

FOREWORD

DEAR STUDENT:

Welcome to the Adventist University of the Philippines (AUP), a private, non-sectarian, Christian boarding educational institution dedicated to the pursuit of academic excellence, Christian values, and the integration of faith and learning. We are happy you have chosen to come and attend this institution whose aim is “to train you for service in this world and in the world to come”. Indeed, your personal success and satisfaction is our utmost concern. However, your voluntary cooperation with the administration is highly valued and appreciated.

To help you adjust easily to life at AUP, this Student Handbook is given for your guidance and information. Take full advantage, therefore, of the opportunities and challenges the University offers. The Scriptures remind you to “study to show thyself approved unto God,” that you may enter into such solemn partnership with us in the pursuit of truth and excellence. This is your reasonable service, indicated by your complete adherence to the Vision-Mission and Goals (VMG) of the University.

Welcome and God bless you!

THE ADMINISTRATION

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PART I

OVERVIEW

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A. BRIEF HISTORY OF THE ADVENTIST UNIVERSITY OF THE PHILIPPINES

Adventist University of the Philippines (AUP) began as the Philippine Seventh-day Adventist Academy in June 1917 at Pasay City. In 1925, during the Spring Council of the Far Eastern Division, the first two years of college work was authorized and the name of the school was changed to Philippine Junior College. The Department of Public Instruction of the Philippines recognized the school as a junior college in 1926 and as a senior college in 1933, when the name was changed to Philippine Union College.

In 1931, the College was transferred to Baesa, Caloocan City. During the Second World War, school work was carried on continuously except for school year 1944-1945.

In 1972, property was purchased at Putingkahoy, Silang, Cavite, for the relocation of the campus. Development started soon after and in 1978, the Graduate and Seminary divisions moved to the new campus. In June 1979, the Freshman division followed and in June 1980, the Sophomore division. Then in June 1981, the Junior and Senior divisions moved in thus completing the transfer of the College to the Silang campus.

Believing in the value of attaining an elevated status for greater capability and for more effective service, efforts were directed towards attaining university status for Philippine Union College. By God's help and through the concerted work of the administrators, faculty and staff, the Commission on Higher Education (CHED), by virtue of Republic Act No. 7722, Resolution No. R132, Series of 1986, granted university status to the college on August 1, 1996.

B. STATEMENT OF PHILOSOPHY, VISION, MISSION AND GOALS

Philosophy:

Adventist University of the Philippines, a Seventh-day Adventist institution of higher learning, believes that God, as the Creator and Sustainer of our universe, is the source of true education, and promotes an integrated course of learning that prepares human beings for usefulness in this world and for fitness in the world to come.

Mission:

To provide quality Christian education that will enable the students to know more of Jesus Christ, prepare them for His second coming, and equip them for service in this world.

Vision:

Adventist University of the Philippines envisions to be a center of wholistic Christian education promoting academic excellence, integration of faith and learning, and responsiveness to the local and global needs of society.

Goals:

1. To inculcate love of God, country, and fellow men, with emphasis on a high regard for human life.
2. To insure relevant curriculum and quality instruction, through competent and qualified faculty, adequate instructional facilities and purposeful research activities.
3. To develop leadership capabilities and management skills committed to excellent and Christ-like service, responsive to change and development.
4. To emphasize dignity of labor and to develop skills by providing opportunities for work
5. To exemplify a unique lifestyle in conformity with the Seventh-day Adventist health message.
6. To actively participate in community extension services.

7. To advocate and support efforts to conserve, protect and improve the environment and promote sustainable development.
8. To establish and maintain linkages with local, national, and international academic institutions, government agencies and non-government organizations and entities.
9. To prepare graduates who are adequately trained and competent in their chosen field of study and committed to serve God and society.

GENERAL OBJECTIVES:

As the University approaches the ideals expressed in the preceding philosophy, the members of the academic community are expected to demonstrate behaviors evidenced by the following:

- 1) RELATIONSHIP TO GOD AND TO FELLOW MEN.
 - a. Knowledge and love of God as the Creator and Redeemer of mankind through the study of God's Word, the Bible.
 - b. Love for their country that will inspire them to help make it a safe and peaceful place to live in, and encourage them to do their part to preserve its natural resources.
 - c. Concern and respect for fellow human beings translated into efforts toward emphasizing the dignity of person.
 - d. Regard and value for human life that will serve as a motivation to protect and improve it.
- 2) CURRICULUM AND INSTRUCTION.
 - a. Systematic evaluation and revision of curricula by the faculty and Chairs of departments concerned to address the needs of the students.
 - b. Utilization of effective instructional materials and methods, and updating the same, to ensure quality education.
 - c. Engagement of qualified and competent faculty and staff.
 - d. Promoting use of information technology in instructional tools and facilities to foster better learning.
3. RESEARCH AND CONTINUING EDUCATION

- a. Conducting research to contribute to knowledge in general and to help find answers to specific needs.
 - b. Encouraging faculty and staff to upgrade training and qualification to the end that the University will improve its capability and competence in providing quality education.
4. VALUE AND DIGNITY OF LABOR.
- a. Improvement of understanding of the biblical injunctions on labor.
 - b. Knowledge of the practical values and benefits of labor.
 - c. Subscribing to work education and providing activities intended to develop and improve work skills and attitude.
 - d. Participation in other activities that will enhance sense of dignity of labor.
 - e. Considering ways to improve the current work education programs
5. HEALTHFUL LEAVING.
- a. Understanding, appreciation and application of the basic principles of healthful living as presented in the Bible and the Spirit of Prophecy.
 - b. Cultivation of a lifestyle that will guarantee optimum health.
 - c. Education of the people inside and outside the University on healthful living.
6. COMMUNITY EXTENSION SERVICES AND MANAGEMENT COMMITMENT
- a. Awareness that community extension service is a function of a university along with instruction and research.
 - b. Providing training in leadership and management to spearhead and sustain community extension services.
 - c. Conceptualizing a comprehensive package of services responsive to the felt need of specific communities to include community organization and development.
 - d. Development of management skills in mobilizing University personnel for community services.

- e. Education of the surrounding communities towards self-reliance and responsiveness to change and development.

7. SUSTAINABLE DEVELOPMENT.

- a. Acquisition of knowledge and skills in conserving, protecting and managing the environment.
- b. Acquisition and development of leadership abilities in the communities which can rally its members to serve, protect, and enhance the environment toward sustainable development.
- c. Initiation of programs, projects and activities geared towards sustainable development.
- d. Conduct of relevant research on the impact of certain practices on the environment.

8. ACADEMIC LINKAGES.

- a. Fostering and maintaining linkages with other academic institutions within and outside the country.
- b. Forging and maintaining linkages with proper government agencies and non-government organizations and entities inside and outside the Philippines.

9. PREPARATION OF GRADUATES

- a. Acquisition of skills, knowledge and attitude essential to scholastic progress, self-reliance and economic independence.
- b. Competence in the use of the mental, physical and spiritual potentials in the pursuit of further knowledge for self-improvement and enhancement of quality of life.
- c. Commitment to use acquired knowledge and skills for the service of God and one's community.

C. THE STUDENT'S AIM

Education is a process that involves change. Thus, so to speak, it provides the bridge to span the gulf between what a student is and what he or she can become. The Scriptures says that man was created in the image of God, but that by his own choice he fell into sin and lost that image. Although he is in this fallen condition, it is possible nonetheless for man to regain God's lost image.

As a student of AUP, you are given the opportunity to undergo this change. A founder and pioneer of the Seventh-day Adventist (SDA) Church, Ellen G. White (EGW), regards the work of redemption, that is, regaining the lost image of God, as the object of education. She writes:

“To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of mind, body and soul that the divine purpose in His creation might be realized – this was to be the work of redemption. This is the object of education, the great object of life.” Ed. 14-16.

Particularly, you are advised to “make your school life as perfect as possible. You will pass over the way but once, and precious are the opportunities granted you. Improve every such opportunity. God will bless every minute spent in this way... The rich experience you will gain will be of more value to you than gold or silver or precious stones.” EGW.

May the foregoing injunction be your aim as you begin or continue your course in AUP.

D. STUDENT PLEDGE

I understand clearly the standards, policies, and regulations of AUP as embodied in the **AUP Student Handbook**. I am in full harmony with them and I agree to obey all those and other regulations. If at any time I find myself out of harmony with the same, I agree to withdraw when required by the duly constituted authorities of the University. I voluntarily affix my signature in witness of this pledge.

Student's Signature _____ Date _____

(Sign over printed name)

Witnesses:

Signed: _____ Signed: _____
(Sign over printed name) (Sign over printed name)

Parent's Signature (If necessary):

(Sign over printed name)

E. UNIVERSITY PERSONNEL

It is necessary for you to know personally the administrators and associates in administration of the University. You may meet them almost daily as you seek to get their guidance, permission, approval and recommendations in connection with your study.

