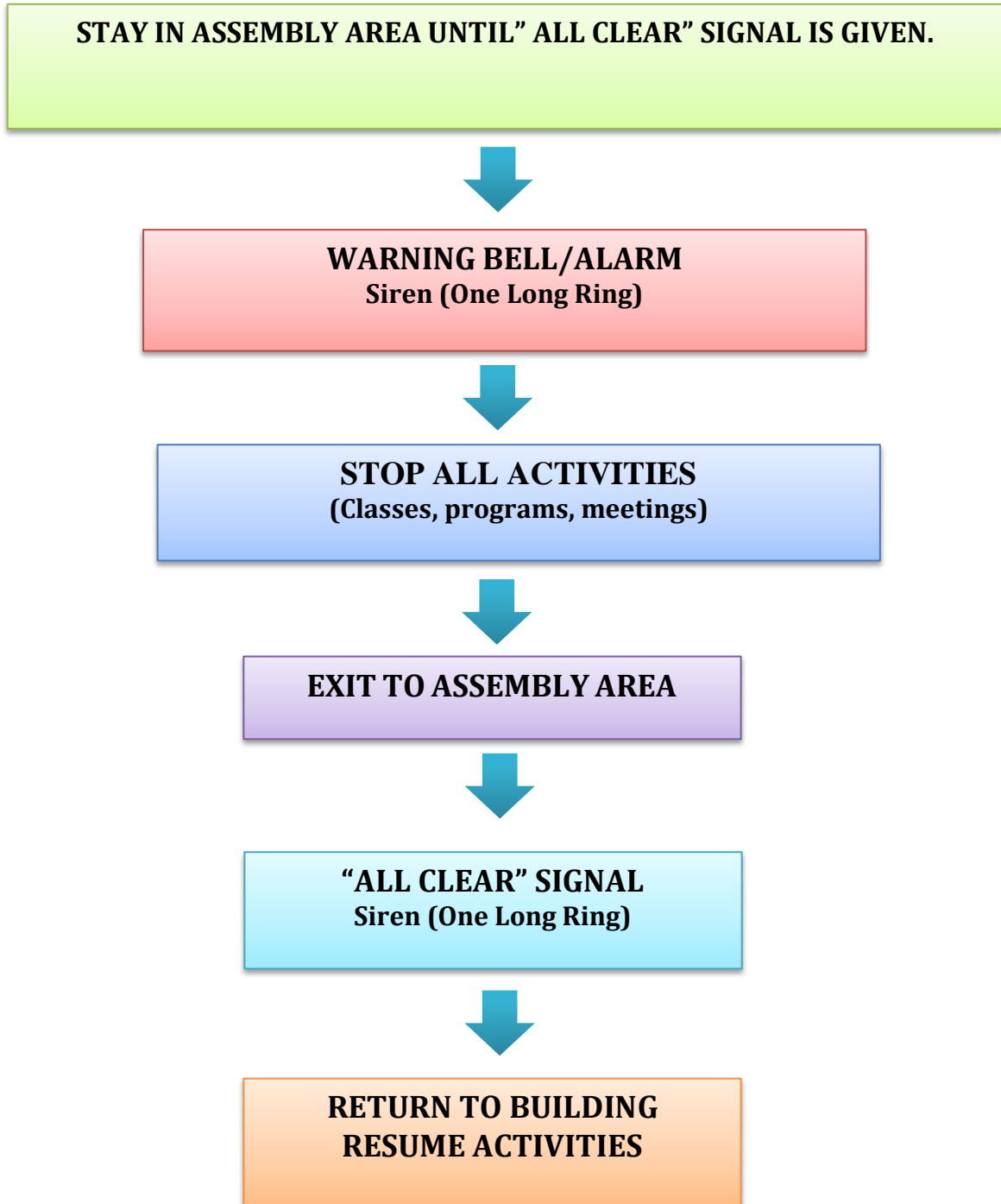
Phase 3: EVACUATION

Once the “shaking” stops, everyone should evacuate the building, and proceed to the evacuation areas through the pre-determined routes/exits.

1. QUICKLY BUT CALMLY PROCEED TO THE NEAREST EXIT LEADING TO THE EVAUATION AREA. EMERGENCY LEADERS WILL DIRECT YOU TO THE NEAREST EXIT. DO NOT PANIC.
2. CLASSROOMS, LABORATORIES, LIBRARY AND OFFICES SHOULD NEVER BE LOCKED WHEN LEAVING THE BUILDING.
3. IDEALLY, STUDENT SHOULD LEAVE THE BUILDING BY TWOS.

