

Code of Conduct for Students¹

Introduction

The Code of Conduct provides the basic framework of normative rules to facilitate the total formation of students according to the Christian ideal of the human person, an individual imbued with dignity inherent in his/her being an image and likeness of God. It embodies the Loyola Schools' commitment to facilitating the development of students' moral character and personal discipline. Animated by Ignatian principles and pedagogy, this Code of Conduct aims at engaging students in the world, following from the belief that we can find God in all things.

The succeeding list of responsibilities, procedures, offenses and sanctions contains the modes of conduct conducive to the creation of an Ateneo academic community committed to and consistent with the fundamental values of honesty, fairness, integrity and justice.

I. Basic Responsibilities

Students are expected to conduct themselves in a manner that promotes their continuing development as persons, as well as the continuing development of their peers. They have a responsibility to ensure that the academic environment of the Loyola Schools is wholesome and conducive to human formation.

- A. Although no uniform is prescribed in the Loyola Schools, it is the responsibility of the students to dress in a manner that is modest and appropriate to the academic nature of the university.
- B. Students are required to wear their Identification (ID) Cards on campus and present the same whenever requested by university personnel.
- C. Students are expected to follow classroom policies and procedures set by the school and their teachers. A teacher may send a student out of class for misbehavior. The student is then marked absent.
- D. Students are to behave and express themselves responsibly in the use of communication and information technology, especially when engaging in any action that may impact on the privacy, dignity, and/or rights of institutions, groups or individuals, including themselves.
- E. Communication and information technology equipment cannot be used in the classroom without the explicit permission of the teacher.
- F. Students are required to keep their contact and personal information on AISIS (Ateneo Integrated Student Information System) up-to-date. Students will be held responsible for instances where they cannot be contacted for this reason.
- G. While students are encouraged to participate in off-campus activities, especially those that are cultural and educational in nature, students are expected to conduct themselves properly in such functions and to use the name of the University responsibly. Students officially representing the Loyola Schools or any of its recognized or official sectors or units in activities involving external groups must obtain official approval from a person of authority or from the concerned department or office.
- H. Students should ensure that persons or outsiders who come into the campus on their behalf conduct themselves appropriately and observe campus rules. Bodyguards or chaperones of students are not allowed inside the campus without the proper identification (ID) card issued by the Office for Student Services (OSS). Even with proper identification, bodyguards or chaperones (including drivers) are not allowed to loiter around the campus. The student is charged with violating the *Code of Conduct* if such persons behave inappropriately/fail to observe campus rules, and the student (a) failed to inform such persons of the relevant rules, (b) had knowledge of such persons' actions but failed to take reasonable

¹ All students: graduate and undergraduate

steps to prevent or stop them, and/or (c) the student consented to, condoned, or participated in the acts of such persons.

- I. The university environment serves and supports the mission of the institution. It must be treated with proper care and respect to ensure the health and safety of members of the community.
 1. It is the responsibility of students to take care of school property and to help keep the university clean. Students are expected to make themselves aware of, and comply with applicable guidelines regarding the proper use of school facilities, bearing the cost of any damage due to a willful act or negligence.
 2. Students who bring vehicles into the campus should observe all campus traffic and parking regulations. This includes displaying the pass and ensuring that their vehicles do not contribute to environmental pollution.
 3. Smoking is prohibited in the Loyola Schools.²
 4. Eating and drinking are strictly prohibited in laboratories, AVRs, and the Rizal Library. The same is discouraged in classrooms, but permission for limited drinking/eating may be obtained from the faculty member in charge.
- J. Students should bear in mind that any of their off-campus activities should not directly or indirectly tarnish the name of the school, especially in reference to the values and the principles it stands for.
- K. All students should observe the Rizal Library regulations which are meant to give all users of the library facilities equal opportunity for study and research. Students who violate any library rule will be subjected to disciplinary action.
- L. All students share responsibility for the creation and maintenance of a healthy, safe and drug-free campus. This includes compliance with policies and measures to protect health and wellbeing, to prevent the spread of infectious disease, and against the use of dangerous drugs.
- M. As members of the ADMU community, students share responsibility for the community's well-being, protection and integrity. Students are expected to report to University authorities any event which may compromise the community, and to assist in arriving at the truth of an incident to the extent of one's knowledge and ability.

II. Procedures

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

All Student Discipline matters fall under the purview of the Office of Student Discipline (OSD). The OSD is responsible for the application of due process, with due diligence, in all disciplinary investigations and case processing, as outlined in this section of the *Code of Conduct*.³

² RA9211(The Tobacco Regulation Act of 2003) states that smoking shall be absolutely prohibited in public places, inclusive of "Centers of youth activity such as playschools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels, and recreational facilities for persons under eighteen (18) years old." Cf Student Handbook Companion, Section II

³ For sexual-related violations offenses/infractions falling under the ADMU *Code of Decorum and Administrative Rules on Sexual Harassment, Other forms of Sexual Misconduct, and Inappropriate Behavior*, OSD acting as the *Loyola Schools Office of Decorum and Investigation (LSODI)* shall be governed by the Administrative Disciplinary Rules prescribed in that University Code and Rules (available in its entirety at the ateneo.edu website, at <http://www.ateneo.edu/sites/default/files/2020-08-28-ADMU-Code-of-Decorum-v1.0.pdf>). In investigating such violations, the LSODI may, in the same proceedings, look into other related infractions including, but not limited to, possible violations of this Student *Code of Conduct* and other relevant laws, regulations, and University-issued circulars, memoranda, directives, and the like.