1. **The President of the University.** The President invites you to make acquaintance with him as a personal friend. Above all else, he is interested in your welfare and progress. In spite of his busy schedule, he is more than glad to take time to talk with you about any problem that may concern you as a student. He will be glad to have you come to his office for a visit even when you are not in trouble.
2. **The Vice-President for Administrative Affairs (VPAdA).** The VPAdA takes care of running the over-all business of the University when the President is away or when so authorized. What you would want to see the President for, you can go to this Officer.
3. **The Vice-President for Academic Affairs (VPAA).** As Chair of the Academic Council, the VPAA is vitally interested in each student admitted to the University. There is no problem involving your academic work which this officer would not want to discuss with you. Working closely with your Dean and your Major Professor, the VPAA will spare no effort in trying to find solutions to your scholastic problems.
4. **The Vice-President for Student Affairs (VPSS).** The VPSS is Chair of the Student Services Committee and is involved in the study and evaluation of problems involving student discipline passed on to the committee for action. This University personnel has a direct hand in the formulation of policies, rules and regulations which serve as guidelines for the students toward their achievement of good moral character, exemplary conduct, desired adjustment and total personal growth while in the University.
5. **The Vice-President for Financial Affairs (VPFA).** Charged with the responsibility of making it possible for the school to continue operating well financially, the VPFA asks the cooperation of all students in meeting their obligations to pay their tuition and other fees. Never hesitate to talk about your financial problems with the VPFA who is the one best able to suggest solutions to them.
6. **The Pastor of the University Church (Church Pastor).** The Church Pastor oversees all religious programs and activities of the University. He is interested in your spiritual welfare and growth and is therefore happy to know you and your spiritual condition and experiences. As shepherd of the flock that attends church in the Philippine International Church during the school year,

the Church Pastor expects to see you there for fellowship, worship and other religious gatherings.

7. **The Director of Admissions.** The Director of Admissions plans and carries out the admission program of the University in a manner consistent with its academic and over-all thrusts, policies and standards. This officer likewise provides guidelines to and assists prospective students from both here and abroad to facilitate their admission and helps follow up their applications. The Director of Admissions also conducts studies regarding the enrollment profile of the University and makes proper recommendations to the administration to improve the quality of services.
8. **The Director of Records.** This Director is in charge of registration and, with your department head, helps see that you are properly lined up for graduation. The Director of Records will be glad to give you any helpful information about your program, and will appreciate your cooperation in turning promptly to the office of this personnel your previous records.
9. **The Director of Guidance Services.** This personnel is interested in helping every student solve his or her personal problems. Get acquainted with this person early in your college life and make him or her your confidential friend. It is the job of the Director of Guidance Services to keep information about you which will serve as basis for a recommendation in your favor to prospective employees.
10. **The Director of Student Finance.** It is the work of this officer to offer you help in connection with your concerns and problems of paying your tuition and other school fees. You can discuss with this Director how to meet your financial obligations to the University.
11. **The College Dean.** As you enroll at the start of each school term, the College Dean will assist you in your present course, or in considering to change to another one, if necessary, and can give you wise counsel and guidance in this regard.
12. **The Department Chair.** The Department Chair will be of important help to you each registration time and will act as your Major Professor in advising you in your chosen course throughout your study. You can entrust this University personnel with any of your professional, or even personal problems.
13. **The Dean of Women.** The Dean of Women is the “other mother” to the large group of young women staying in the ladies’ dormitory. She has the responsibility of making the dormitory life of women students as pleasant and as worthwhile as can be and for this reason she welcomes the wholehearted cooperation of those women to this end. If you are a female student who has chosen to stay in the ladies’ dormitory, you are invited to open up to your Dean there any problems which you would take to your mother for help, if she were present here in the University.

14. **The Dean of Men.** The Dean of Men acts as the father to the young men in the men's dormitory and is able to give timely parental counsel that young men need from time to time. He is trained in guiding these young men along the difficult path of Christian living and thus asks them to feel free to counsel with him any time.
15. **The Work Supervisor.** The Work Supervisor is the personnel to whom you report after you have chosen, or been assigned, a certain work. The rate you are paid depends on the kind of work you do and how much you can accomplish within a given time as well as your faithfulness in doing it and your cooperation with your Work Supervisor.
16. **The University Physician.** The University Physician believes that a health body makes a healthy mind and will be very happy to see you improve and maintain your health to ensure that you attain peak learning. Don't hesitate to consult with this personnel on any health matters that concern you.
17. **The Librarian.** The Librarian is the custodian of the repositories of wisdom and knowledge of the ages available in printed form. With her staff, the Librarian acquires, prepares and makes available the library resources for all those who want to supplement their learning obtained from the classroom.
18. **The Food Service Director.** Believing that a person is what he or she eats, this Director takes care of the nutritional needs primarily of boarding students and, accordingly, provides a fairly wide range of wholesome and healthful meals. The Food Service Director sees to it that every mealtime also becomes a pleasant occasion for learning and socializing. This is seen in how the Cafeteria is set and in the kind of meals served.
19. **Others.** There are other officers and staff members whose duties and functions you should get acquainted with. Together with your classroom teacher, they are here in AUP to serve you and help make your student life as worthwhile and pleasant as possible. Give them your full cooperation.

F. GUIDELINES FOR A SUCCESSFUL STUDY AT AUP

The guidelines for a successful study in this University are as follows:

A. LEARN YOUR WAY AROUND

1. Familiarize yourself first with the physical plant of the campus - buildings, parks, roads, lawns, various zones and places, and other establishments.
2. Know the University personnel - administrators, faculty, staff and other workers.
3. Read your Student Handbook which contains invaluable information, guidelines, rules and regulations.
4. Get acquainted with your fellow students - classmates, roommates, co-members of a club, and student leaders.
5. Know the different auxiliary services of the University - clinic, security, residence halls, store, cafeteria, and the like.

B. PLAN YOUR COLLEGE LIFE

1. Seek the guidance of career program counselors, in coordination with your major professor, when determining the course or degree you want to pursue.
2. Socially, be friendly with everyone in, or who comes to, the academic community - academic and non-academic personnel, parents, and visitors. Cultivate admirable social values.
3. Physically, stay fit, healthy, and strong in order to be more apt in your pursuit of your educational objectives. Adhere strictly to the principles of good health and optimize for you the benefits of nutrition (diet), exercise, water, sunshine, temperance (self-control), air, rest, and trust in the divine power.
4. Mentally, seek opportunities to excel in your chosen area of study, while familiarizing with all other areas of learning, by diligent study and hard work. Set your priorities right and learn to use your time wisely.
5. Spiritually, seek first spiritual things through prayer, Bible study, fellowship with others, and sharing your faith to others.

C. MANAGE YOUR TIME WELL

1. Start your day early with God in prayer and Bible study, whether alone by yourself or with others.

2. Set a realistic, functional, and systematic schedule of school day activities to include classroom attendance, library work and study time. Include physical exercise, short periods of rest and socializing in your program each day.
3. Be punctual in meeting your appointments.
4. Know how to prioritize your goals, objectives, and activities, based on your plans and programs.
5. Observe strictly study periods and curfew hours.

D. SOCIALIZE IN A CHRISTIAN WAY

1. Be courteous and friendly with the University administrators, your teachers and other school personnel.
2. Get acquainted with as many students as you can. Attend social gatherings to widen your circle of good friends and to learn of certain Christian graces.
3. Join recognized student organizations, religious small groups, professional clubs, or even a singing group, particularly those which have spiritual "in-reach" or "outreach" activities.
4. Whether boarding in the dormitory, staying in a faculty home, or living in the village, make your stay there an opportunity to witness for Jesus, to serve others and to influence them for good.

E. OBSERVE PROPRIETY IN YOUR MALE-FEMALE RELATIONS

1. Learn to mingle with the opposite sex with respect, propriety and discretion in your language and your ways.
2. Seek advice from your parents, guardians, home deans, or teachers when faced with a problem about love and courtship. Be open and candid to them about your personal problems in this regard.
3. Courtship is not encouraged unless you are in your junior or senior year but you are advised to seek first the counsel of your parents on this matter. The office of the VPSS has a set of guidelines on visiting in the dormitory for this purpose which must be strictly observed.
4. For your further guidance and information on the matter of courtship, study the instructions in the books "Messages to Young People", "Ministry of Healing", "Counsels to Teachers, Parents, and Students", and other EGW books. Above all, seek divine enlightenment and guidance on this matter through prayer.