Phase 4: ASSEMBLY

EVACUATION PROCEDURE MAP



ADZU College Handbook

At the evacuation areas, students should stay with their classmates or other students from the same class. Likewise, staff/office personnel should remain in one group.

Phase 5: HEAD COUNT

Teachers should do a head count and report to Team Leaders who will then report to the Evacuation Area Facilitators.

Faculty members instruct the students to contact their parents/guardians immediately and inform them of the situation and ask to be fetched. Parents/Guardians will be asked to bring a valid ID card to be presented to the guard.

Press releases and Media Announcements will be handled by the University Communications Office.

Phase 6: EVALUATION

An evaluation of the drill will be conducted to identify problems encountered during the drill and to propose solutions and prepare for future earthquake drills.

IN CASE OF FIRE

Procedure

1. A siren will sound off to signal all to stop work and classes.
2. As soon as the alarm sounds, all shall evacuate the building.
3. Students must exit the classroom in an orderly manner through the nearest stairway/exit. *(Be familiar with the layout of the building. Exit routes are posted in areas accessible to everyone.)*
Students are guided by Team Leaders to the nearest assembly areas.

ASSEMBLY POINT	LOCATION	CAPACITY (Pax)	EVACUEES
1	Backfield	6000	JMRH, JR, LRC (Left Wing), Xavier Hall, College-Canisius, Sauras Hall, SACSI Office, MPCC, PPO
2	Area between MPCC2 & FWS	1700 (2000)	FWS, Kostka Building & MPCC 2
3	BC Quadrangle	730	BC Building
4	Camino Loyola	1200	UCSHJ, LRC (Right wing), College-Gonzaga

If you are the last person to exit a classroom or office, close the door but do not lock. If your clothes catch fire; stop, drop and roll.

Teachers must make sure that all students have left the classroom.

Everyone must remain in the assembly area until the all-clear signal is sounded off (manual siren).

IN CASE OF INJURY

1. Stay Calm.
2. Send somebody to inform the school nurse about the incident.
3. Send somebody to inform the OSA.
4. Do not move the victim unless extremely necessary to avoid further injury.
5. Keep the victim comfortable and calm until help arrives.

IN CASE OF BOMB THREAT/BLAST

1. The University Security Office shall assess the situation and recommend the proper courses of actions to the VP for HE and the President.
2. KEEP CALM AND DO NOT PANIC. Teachers must instruct the students to remain seated inside the classroom. No one will be allowed to stand up.
3. Check the immediate surroundings like trash cans, chairs, tables, and corridors for any suspicious-looking package or bags. If none is found, stay put.
4. If suspicious-looking packages or bags are found, DO NOT TOUCH IT. Send the beadle/asst. beadle/student representative from your class to the OSA or security guard on duty to relay the information.
5. Instruct students to leave the classroom immediately in an orderly manner, following the evacuation procedure.
6. Proceed to the assembly points, and once in the evacuation or safe area, conduct a head count of all faculty, staff and students.
7. Students, faculty and staff must remain in the assembly area until the all-clear signal is given (manual siren).

HOTLINE NUMBERS

POLICE

Emergency Center	117
Central Police Office	166/991-2172
Tetuan Police	991-0678
Radio Frequency	50.50 VHF

FIRE

Fire Department	160/991-2267
Fil-Chinese Volunteer	991-4422

HOSPITAL

AdZU Infirmary	Local 4800
Ciudad Medical	992-7330
ZCMC	991-0573
WMMC	991-2506
Brent	991-2990
Doctors	991-1929
Children	991-3870

ADZU

Trunk line	991-0871 to 75
Fax	991-0870
Operator	Local 0 or 1515

GATES/SECURITY

Direct Line	991-2922
GATE 1	Local 1110/1111
GATE 2	Local 1112
GATE 3	Local 1113
GATE 4	Local 1114
GATE 5	Local 1115

APPENDIX D

**Please see Republic Act No. 7079
AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS
JOURNALISM AND FOR THEIR PURPOSES**

APPENDIX E

**Please see REPUBLIC ACT NO. 9165 June 7, 2002
AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF
2002, REPEALING REPUBLIC ACT NO. 6425, OTHERWISE KNOWN AS
THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED, PROVIDING FUNDS
THEREFOR, AND FOR OTHER PURPOSES**

APPENDIX F

**REPUBLIC ACT 9262
Please see ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN ACT OF
2004**

APPENDIX G

Please see CMO-No.-18-s.-2018-Guidelines-on-Drug-TestinG



Ateneo de Zamboanga University
DATA PRIVACY NOTICE

CHAPTER I: INTRODUCTION

Buenas! Welcome to the Ateneo de Zamboanga University! As an educational institution, we are committed to ensure that your data privacy is protected. This privacy notice tells you how we collect, use, disclose and transfer data obtained from you. If you are the parent or guardian of an applicant or student who is a minor, please be informed that this policy refers to the personal data of the applicant or your child/ward.