5. Be both idealistic and realistic in choosing your would-be life companion. Observe sincerity, honesty, and purity in your intentions and seriously consider the question of spiritual compatibility between you and the other person.

G. CHURCH STANDARDS YOU SHOULD KNOW

Adventist University of the Philippines is operated by the Seventh-day Adventist Church, hence, the school rules and regulations embodied in this Student Handbook reflect and express the standards of the church. A knowledge of these standards is vital to your appreciation of the purpose for which a specific rule has been passed and is calculated to enhance your understanding of their moral basis.

1. Bible Study and Prayer.

Since spiritual life is maintained by spiritual nourishment, the habit of regular Bible study and prayer must be developed and maintained if you are to grow in God's grace. Only as you daily commune with God in prayer and in meditation can you hope to live the life that is "hid with Christ in God" and work to reach God's ideal for you.

Mrs. Ellen G. White writes: "Through sincere prayer we are brought into connection with the mind of the Infinite, but without unceasing prayer and diligent watching, we are in danger of growing careless and of deviating from the right path." SC 95, 97.

2. Community Relations.

In the community where you live, you should be known as a peace-loving and law-abiding citizen doing your own share in attaining the common good. You are expected to support efforts toward the betterment of society and to maintain an unequivocal stand for what is just and right within the framework of your religious convictions. It is your responsibility to be both a good citizen and a faithful Christian "rendering unto Ceasar the things that are Ceasar's and unto God the things that are God's. Matthew 22:21.

3. Sabbath-keeping

The seventh-day Sabbath is a token of God's love to you and a memorial of His creative and redemptive power. The proper observance of the Sabbath, therefore, is an evidence of your fidelity to your Creator and provides you with the right setting for fellowship with your Redeemer.

Since the Sabbath hours belong to God and are to be used to seek His pleasure alone and not your own, secular thoughts, utterances and deeds should not occupy you on the Sabbath day. You should make this day a special day for

worship in the church and to use its hours for religious fellowship and witnessing. You are enjoined to lay aside the ordinary affairs of the first six working days and to do no unnecessary work on this day. Reading of secular literature or listening to secular broadcasts, among others, should be avoided during the Sabbath day.

4. Reverence for the House of Worship

As a child of God, you are asked to possess an attitude of reverence for holy things which include God's name and His place for worship. Hence, when you enter the church or any place of worship, you do so not irreligiously but in the spirit of meditation and prayer, avoiding unnecessary conversation. You are to cooperate with the proper church officers, and by your conduct and example to foster reverence, order, and right decorum in the church. It is well to remember when attending church that "the Lord is in His holy temple: let all the earth keep silence before Him." (Hab. 2:20)

5. Health and Temperance

Health reform and temperance are indispensable components of the Adventist message and should be exemplified through right eating and right drinking. The object here is to keep the mind and the body in the best condition possible in order to help you become more effective in your work. It is therefore your moral duty to observe the laws of health and to appropriate for yourself the value of what are known as the natural remedies, namely, nutrition (or proper diet), exercise, water, sunshine, temperance, air, recreation and trust in God (NEWSTART).

The principles of healthful living forbids you to use intoxicants, stimulants, depressants and other types of narcotics and prohibited drugs. This is in addition to abstinence from liquor and tobacco. If you shall choose to follow your own preferences by eating and drinking as you please, "you will gradually grow careless of the instruction of the Lord by losing your perception of the truth." 9T 156, 157

6. Dress or Attire

Believing in the SDA teachings on simplicity and modesty in attire, your choices in dress style and fashion must be dictated by principle and must not be influenced by what you see in most people around you. Dress is an important index to a person's character and thus Christians are admonished to avoid gaudy display and "profuse ornamentation" in the apparel they wear. Following ostentatious fads and fashions in dress transgresses the laws of modesty. Moreover, Christians are counseled against display jewelry of any kind. The Bible says that wearing jewelry is not in keeping with the will of God (1 Timothy 2:9). Also, the use of cosmetics runs counter to being natural and should therefore be avoided.

Considering the foregoing principles, Christian clothing should consist of those that give comfort to the wearer, are of good quality and becoming colors,

and are suitable to the occasion. It should be chosen for durability and characterized by “beauty, modesty, grace and . . . simplicity.” The individual who constantly seek to rightly represent his or her Lord observes propriety in his or her attire.

7. Rites and ceremonies

Simplicity and economy are fundamental features of the SDA life. This is because of the observation that increase of pomp in religious activities and functions lead to a decline in spiritual power. Ellen G. White states that “the Lord condemns needless extravagant expenditure of money to gratify pride and love of display.” (TM 179) In harmony with this principle, simplicity and economy should guide those concerned when planning and preparing graduation exercises and similar academic rites and ceremonies.

8. Reading

How you feed your mind is of great importance in developing your character and in carrying out your purpose in life. For this reason, you ought to select carefully the books, magazines and other literature you read because while there abound good reading materials that promote right education and culture, there is likewise an array of unwholesome literature available around, often subtly disguised as such, but that certainly corrupt the mind and morals. Classics that portray stories of romance, crime or horror, among others, are usually fiction and are unfit for the youth.

Mrs. White writes: “Those who indulge the habit of racing through an exciting story are simply crippling their mental strength, and disqualifying their minds for vigorous thought and research.” (CT 135) It behooves, therefore, that you must be on guard in what you read, remembering that the habit of reading fiction creates a distaste for life’s practical duties. (CT 383)

9. Radio and Television

Radio and television are great educational tools. Sadly, however, they also bring to their audience programs that are neither helpful nor uplifting. If you are not discriminating and careful in your choice of a radio or TV presentation, you will be influenced for the worse. In the dormitories, students are not allowed to keep a radio or a TV set.

The Apostle Paul’s wise admonition is, “whatsoever things are true, . . . honest, . . . just, . . . pure, . . . of good report, if there be any virtue, if there be any praise, think on these things.” (Phil. 4:8)

10. Recreation and Entertainment

Recreation is a purposeful refreshing of the mind and the body. For the mind to be kept sharp and vigorous, it should be guarded against being exposed to popular worldly amusements which have the purpose of exciting the passion and glorifying vice.

As a Seventh-day Adventist, you are warned against the subtle and sinister influence of the pictures shown in the movie houses as they graphically tell of the vices and crimes of humanity: murder, adultery, robbery and others. Another form of amusement that is believed to give an evil influence is social dancing. Mrs. White refers to it as “a school of depravity, a fearful curse to society.” MYP 399

Do not to patronize those amusements that bring you in association with the worldly, careless, and pleasure-loving multitudes who are “lovers of pleasures more than lovers of God.”

11. Music

Music, according to Mrs. Ellen G. White, “was made to serve a holy purpose, to lift the thoughts to that which is pure, noble, and elevating, and to awaken in the soul devotion and gratitude to God.” (PP 594). Thus, religious songs in particular, have often been used by God to touch the hearts of sinners and lead them to repentance. On the other hand, there is that kind of music which is debasing to the soul and contributes to the breakdown of morality.

Great care should be exercised in the choice of music. Any melody partaking of the nature of the jazz, rock or related hybrid forms, or any language expressing foolish or trivial sentiments, will be shunned by persons of true culture. Use only good music in the home, in social gatherings, in the school and in the church.

12. Courtship and Marriage

Courtship is recognized as a preparatory period during which a young man and a young woman, like you, who are already mutually attracted, are provided with the opportunity to become more thoroughly acquainted with each other in preparation for the intended marriage. Christian marriage, on the other hand, is a divinely sanctioned union between a man and a woman for the fulfillment of their mutual love, for mutual support, for shared happiness, and for the procreation and rearing of children who are expected in turn to become Christians. According to God’s design, this union lasts until dissolved by the death of one of the partners.

Consider the admonition of Mrs. Ellen G. White in this respect: “Let those who are contemplating marriage weigh every sentiment and watch every development of character in the one with whom they think to unite their life destiny. Let every step toward a marriage alliance be characterized by modesty, simplicity, sincerity, and an earnest purpose to please and honor God. Marriage affects the afterlife both in this world and in the world to come. A sincere Christian will make no plans that God cannot approve.” (MH 359)

Scriptures has this counsel: "Be ye not unequally yoked together with unbelievers." 2 Cor. 6:14.

Disregard of the principles in Christian courtship could lead to tragedy in marriage or the family. Generally, for instance, differences regarding religion, where the partners have opposing beliefs, are likely to mar the happiness of a home and confuse or perplex the children thus endangering their development. Specifically, differences concerning worship, the Sabbath, the choice of recreation or association, and likewise the manner of bringing up the children, could lead to serious disagreements and disputes which might finally bring to nought the Christian experience of the partners.

Marriage "was designed to be a blessing to mankind. And it is a blessing wherever the marriage covenant is entered into intelligently, in the fear of God, and with due consideration for its responsibilities." (MYP 434)

PART II

RULES AND REGULATIONS FOR THE IMPLEMENTATION OF STUDENT DISCIPLINE

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RULES AND REGULATIONS FOR THE IMPLEMENTATION OF STUDENT DISCIPLINE

Rule I. Preliminary Provisions

A. General Provisions

SECTION 1. **Title.** This body of rules and regulations shall be known as the “Rules and Regulations for the Implementation of School Discipline” of the Adventist University of the Philippines (AUP).

SECTION 2. **Coverage.** These rules and regulations shall govern the acts, conduct and behavior of students enrolled in the tertiary level of education in the Adventist University of the Philippines.

SECTION 3. **Authority to Maintain School Discipline.** Pursuant to Section 74, Article XIV of the Manual of Regulations for Private Schools, AUP is mandated to “maintain good school discipline inside the school campus as well as outside the school premises when students are engaged in activities authorized by the school”.

SECTION 4. **Jurisdiction.** The provisions of these rules and regulations shall be enforced not only within the campus of AUP but also outside thereof, where applicable, when the student’s conduct involves the good name or the reputation of the University or when it affects his or her fitness as a student in a Seventh-day Adventist institution.

B. Basic Principles and Objectives

SECTION 1. **Definition.** Student discipline refers to the desired and/or expected norm of conduct of students and the corresponding administrative sanctions for violations thereof, as set forth in the rules and regulations of the Student Handbook, in the guidelines and policies approved by the Administration, the Manual of Regulations for Private Schools, the SDA Division Education Policy Manual, and the standards of the SDA Church.

SECTION 2. **Philosophy of Discipline.** The philosophy of Adventist education is the guiding framework of AUP student discipline, namely, the work of redemption and the restoration of the lost image of God in man. Thus, discipline is redemptive in nature. It aims at helping students develop self-control, social maturity, appreciation for Christian values, and the exercise of moral responsibility by using their freedom of choice intelligently under the control and supervision of

the University. Discipline is very much a part of the educative process. It has two aspects, namely:

- a. **Prospective or Preventive aspect.** In this aspect, an environment conducive to the development of Christian character, through prescribing normative ethical conduct, is created by giving the students adequate information on such conduct.
- b. **Remedial or Corrective aspect.** In this aspect, any erring student, though suffering the consequences of his or her error, shall be provided reasonable opportunity consistent with the philosophy and objectives of the University to amend his or her ways or start anew in his or her development.

SECTION 3. **Objectives of Student Discipline.** The general objective of discipline is self-government, hence, the student is given the trust and responsibility to conduct himself or herself properly. The specific objectives are as follows:

- a. Promote a peaceful, safe and orderly school environment;
- b. Show self-control, or obedience and adherence to standards;
- c. Encourage intelligent individual choice;
- d. Develop social maturity and moral responsibility;
- e. Shape positive behavior and encourage acceptance of consequences for choosing unacceptable behavior;
- f. Develop self-respect and respect for others;
- g. Develop Christian values;
- h. Enhance spiritual growth; and
- i. Produce responsible members of society and prepare them for the heavenly kingdom.

SECTION 4. **Basic Principles of Due Process.** Due process is defined as a proceeding according to rules and principles of fairness for the protection and enforcement of private and personal rights, which proceeds upon inquiry, and renders judgment only after hearing. Applied to the school setting, it means that every student shall uphold his rights and immunities under the protection of the general rules which govern society. Since due process requires that there must be a procedure to be followed which insures fairness and justice, the following must be observed:

- a. **Student Handbook.** Each student is provided a copy of the Student Handbook to inform him adequately of the standards, and the rules and

regulations of the University applicable to them and the norm of conduct expected of each one of them. The handbook likewise identifies corresponding administrative sanctions for violations.

- b. **Orientation** . To ensure understanding of the Student Handbook, an orientation is conducted before enrollment time where pertinent provisions directly affecting student conduct are thoroughly discussed and explained. During the orientation, students are provided opportunities to interact so that further clarifications can be made and common understanding reached. After the orientation, the student is expected to commit himself or herself to be a law-abiding component of the University.
- c. **Student Pledge**. The student expresses the same commitment by his or her signing of the Student Pledge, promising to observe willingly and faithfully all existing rules and regulations of the University as contained in the Student Handbook, among others, and such other rules and regulations which may be promulgated from time to time by the proper office or body.
- d. **Notification and Hearing**. Any student reported to the Student Services Office (SSO) as having violated any school rules and regulations shall be duly notified of the nature of the charges against him or her. He or she shall be given opportunity to present evidence(s) and witness(es) in his or her defense.
- e. **Request for Reconsideration and Appeal**. These remedies are matters of right available to the student in cases where the decision of the Disciplinary Committee is unfavorable to him or her. The procedure and details of reconsideration and/or appeal are provided for under Rule IV, Sec. 5, f and g.

Rule II. Rights, Duties and Obligations of Students

SECTION 1. **Rights of Students**. Pursuant to Section 2, Rule II on Rights, of the Education Act of 1982, the students shall enjoy the following rights, in addition to those provided for under relevant laws, subject to the limitations prescribed by law and regulations:

- a. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity;
- b. The right to freely choose a field of study, based on existing curricula, and to continue therein until they shall have graduated from their course, except in case of academic deficiency or violation of disciplinary rules and regulations;

- c. The right to avail of school guidance and counseling services toward making decisions and in selecting alternative fields of school work suited to their potentialities;
- d. The right to have access to their own school records which shall be maintained and preserved in a confidential manner by the school;
- e. The right to expeditious action not exceeding 30 days from receipt of request by the school, to the issuance of official school certificates, diplomas, transcript of records, grades, transfer credentials, and similar school documents or records;
- f. The right to publish a student newspaper and similar publications, and to invite resource persons during assemblies, symposia and other activities of similar nature;
- g. The right to have free expression of opinions and suggestions, and to avail of effective channels of communication with the appropriate academic and administrative bodies of the school;
- h. The right to form, establish, join and participate in organizations and societies for purposes not contrary to law, and recognized by the school, to foster their intellectual, cultural, spiritual and physical growth and development; and
- i. The right to be free from involuntary contributions except those approved by their own organizations or societies.

SECTION 2. **A Bill of Rights for Students in SDA Schools.** Each student in an SDA School, regardless of educational level, has the inalienable right and privilege as follows:

- a. **To be recognized as a person.** The student as an individual has certain legal rights and responsibilities. Moreover, he or she is a human being which means that he or she is to be treated fairly with kindness, sympathy, and compassion.
- b. **To think and speak creatively and constructively.** As a student, he or she exercises the power to think and to speak, in expressing his or her thoughts in a manner that constructs or builds the society where he or she lives.
- c. **To act responsibly and cooperatively.** Students are endowed not only with the power to think but also the power to do or act with a sense of responsibility and cooperation with others in a given society.
- d. **To learn experientially and vicariously.** As a student, he or she follows the path of growth and development, of which learning is the

highest preoccupation of his or her mind, based on experience he or she enjoys, especially sharing in the experience of another.

- e. **To develop personality and civility.** As a social being, the student has to develop his or her personality which consists of his or her distinctive personal attributes that are pleasing socially, coupled with expression of politeness or courtesy.
- f. **To pray for self and others.** Praying for self is making known to God one's supplication for divine intervention, guidance and direction for his or her behalf. Praying for others is an act of intercession before God on behalf of another or others.
- g. **To seek to know God's will.** The greatest preoccupation that a student should pursue is that of seeking to know the will of God. As a believer, he or she is to submit to God's revealed standard for human behavior, to determine to do it, and to discover how good God's way is.
- h. **To enjoy solitude and to meditate.** The power of meditation in solitude can be harnessed successfully by the student because here he or she is brought into communion with the omnipotent. In stillness he or she learns to know of God.
- i. **To choose the Christian lifestyle.** The student becomes a living example to others in word, and in deed. It is his or her responsibility to be circumspect in his or her speech and manners that he or she may not fail in glorifying Christ in his or her lifestyle.
- j. **To grow with positive stimuli.** The student is expected to develop responsiveness to factors that affect his or her thoughts and action, particularly those that strengthen good relationship with God and fellow human beings.
- k. **To breathe in an atmosphere of love.** Because the student in AUP lives in a community that is both democratic and religious, he or she is in the best condition to nurture and express love for God and for others.
- j. **To be perceived as a candidate for immortal honors.** SDA educational institutions aim not only to prepare people for service in this world but also for fitness for heaven. Everyone therefore is a perceived as a candidate for eternal life - the highest honor any person can receive.