In compliance with the Data Privacy Act of 2012 (DPA), and the implementing rules and regulations set by the National Privacy Commission (NPC), the University ensures that the data we collect is protected, and at the same time, there is a free flow of information necessary in our operations.

Data collected include information classified as personal information, sensitive personal information and privileged information, as stipulated in the DPA. These are information that identifies you which are protected by law and should be handled according to the policies stated herein.

CHAPTER II: WHEN AND HOW WE CREATE, COLLECT, ACQUIRE, OR GENERATE INFORMATION

We collect, acquire or generate personal information in various forms such as written or electronic records, photographic and video images, and biometric information, through the following:

- a. Admission. When you apply for admission, we collect information such as name, email address, telephone number, and other contact details. We also collect data about personal circumstances such as family history, previous school attended, academic performance, disciplinary record, employment record, medical record, etc.
- b. Enrollment and Period of Residency. After enrollment, we collect information about (1) academic or curricular undertakings, such as classes enrolled in, scholastic performance, attendance record, etc.; (2) co-curricular activities engagements, such as service learning, outreach programs, internship or apprenticeship; (3) extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and (4) disciplinary case/s involved in, including accompanying sanctions.

Other forms of data that may be acquired in the course of your stay in the University include pictures or videos of activities you participate in, via official documentation of such activities, or through recordings from closed-circuit security television cameras installed within the school premises.

c. Unsolicited Information. There might be instances wherein information about you will be received by us without your prior consent. If such information is not relevant to our educational purpose, it shall be discarded. If the information is relevant to pursue our legitimate educational interests, then they will be treated with utmost protection, according to the DPA.

CHAPTER III: HOW WE USE YOUR INFORMATION

We process the data collected to the extent that the law permits, in order to pursue our legitimate educational interests. Thus, the data may be used for academic, administrative, research, historical, and statistical purposes, specifically, to do the following:

- a. Evaluate applications for admission to the University;
- b. Process enrollment of old, new, and transfer students;
- c. Record, generate, and maintain records of academic, co-curricular and extra-curricular progress of students;
- d. Record, store, and evaluate student work such as homework, seatwork, quizzes, long tests, exams, term papers, theses, research papers, reflection papers, essays and presentations;
- e. Record, generate, and maintain records, whether manually, electronically, or other means, of class attendance and participation in curricular, co-curricular, and extra-curricular activities;
- f. Establish and maintain student information systems;
- g. Share grades between and among faculty members, and others with official need for academic deliberations and evaluation of student performance;
- h. Process scholarship applications, grants, and other forms of financial assistance;
- i. Investigate incidents relating to student behavior for implementation of appropriate disciplinary measures;
- j. Maintain directories and alumni records;
- k. Provide services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, parking, campus mobility, safety and security;
- l. Manage and control access to campus facilities and equipment;
- m. Communicate official school announcements;
- n. Share marketing and promotional materials regarding school-related functions, events, projects and activities;
- o. Compile and generate reports for statistical and research purposes;
- p. Solicit participation in research and non-commercial surveys;

- q. Share information with persons or institutions as stated in no. 4 of this policy.

The processing of personal data for the abovementioned purposes is necessary for our operations as an educational institution and in fulfilling our contractual obligations with you and other institutions. We understand that the DPA imposes stricter rules for the processing of sensitive personal information and privileged information, and we are fully committed to complying with it.

If we will require your consent for any specific use of personal data not mentioned above, we will collect it at the appropriate time and you may also withdraw your consent at any time, unless otherwise provided by law. We will not use your personal data without your prior consent, to carry out any wholly automated decision-making process that affects you.