SECTION 3. **Duties and Obligations.** The Education Act of 1982, states that students shall have the following duties and responsibilities, in addition to those provided for under other existing laws:

- a. To exert their utmost in the development of their potentialities for service, particularly by undergoing an education suited to their abilities, that they may become assets to their families and to society;
- b. To uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the school rules and regulations governing their academic responsibilities and moral integrity;
- c. To promote and maintain the peace and tranquillity of the school by observing the school rules of discipline, and by exerting efforts toward the attainment of harmonious relationships with fellow students, faculty, and other school personnel;
- d. To participate actively in civic affairs, particularly in the social, economic, and cultural development of the community, toward the attainment of a just, compassionate and orderly society; and
- e. To exercise their rights knowing that they are answerable for any infringement or violation of the general welfare or the rights of others.

Rule III. Administrative Disciplinary Sanctions

SECTION 1. **Administration of Discipline.** The administration of discipline is an inescapable undertaking since school administrators and faculty members exercise substitute parental authority over minor students, and are in loco parentis over those of majority age. Thus, they have the right to impose appropriate disciplinary measures. Section 75 of the Manual of Regulations for Private Schools, states that “school officials and academic personnel shall have the right to impose appropriate and reasonable disciplinary measures in case of minor offenses or infractions of good school discipline committed in their presence.” Likewise, when the offense committed is serious and the circumstances so warrant, corresponding administrative sanction against the erring student shall be imposed (Section 76 of the Manual).

SECTION 2. **Minor Administrative Sanctions.** The first category of disciplinary administrative sanctions (penalties) for minor infractions, offenses, or violations of school rules and regulations which may be applied upon an erring student are:

- a. **Fine.** This penalty consists of a payment of a sum of money for light infractions. However, the amount of the fine should be commensurate to the offense committed and must never be excessive or exorbitant, as the same may constitute undue deprivation of property. The fine should include the cost of repairing or restoring the damaged item/s.
- b. **Campus bound.** This penalty is imposed on students who violate dormitory and faculty homes regulations.

SECTION 3. **Major Administrative Sanctions.** The three (3) categories of administrative sanctions (Section 77, Manual of Regulations for Private Schools) for serious offenses or violations of school rules and regulations which the University may impose upon erring students commensurate with the nature and gravity of the violation are:

- a. **Suspension.** Suspension from classes shall not exceed 20% of the total number of school days during the school terms. Suspension for more than 20% of the school term, shall require the approval of the CHED. The students under suspension shall be sent home as follows: For the nationals, to their local residences; and for the international students to their respective embassies, unless an SDA in which case the student is turned over to the Southern Asia Pacific Division.
- b. **Exclusion.** Exclusion from the University roster, or dismissal, shall be meted out to a student for being undesirable, and transfer credentials are immediately issued. However, such elimination shall not prevent the disciplined student from enrolling again in the University after a grace period of one year, or from transferring to another school.
- c. **Expulsion.** Expulsion, imposed in extreme cases, debar a student from seeking admission in any school, private or public, recognized by the government. (See further Sec. 6 hereof).

SECTION 4. **Preventive Suspension.** Preventive suspension, as provided for in the same Manual, is not a penalty but a deterrent to the disruption of normal school operations, or to causing injury to persons and/or damage to property that might be caused by the student offender if otherwise present on campus. Thus, when a student is placed under preventive suspension during the pendency of the proceeding involving him or her, he or she is effectively stopped from doing acts of vindictiveness which might otherwise affect the peace and order on the campus, the decorum in the classroom, and the upholding of respect for administrators and teachers.

Once the student under preventive suspension is found guilty of the charges, punitive suspension may be imposed upon him or her. In this event, the period previously served shall be considered part of the penalty. However, if the student is absolved of the charges, he or she shall be allowed to take the examinations, quizzes, and graded recitations missed by reason of the preventive suspension. The duration shall be the same as under Section 3a.

SECTION 5. **Punitive Suspension.** Punitive suspension, as provided for in the Manual of Regulations for Private Schools, refers to the school's prevention of a student from attending classes and thus, from taking examinations, quizzes, and graded recitations given during the period. Since the student is not excused from these graded work, he or she shall be given a failing mark for not having taken them. The student shall not be allowed to take special examinations and/or to make up for them later, as this would grant him or her an advantage over his or her classmates. Section 72 of the same Manual provides that a student under

suspension may not enroll in another school unless his or her suspension has expired. The duration shall be the same as under Section 3a.

SECTION 6. **Expulsion.** Expulsion is an extreme administrative sanction and the most severe penalty available to schools for those student infractions listed and classified as “very serious”, and shall not be imposed without the approval of the CHED. According to the same Manual, expulsion is usually considered proper punishment for the following serious offenses:

- a. gross misconduct;
- b. dishonesty;
- c. hazing;
- d. carrying a deadly weapon;
- e. immorality;
- f. selling and/ or possession of prohibited drugs;
- g. drug dependency/ drug use;
- h. drunkenness;
- i. hooliganism;
- j. vandalism;
- k. assaulting a pupil or student or school personnel;
- l. instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes;
- m. preventing or threatening any pupil or student or school personnel from or for entering the school premises or attending classes or discharging their duties;
- n. forging or tampering with school records or school forms; and
- o. securing or using forged school records, forms, and documents.

SECTION 7. **Period of Probation.** A student who has served two suspensions for the infractions committed within the semester will be placed on probation immediately after serving the second suspension. During the period of probation, intensive guidance and counseling should be given to the said student to help him or her not to commit similar infractions.

SECTION 8. **Qualifying Conditions.** The Student Services Committee (SSC) provides certain qualifying conditions or limitations in the conduct of student discipline as follows:

- a. **On Probation.** If a student is placed on probation for less than one month before the end of a semester, the probationary status shall be carried over to the following term or semester until the entire period thereof is served. A student on probation is not allowed to hold any office or position of responsibility. Towards the end of each semester, the SSC shall review the cases of all those on probation and shall decide, upon the recommendation of proper persons (the Home Deans, academic chairpersons, teachers when invited, work supervisors, and/or the guardians - if staying with the faculty) whether to maintain or lift the probationary status of the student. No student shall be on probation beyond one semester. A student who is twice placed on probation for a total of two semesters may also be denied

admission for the following term unless his/her probationary status had been earlier lifted by reason of the circumstance mentioned above.

- b. **Forfeiture of Credits.** When a student, anytime within a semester, is required to withdraw voluntarily or is dismissed due to very serious infractions, it is understood that he/she forfeit all academic credits for that semester. Admission may be denied depending upon the gravity of infraction.
- c. **On Referral.** When an infraction is committed, referral is made for counseling and/or psychological examination, as the case maybe. Students concerned may likewise be referred to any of the following:
 - 1. Home Deans
 - 2. Guidance counselor
 - 3. College dean
 - 4. Faculty/guardian
 - 5. VPSS personnel
 - 6. Health Service Physician
- d. **Consequence.** If the student does not choose acceptable behavior, after going through the sanctions above, he/she cannot evade the ultimate consequence of non-admission for the following term (summer or semester), or of withdrawal, or dismissal from school. Each referral shall be recovered and become part of due process.

RULE IV. OBSERVANCE OF DUE PROCESS

SECTION 1. **Authority.** The right to due process is provided for in Section 1, Article III (Bill of Rights), 1987 Constitution, which states that no person shall be deprived of life, liberty of property without due process. This provision is invariably considered in connection with student discipline where, according to the Manual, (Section 76) no disciplinary sanction shall be applied upon any student until after due process shall have been observed.

SECTION 2. **Definition.** The Philippine Supreme Court, speaking through Justice Fernando, defines due process as “responsiveness to the supremacy of reason, obedience to the dictates of justice.” The U.S. Supreme Court defines it through Justice Frankfurter as “the embodiment of the sporting idea of fair play.” (See also Section 4, Rule 1 of hereof).

SECTION 3. **Aspects of Due Process.** Due process has two aspects, namely:

- a. **Substantive due process.** This requires the existence of a law or rule duly passed, is reasonable in its operation, enforced according to prescribed methods and applicable to all persons of the same class.

- b. **Procedural due process.** This requires the observance of prescribed methods formulated to ensure the delivery of justice to the accused student. It guarantees that the person or body conducting the trial has acquired proper jurisdiction over the accused and is free from bias or prejudice.

SECTION 4. **Minimum Standards.** The minimum standards required to render procedural due process in student disciplinary proceedings are:

- a. **Notice.** The student should be informed in writing of the nature and cause of any accusation/s against him/her. Fairness requires that the notice given to the offending student should bear the specific ground/s or charge/s and the nature of the evidence against him/her which if proven could lead to the appropriate disciplinary action. Due process requires that, as college student who is mature enough to be aware of his/her responsibilities, only he/she and not necessarily the parents be notified of the charges against him/her. The student must answer the charge/s within 72 hours or three (3) days upon receipt of the notice.
- b. **Opportunity to be heard.** The student shall have the right to answer the charges against him/her, with the assistance of a counsel, if desired. Upon the receipt of a notice, the respondent-student must answer the charges against him/her in writing and face the Student Services Committee (SSC). Representation by a legal counsel, however, is not considered an element of due process in the school setting. It is enough that the student has been informed of his/her right to be assisted by a legal counsel.
- c. **Access to evidence against him/her.** The student shall be informed of the evidence against him/her. Due process requires that every respondent-student must be made aware of the evidence/s against him/her and be supplied a list of witnesses and/or an oral or written report of the facts to which each witness shall testify. Due process in disciplinary cases involving students does not entail proceedings and hearings similar to those in courts of justice. Such proceedings may be summary, and cross-examination is not even an essential part of it (Supreme Court decision).
- d. **Right to adduce evidence.** The students shall have the right to adduce (or to present as proof or reason) evidence in their own behalf. It means that the respondent-student has a chance to present his own witnesses and produce documentary or other evidence to support his/her defense. If a student fails to take advantage of this right, he/she is deemed to have waived the same.
- e. **Appropriate Tribunal.** The evidences gathered by the SSC (tests, reports, letters and/or information) must be considered by the proper committee or official duly authorized to investigate, hear and decide the

case. The said committee, which is the Disciplinary Committee in this case, shall base its decision only on evidence (or testimony) presented. As mentioned, due process in student discipline thus not require the proceedings and hearings to be like those in courts of justice. Therefore the right against self-incrimination, the rule on double jeopardy, and public hearing, among others, are not applicable, to the school setting.

SECTION 5. **Prescribed Procedural Due Process.** In student disciplinary cases, the following are the prescribed guidelines and methods which are to be observed strictly and properly:

- a. For cases of the Type A, or light infractions, committed for the first time in the presence of a teacher, home dean, guardian, or administrator involving light penalties, no notice and hearing are required. Inversely, notice and hearing are required when these violations are committed not in the presence of the aforementioned school personnel.
- b. For cases of the Type B, or less serious infractions to those of the Type C, or very serious infractions, involving the heavy penalties of suspension or dismissal, these violations are to be reported, orally or in writing, to the VPSS office (or to the Headquarters (HQ) of the Security Department which, in turn, shall transmit the same to the VPSS office) by the complaining party or person/s who witnessed the violation. Witnesses and/or those reporting the incident are encouraged to render unbiased and factual report, and failure and refusal to do so or to cooperate with the school authorities in this regard shall be understood as an obstruction of justice in school discipline subject to investigation and proper sanction.
- c. When cases of serious or very serious violations reached the VPSS office, notice is immediately given to the student concerned. The responding student must appear before the VPSS Office within three (3) days from receipt of the notice to answer the charges against him/her. Failure to appear within the period shall be taken to mean waiver by that student of his/her right to depend himself/herself and the case shall be heard in his/her absence.
- d. The SSC shall conduct a preliminary hearing of the case wherein interested parties shall be allowed to be present and give evidence for or against the respondent-student. The SSC, based on available evidence, shall render its findings which are recommendatory to the Disciplinary Committee for review, consideration and approval.
- e. Within two (2) weeks from receipt of the SSC findings, the Disciplinary Committee shall conduct a full-blown hearing and deliberation on the case, taking into account the applicable rule, the evidence adduced and other pertinent circumstances. Within to (2) weeks from concluding the deliberation, the Disciplinary Committee shall issue a decision based on substantial evidence. Official communication of the decision shall be

served by the duly authorized representative of the Disciplinary Committee to the student concerned and his/her parent/s personally.

- f. **Request for Reconsideration.** In case of unfavorable decision on the student's case, he/she may, within five (5) days from receipt of the official communication of the said decision, ask the Disciplinary Committee to reconsider the decision. He/she may be allowed to go back to his/her classes while awaiting resolution of his/her request for reconsideration. Without a request for reconsideration, the decision becomes final and executory five (5) days from receipt thereof by the student concerned.
- g. **Appeal.** Should the request for reconsideration be denied, the student may, within five (5) days from his/her receipt of the communication denying the request for reconsideration, appeal the decision of the Disciplinary Committee to the Administrators' Committee (ADCOM) by serving a copy of the letter of appeal to the Chairman thereof or his/her duly authorized representative. Without this appeal, the decision on the case shall become final and executory five (5) days after the denial of the request for reconsideration.

The decision of the ADCOM, whether for or against the student, is subject to no further appeal.

Rule V. Disciplinary Sanctions for General Behavior

SECTION 1. **Authority to Promulgate Disciplinary Rules.** Pursuant to Section 78 of the Manual of Regulations for Private Schools. "Every private school shall have the right to promulgate reasonable norms, rules and regulations it may deem necessary and consistent with the provisions of the said Manual for the maintenance of good school discipline and class attendance. Such rules and regulations shall be effective as of the date of promulgation and notification to students in an appropriate school issuance or publication." Henceforth, the establishment of educational institutions requires the formulation and promulgation of rules and regulations essential to the maintenance of an orderly, efficient, and effective program of classroom learning.

SECTION 2. **Standards of Behavior.** Both the Scriptural and inspired messages from Mrs. Ellen G. White, one of the founders of the Seventh-day Adventist Church, set the highest standard of character and general behavior AUP aims to develop and maintain among its students:

- a. **Scripture:** "Be ye therefore perfect even as your Father which is in heaven is perfect." Matthew 5:48.
- b. **Inspiration:** "Higher than the highest human thought can reach is God's ideal for His children - Godliness, godlikeness is the goal to be reached." EGW

SECTION 3. **General Behavior.** Character development is the chief concern for all the students. Every student, therefore, is trained and expected to be true and honest, courteous and respectful. His/her mind is to be pure and his/her body healthy through a way of life that observes temperance. Only then can his/her thoughts and feelings, speech and acts be noble and refined.

SECTION 4. **Rationale for Disciplinary Sanctions.** For purposes of achieving and maintaining peace and order, cleanliness, decency, academic excellence, and good moral character, each student should follow certain rules and regulations whether on campus or outside of it. Any deviation from the expected norm of student behavior is dealt with a proper disciplinary sanction.

SECTION 5. **Classification of Infractions with Sanctions.** The offenses and their corresponding sanctions are classified as follows:

- a. **Type A (Light Infractions).** Infractions or offenses covered in this section include behavior or deeds which violate the basic standard of good manners and right conduct. For the first offense, the subject student shall be counselled; For the second offense, he/she shall be reprimanded and for the third offense, he/she shall be suspended. These sanctions are shown on the table below:

<u>Degree of Offense</u>	<u>Administrative Sanction</u>
First Offense	Counseling
Second Offense	Reprimand
Third Offense	Suspension

The following are Type A offenses:

1. **Belligerence.** This refers to an attitude, atmosphere, or disposition of improper aggressiveness, tendency to fight, acts of discourtesy and use of words that unnecessarily provoke other persons.
2. **Unauthorized announcements/publications.** This refers to the posting, displaying, or publishing of any announcements, notices, or greetings anywhere on campus other than on those approved by the SSO and made on designated bulletin boards.
3. **Obscene music.** This refers to the use, playing, singing of heavy rock or jazz music during social and any gatherings in any part of the campus, particularly in the dormitories, cafeteria, offices, apartments, gymnasium, parks, etc.).
4. **Improper attire or grooming.** This refers to:

- a) Wearing clothes that violate the Biblical principles of modesty, decency, and simplicity during any public meeting, whether religious, formal or otherwise.
 - b) Wearing jewelry like earrings, rings, necklaces, bracelets, anklets, etc.
 - c) Using excessive make-up, lipsticks, nail polish and the like.
 - d) Wearing by male students of long hair, or shaving the head bald, or dyeing or coloring the hair by both male and female students.
 - e) Use by female students of mini or high-slit skirts, excessively short pants, sleeveless apparel, and very tight shirts or jeans that show fixedly the contour of the body,
5. **Violation of the curfew hours**. This refers to the deliberate, idle and aimless loitering, lingering, wandering or roaming around the campus after 10:00 in the evening up to 5:00 in the morning of the following day. Except when the student has the permission of the school authority, or that it is for emergency, there is presumption of violation of curfew when he or she is found on the campus outside his or her residence therein during those hours specified.
 6. **Non-wearing of school uniform**. The prescribed school uniform should be worn when attending classes, chapel periods, duly called-for scholastic meetings, seminars, and while performing official school duties and responsibilities. Specific guidelines on wearing the school uniform shall be announced regularly by the SSO for information, guidance and reminder.
 7. **Loitering at night**. This refers to wandering about the campus for no reason and without a fixed destination from 7:30 to 10:00 P.M. or during what is called the study period. There is no offense of loitering at night when the student is in a religious service like the Mid-week Prayer Meeting, Vespers Meeting, or Week of Prayer Meeting, or when participating in official school activities and programs like concerts, acquaintances parties, intramurals, among others. Those found loitering at night shall be taken to the Headquarters of the Security Department to answer questions and to be given advice.
 8. **Indifference to religious meetings**. This refers to deliberate absence from regular or special religious meetings like the Sabbath School, Hour of Worship or Sabbath afternoon gathering, the Mid-week Prayer, Vespers or Week of Prayer meetings, among others.
 9. **Littering**. This refers to the throwing, scattering, or spreading of rubbish on the campus except in places properly designated for them like the trash cans, boxes, or bins for the purpose.