CHAPTER IV: HOW WE SHARE, DISCLOSE, OR TRANSFER INFORMATION

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations, in order to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. Thus, we may share, disclose, or transfer your personal data, or specifically, do the following:

- a. Post acceptance to the University, financial aid awards and merit scholarship grants, class lists, and class schedules online, in school bulletin boards and other places within the campus;
- b. Share personal data with parents, guardians or next of kin, as required by law, or on a need-to-know-basis, as determined by the University, in order to promote best interests of parties concerned, or to protect their health, safety and security, or that of others;
- c. Disclose information with potential donors, funders or benefactors for purposes of scholarship, grants, and other forms of assistance;
- d. Publish scholar's graduation brochures for distribution to donors, funders, or benefactors;
- e. Distribute the list of graduates and awardees during commencement exercises;
- f. Report and/or disclose information to the NPC or other government agencies or bodies when required by law;
- g. Share information with entities or organizations for accreditation and university ranking purposes;
- h. Supply information with entities or organizations for determining eligibility in sports or academic competitions, as well as other similar events;
- i. Comply with court orders, subpoenas and/or other legal obligations;
- j. Conduct internal research or surveys for purposes of institutional development;

- k. Publicize academic, co-curricular and extra-curricular achievements and success in school bulletin boards, website, social media sites and publications;
- l. Publish communications with journalistic content, such as news information in University publications, bulletin boards, website, and social media sites.
- m. Market or advertise to promote the school, including its activities and events, through photos, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media;
- n. Broadcast University event through live stream;

CHAPTER V: HOW WE STORE AND RETAIN YOUR INFORMATION

The data we have collected is stored in a variety of paper and electronic formats, including databases that are shared between the University and its different units or offices. Access to the stored data is limited to authorized personnel who have a legitimate interest in it for the purpose of carrying out their contractual duties. Please be assured that the University shall use the collected data according to its legitimate purposes only.

Unless otherwise provided by law, or by appropriate University policies, we will retain your personal data indefinitely for historical or statistical purposes. Where a retention period is provided by law and/or a University policy, all affected records will be properly disposed of after such period.

CHAPTER VI: HOW YOU MAY EXERCISE YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL DATA

You have rights as specified in the DPA and if you decide to exercise any of your rights, we will respect your decision, and deal with it in accordance with the law.

Should you have any concern or question regarding your rights, this Privacy Notice, or any matter involving the University and Data Privacy, you may contact:

The Data Protection Officer
Address: BC 106, Bellarmine Campion Bldg.
Salvador Campus,
La Purisima Street 7000 Zamboanga City,
Philippines
Landline: (62) 9910871 Local 1006/1018;

If you are dissatisfied with the way your data is being handled, or if you suspect that there has been a breach in security involving your personal data, you may file a complaint or notify us at the addresses and contact number above.

We may, from time to time, make changes to this Policy. On such occasions, we will let you know through our website, and when permissible, other means of communication. Any modification is effective immediately upon posting on the website.

Other policies of the University, which are consistent with this one, will continue to apply. If any provision of this Policy is found to be unenforceable or invalid by any court having competent jurisdiction, the invalidity of such provision will not affect the validity of the other provisions, which shall remain in full force and effect.

Effective School Year 2018-2019.

CONSENT

I have read the Data Privacy Notice herein written and agree to be bound by them. I understand that the Notice refer to my personal data.

By signing below, I agree with the following:

- Republic Act No. 10173, or the Data Privacy Act of 2012, and other relevant Philippine laws apply to the collection and processing of my personal data.
- I understand that by registering as a student of Ateneo de Zamboanga University (AdZU), I am allowing it to collect, use and process my personal data where a legitimate educational or institutional interest exists in its determination, as enumerated in the Notice and other like circumstances.
- By providing personal information to Ateneo de Zamboanga University, I am confirming that the data is true and accurate. I understand that AdZU reserves the right to revise any decision made based on the information I provide should the information be found to be untrue or incorrect.
- By entering into this Agreement, I am not relying upon any oral or written representation or statement made by AdZU other than what is set forth in this Agreement.
- My agreement to this Policy is among the conditions to my admission into AdZU.
- Any issue that may arise in connection with the processing of my personal information will be settled amicably with AdZU before resorting to the appropriate arbitration or court proceedings within Philippine jurisdiction.

Conforme: _____

(Signature over printed name)

Date: _____

CONTRACT

Date: _____

TO: Ateneo de Zamboanga University

I have read, studied and understood the contents of the Ateneo de Zamboanga University Student Handbook and will abide by the university policies.

Signature of the Student

Printed Name of the Student

Year and Course

ID Number