10. **Picking of fruits.** This includes the unauthorized taking of fruit, vegetables, and other agricultural products from the trees, plants and gardens on the campus.
11. **Violatin of vehicular/traffic regulations.** This includes the following acts done inside the University campus:
 - a) Driving motorized vehicles without driver's license;
 - b) Using bicycles, motorcycles, or vehicles without proper lights or signals;
 - c) Driving an unregistered vehicle, or one which emits excessive smoke, or which gives out a disturbing noise;
 - d) Driving a vehicle that is dilapidated, or with a broken windshield, or worn-out tires, or one that is otherwise not safe on the road.
 - e) Overloading of any vehicle, that is, taking in passenger or baggage beyond the capacity allowed;
 - f) Driving on prohibited or restricted areas;
 - g) Illegal or improper parking of vehicles;
 - h) Driving during curfew hours except in case of emergency;
 - i) Disregarding traffic signs, humps, and road markers;
 - j) Driving beyond the speed allowed on campus; and
 - k) Violations of other traffic/vehicular regulations that may be issued from time to time by the Safety and Security Department of the University and duly approved by the Administration.
12. **Violation of dormitory rules and regulations.** This refers to the following acts, conditions or situations:
 - a) Absence from dormitory worship;
 - b) Leaving the campus without a proper gate pass, or with the same gate pass for another student;
 - c) Failure to check-in on time upon arrival;
 - d) Using a gate pass for a purpose other than that stated therein;
 - e) Coming home late to the dormitory, especially beyond 10:00 p. m., or at a time other than as specified in the pass;
 - f) Entertaining persons including friends or relatives of the opposite sex inside the dormitory room without prior permission from the Dean;
 - g) Violation of other dormitory rules and regulations which may be passed from time to time, duly approved by the Administration and published;
13. **Non- or improper wearing of ID.** The school identification card (ID) shall be worn properly during chapel convocations, classes, and while making transactions or meeting appointments which are academic in nature or when doing the same with the Administration. The ID is also required to be worn by the student while in uniform during the day even if he or she has no class(es) for proper identification.
14. **Non-observance of the queue system.** When along with many others, students should fall in line or observe the first-come-first-serve practice when transaction at any window, or when in the cafeteria during mealtime, or in any similar situation.

15. **Keeping Pets.** Whether for amusement, companionship, or any other purpose, students are prohibited from having an animal with them in the dormitory, apartment unit, or faculty home, be it a dog, cat, monkey, or a fowl;
16. **Other Infractions.** This includes violations of offenses similar to the foregoing or of other rules that may be hereafter formulated and approved by the Administration which are deemed necessary to create or maintain peace, order and wholesomeness in the University.

- b. **Type B (Less Serious Infractions)** Infractions in this section pertain to habits and practices considered as violations of SDA beliefs or its moral, ethical and health standards. Such habits and practices are deemed inconsistent with the philosophy and objectives of AUP which is an SDA institution and thus the infracting student is declared unworthy to continue his or her studies at AUP, unless there is showing of willingness on his or her part to yield to corrective measures. The administrative sanctions imposed for any violations under this section are as follows:

<u>Degree of Offense</u>	<u>Administrative Sanction</u>
First Offense	Strong reprimand
Second Offense	One-week suspension
Third Offense	Two-three weeks suspension

The following acts or behaviors considered less serious infractions are:

1. **Unauthorized solicitation.** This refers to a solicitation of funds for any purpose whether inside or outside the AUP campus when the same has no prior written approval from the Administration.
2. **Worldly amusements.** This includes going to, or joining in, a ballroom dancing, the movie house, night or day club, gambling places or amusement centers of any type and form;
3. **Unauthorized meetings/outings.** This includes attending and engaging in any group activity, curricular or otherwise, whether inside or outside the AUP campus without the prior written approval from the SSO. The list of such activities includes but is not limited to swimming, overnight off-residence stay, retreat, hiking, mountain climbing, cultural presentations, or community work;
4. **Going to risky areas on the campus.** This refers to staying or being, or passing closely in what is called the “Japanese cave”, the creek area, construction sites and other places identified now and hereafter by the Safety and Security Department as risky and prohibited;

5. **Molestation**. This refers to the willful inflicting of non-physical injury to another, and includes harassing, annoying, disturbing, or interfering in a vexing manner with, another on his or her person, right, character, status, or property; This further includes using foul or degrading language which may tend to vex other persons;
6. **Sneaking out of gate/fence**. This refers to the actual leaving from the campus without the proper gate pass, whether through the gate or by crossing over any part of the perimeter fence;
7. **Creating nuisance or disturbance**. This refers to deliberate shouting, yelling, booing or making of boisterous sound whether during a presentation or elsewhere. Any unnecessary disturbance of the peace and quiet of the campus especially during periods of rest shall be a violation under this item;
8. **Obscene materials**. This includes possession, use or display of magazines, books, other literature, posters, videos, compact discs, pictures and similar materials that are pornographic, lewd, indecent, obscene, corrupting of morals, or those portraying violent scenes. Fiction pocketbooks are included in this category.
9. **Non-attendance in the Chapel Period**. This refers to delinquency in attending the weekly Chapel Period. The Chapel Period is part of the academic program and provides learning opportunity for growth and development for each student in the spiritual and social aspects as well. For this reason, attendance in the Chapel Period is required and absence therefrom is treated as absence from class. Attendance in the Chapel Period is graded as follows:

<u>Actual No. of Days Present / Semester</u>	<u>Recommended Grade</u>
17	A
16	A-
15	B+
14	B
13	B-
12	C+
11	C
10 and below	F

11. **Writing graffiti**. This includes inscribing, drawing or making marks on a wall, door and other parts of a room, on tables, chairs, cabinet and other furniture, and even on the street and walkways and other surfaces and property.
12. **Refusal to be inspected**. Subject to reasonable conditions, bag, baggage, luggage, receptacles, or even vehicles may be subjected to inspection for the

purpose of preventing entry to the campus of prohibited drugs, deadly weapons, spirits, liquor, or alcoholic drinks, cigar or cigarettes, and other prohibited stuff. The same measure may be resorted to in cases of reported loss of personal property. This offense includes hesitancy to agree to inspection.

- c. **Type C (Serious Infractions)**. Infractions in this section include offenses that are considered serious violations of University philosophy and principles, and some penal laws of the State. Hence, the presence in the University of a found guilty of any of this type of infractions is considered undesirable, unless the said concerned student willingly yields to corrective measures. Where applicable, the principle of restitution involving money matters and property will be imposed as a part of the penalty. The administrative sanctions imposed for any violations of this type appears below:

Degree of Offense	Administrative Sanctions
First Offense	2 - 3 weeks suspension
Second Offense	Dismissal

The following offenses considered serious are as follows:

1. **Unlawful clubs/organizations/movements**. This includes organizing, joining or supporting organizations which are not listed among those authorized to exist on the campus for having aims, objectives, and activities that are contrary to established University philosophy, beliefs, and objectives as well as to the laws of the State. Publication and/or distribution of pamphlets or any reading materials in promotion of the said club, organization or movement is strictly prohibited.
2. **Gambling**. This includes playing of card games and dice, whether or not there is betting. This offense is committed by possessing gambling devices and paraphernalia.
3. **Physical intimacies and familiarities**. This refers to the improper intimate relations with a person of the opposite sex, or even with the same sex, and includes the following acts:
 - a) Frequent or intimate holding of hands, especially in public;
 - b) Riding together on a bicycle or motorcycle;
 - c) Kissing, petting or necking;
 - d) Sitting or lying on each other's lap;
 - e) Staying late in the night alone with an intimate friend;
 - f) Frequent going together in isolated, dark or restricted places;
 - g) Other acts of indiscretion.
4. **Marking/cannibalizing motorcycles/vehicles**. This refers to the unauthorized marking on or removal of any part motor vehicles, and

includes spoiling or defacing the same, either with the use of corrosives and other chemicals like gasoline, brake fluid, lubricants, thinner, or any manner whatsoever. When the damage due to destruction so warrants, the offense is elevated to Vandalism.

5. **Cutting of trees.** This refers to the cutting down of trees and bamboos found on the campus without the permission of the University other than those that are already fallen due to a natural cause like a typhoon. Penalty here includes payment of the amount representing the value of the cut tree.
6. **Obstruction of justice or discipline.** This refers to the unjustified refusal to give testimony during an investigation of a case or matter on student or personnel discipline. Any act which hinders or obstructs the resolution of the foregoing case, shall be dealt with accordingly under this category.
7. **Disseminating atheistic and agnostic ideas.** This refers to the publication or dissemination of ideas denying or doubting the existence of God, and includes possessing of materials or recordings on the same.
8. **Violating library regulations.** This includes intentional disregard of library rules and regulations and covers the following:
 - a) Mutilating books, magazines, pamphlets and other library materials;
 - b) Taking-out of the foregoing items without proper permission or clearance;
 - c) Not following regulations on library hours, manner of use of library facilities, maintenance of study atmosphere therein, or properly relating to library personnel and assistants
9. **Reckless driving.** This refers to dangerous driving habits and includes all those forms of reckless driving prohibited on street and highways outside the campus. Specifically, the following are offences under this item:
 - a) Speeding beyond the limit required in specific areas;
 - b) Overtaking on curves, intersections, pedestrian crossing, and other places where it is specifically prohibited; and
 - c) Other acts of reckless driving;
- d. **Type D (Very Serious Infractions).** Infractions of this type consist of extremely serious violations of SDA Church standards and the penal laws of the state. The very serious character of the infractions is highly injurious to the interest and philosophy of the University and hence for the protection of the same, this involves the severance of the school-student relationship. Consequently, the guilty student forfeits the privilege to remain at AUP. The administrative sanctions imposed upon violators are as follows:

<u>Degree of Offense</u>	<u>Administrative Sanction</u>
First Offense	Denial of Admission (one semester and summer)

When warranted, the imposition of the following sanctions upon violators shall be strictly observed:

1. Restitution in case of stealing, falsification of documents, vandalism, and other cases where damages are incurred.
2. Payment of travelling expenses of the offender and a companion or school personnel when sent home as a sanction;
3. Payment of communication expenses like a long distance call, telegram, e-mail, postage stamps, FAX, and others for the purpose of informing the parents or guardians concerned;
4. Payment of the medical expenses of the person injured in case of physical assault, explosion of firecrackers, or reckless driving, among others;

The following offenses are considered very serious and calls for the denial of admission and dismissal of the student concerned:

1. **Stealing.** This refers to the taking of money, property, or property rights belonging to another person or to the University without the owner's knowledge and consent. "Property" includes documents, examination permits, charge slips, and official receipts, among others. The taking out from the campus of any objects, articles, things, and others which do not pertain to the student taking them out is strictly prohibited.
2. **Cheating.** This refers to any act of dishonesty or deception in dealing with someone, in the performance of duties or the conduct of studies, activities, research and academic work, or during an examination, test, or quiz.
3. **Smoking.** This includes the use, possession, or selling of cigar or cigarettes or their kind inside the campus, considering that the entire campus has been declared a non-smoking area. The provision of this rule shall be enforced not only within the campus but also outside thereof when the reputation of the University as represented by the infracting student is put on the line.
4. **Drinking liquor.** This includes the use, possession or trade of alcoholic and/or intoxicating drinks or beverages whether individually or in a group. The provision of this rule shall be enforced in the same manner and extent as that against smoking.
5. **Forgery and falsification.** This includes acts of falsely making, altering or deleting a writing on a document for the purpose of deception, or falsely signing for, or misrepresenting in writing, another person, or attesting to false statements which would result in damage to another.

6. **Vandalism**. This refers to the deliberate destruction of or causing of damage to property belonging to another and includes destroying or defacing any school property or parts thereof such as window panes, glassware, pieces of furniture, software, appliances, equipment, facilities, wall decor, and others.
7. **Physical/verbal assault**. This refers to the unlawful physical attack upon the person of another or verbally, against his/her reputation which results in the damage thereto. It is the extent or degree of damage that would place the assault in this category of offense.
8. **Possession/explosion of firecrackers**. This refers to the unauthorized possession and/or explosion of any kind or size of firecrackers or pyrotechnic devices even during celebrations. The authority needed in order to be exempt from this offense must be express and originating from the SSO.
9. **Dangerous drugs**. The term dangerous drugs includes regulated and prohibited drugs the possession, use, sale or distribution of which is against the law. Most common type of these drugs include shabu, marijuana and LSD, among others. The offender shall be meted out the penalty of immediate dismissal and shall be reported to the proper government authorities for appropriate action.
10. **Fraternity Involvement**. This refers to the forming, joining and/or helping a fraternity, sorority, or any organization that is not duly recognized by the University and/or which existence is contrary to the philosophy and standards of the school, and the laws of the State.
11. **Sexual Misconduct**. This includes any immoral sexual relations and conduct like pre-marital, extra-marital or same-gender sexual intercourse, whether with a fellow student or not.
12. **Unlawful strike or boycott**. This refers to the intentional act of a group of not attending a class or reporting for work education and other academic functions for no justifiable reason and includes obstructing or disrupting the classes and other school activities.
13. **Deadly weapon**. This refers to possessing, carrying or using of a deadly weapon/s or any deadly bladed or sharp object or instrument without a clear purpose for. Guns and/or explosives, among others are included in this offense.
14. **Hooliganism**. This includes forming or being a part of a gang which sows dissension, confusion, violence, or threat of violence, as means of advancing its interests which are against those prescribed in the school rules and regulations, and the laws of the State.
15. **Illegal tapping of electric wire**. This includes any and all forms of theft of electricity either by the unauthorized use of electrical outlets or alteration of

electrical wiring in the school room, dormitories, faculty residences and elsewhere.

16. **Offenses analogous to the foregoing.** Other forms or kinds of violations which may not fall under any of the above offenses but similar thereto are embraced in this item.

Summary of Offenses and Sanctions. The table shows the different infractions with their corresponding sanctions.

TABLE 1. Summary of Infractions with Corresponding Sanctions

CLASSIFICATION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE
Type A (Light Infractions) Belligerence; unauthorized announcements/publications; obscene music; improper personal grooming; curfew hours violation; non-wearing of school uniform; loitering at night, indifference to religious meetings; littering; picking of fruits; vehicular/ traffic regulations violations, dormitory rules and regulations violation; non-wearing of ID; non-observance of the queue system; cuddling pets; etc.	Counseling Implemented by Dean or Guardian	Reprimand (written) / Fine Implemented by the VPSS office	Suspension (The degree of its gravity to be determined by the SSC) Decided upon by the SSC and implemented by the VPSS office	On probation 1+3=4 20% of total
Type B (Less Serious Infractions) Unauthorized solicitation; attending worldly amusement; unauthorized outings and meetings; going to security- risk areas, viewing obscene videos, molestation;	Strong reprimand (both verbal and written) Implemented by the VPSS office	One week suspension Approved by the SSC and implemented by the VPSS	2 - 3 weeks suspension or the SSC may do decide Decided upon by the SSC and implemented	

<p>sneaking out of gate/fence; creating unwelcome nuisance and disturbance; obscene picture/literature; chapel convocation absences; making graffiti; refusal for inspection; etc.</p>		<p>office</p>	<p>by the VPSS office.</p>
<p>Type C (Serious infractions)</p> <p>Unlawful clubs/organizations/movements; gambling; physical intimacies and familiarities; marking/cannibalizing motorcycles/vehicles; cutting of trees and bamboos; obstruction of justice and discipline; disseminating atheistic and antagonistic ideas; violating library regulations; reckless driving, etc.</p>	<p>2 - 3 weeks suspension</p>	<p>Dismissal (voluntary)</p> <div data-bbox="644 615 1161 690" style="border: 1px solid black; padding: 5px;"> <p>Decided upon by the Disciplinary Committee and ADCOM en banc implemented by the VPSS office</p> </div>	
<p>Type D (Very Serious infractions)</p> <p>Stealing; cheating; smoking; drinking liquor; forgery and falsification; vandalism; physical /verbal assault; possession/ explosion of firecrackers; dangerous drugs; fraternity involvement; sexual misconduct; strike or boycott; possession of deadly weapons; hooliganism; illegal tapping of electric wire; driving violation; etc.</p>	<p>Immediate dismissal</p>	<div data-bbox="644 1304 1180 1400" style="border: 1px solid black; padding: 5px;"> <p>Decided upon by the Disciplinary Committee and ADCOM en banc implemented by the Office of the President.</p> </div>	