Disciplinary proceedings for any infraction committed or alleged to have been committed by a student, the records of and documents pertaining to such proceedings, the identities of the parties involved, and the decision or disposal of such proceedings are strictly confidential. Such information may not be reproduced, shared, transmitted, or processed in any form or by any means, or stored in any filing system, except when allowed by law. Failure to comply may give rise to disciplinary action.

The obligation to observe confidentiality continues even after the person who received or had access to the confidential information is no longer connected with the University.

A. Procedures for Minor Violations

Minor violations of the *Code of Conduct* are addressed through processes facilitated by the Office for Student Discipline (OSD), under the Associate Dean for Student Formation (ADSF). Violations that may come under this banner are those:

1. That do not involve serious injury or harm
2. Lacking evidence of malice or premeditation
3. With little or no serious negative implications for the University or its members
4. Which are uncontested by the accused
5. Resolved by one of the following means:
 - a. Dispute resolution as mediated by the OSD, and upon agreement of all parties
 - b. Adherence to terms of a behavioral contract

Whether these criteria are met or applicable is the decision of the following:

1. The Director of Student Discipline, by default; or
2. The Committee on Discipline, in instances where an accused is found not guilty of a major offense, but guilty of a minor violation of the *Code of Conduct*.

Violations deemed “minor” are recorded in a student’s name but do not prevent them from receiving a clean Certificate of Good Moral Character. Repeated minor violations, however, may constitute basis for the filing of a major offense against the *Code of Conduct*, or serve as an aggravating factor in the evaluation and processing of subsequent misbehavior.

The following is a listing of common minor violations, with the required restorative acts, to be settled with the OSD:

Failure to perform responsibilities as listed in Section I, specifically:

Brief description	Section	Obligations that must be settled prior to clearance			
		Verbal reprimand	Letter of apology addressed to	Mandatory work in the form of community service	Other requirements
Minor disruption of classes / not following class policies	I-C	✓	Teacher of class concerned	2-4 hrs	
Irresponsible use of information technology (e.g. use of cellphones during lectures, irresponsible online posts, etc.)	I-D	✓	Affected party	4-24 hrs	
Failure to update AISIS information	I-F	✓	Director of OSS	2-4 hrs	Proof of update of AISIS within 3 days
Irresponsible behavior of persons who come to campus in your name	I-H	✓	Director of OSS	2-8 hrs	
Accidental damage to property	I-I	✓	ADSAS	2-8 hrs	Pay cost of repair/ replacement
Littering	I-I	✓	ADSAS	2-4 hrs	
Use of a smoke belching vehicle	I-I	✓	ADSAS	2-4 hrs	

Other violations deemed 'minor' but not included in this listing may give rise to any of the following, or a combination thereof, which the LS deems as obligations/sanctions a respondent must attend to in order that his/her good standing in the community be restored:

1. Written/oral reprimand
2. Written/personal apologies
3. Formation sessions (counseling, moral guidance, anger management, etc)
4. Up to 40 hours mandatory work in the form of community service
5. Temporary suspension of privileges related to the offense (e.g. driving privileges on campus)

An appeal of the decision regarding minor violations may be made to the Chair of the Committee on Discipline within seven (7) working days from receipt of the decision, provided that students who appeal can present new evidence or other basis, which if taken into consideration, will materially affect the decision.

A student may appeal a decision only once and no request for reconsideration of the decision on the appeal shall be entertained.

B. Procedures for Major Offenses

Major offenses of the *Code of Conduct* are addressed through processes facilitated by the Office of Student Discipline, under the Associate Dean for Student Formation. The resolution of these offenses involves processes which reflect the seriousness of the violation/s through referral to the Committee on Discipline, based upon the investigation of the case. This is with regard for Due Process, especially students' (1) right to be informed of the charge against him/her, and (2) right to be heard. Upon conclusion of a case, a variety of disciplinary sanctions follow if the respondent is found guilty, that have to be resolved before a student can be cleared for subsequent registration/transfer/graduation.

1. Complaints and Incidents

- 1.1. Any member of the Loyola Schools may file a complaint or incident report on the suspected violations of the *Code of Conduct*.
- 1.2. A written complaint or incident report should be filed with the Office of Student Discipline stating the nature and the circumstances of the alleged offense for initial investigation and evaluation, along with any supporting evidence available. Any office may also file a complaint against a student on behalf of non-members of the Loyola Schools (e.g. offended partner institutions, visitors, etc.)
- 1.3. As part of the initial investigation, all respondents will be asked to provide written statements regarding their involvement in the alleged offense. They may also be summoned for additional inquiries.
- 1.4. The Director of the Office for Student Discipline (OSD) reviews all reported cases and the results of the initial investigation, and decides on what subsequent step is to be taken for the resolution of the complaint/incident. He/she may decide to:
 - a) Inform the complainant that there is insufficient basis to pursue the complaint (due to lack of evidence or merit)
 - b) Require parties to undergo "Dispute Resolution Procedures" before or in lieu of proceeding with formal disciplinary procedures
 - c) Refer special cases to the Office of Guidance and Counseling for evaluation if the incident possibly involves a student with special needs or conditions
 - d) Issue a minor violation if the criteria for the same is met, and enforce minor penalties
 - e) Process the case as a possible major offense of the *Code of Conduct*.

2. Notices and Hearings:

- 2.1. In the case of major offenses of the *Code of Conduct*:

- a) In cases where there is sufficient basis to forward a case to the Committee on Discipline for deliberation and hearing as a major offense, the Office of Student Discipline will issue the respondent a Notice of Formal Charge stating:
- i. the nature of the possible violation, including the specific section(s) of the *Code of Conduct* possibly violated,
 - ii. the right of the student to due process as stated in the *Code of Conduct*, and
 - iii. the right of the student to assistance of a counsel of his/her own choice from members of the community⁴
 - The respondent may ask any member of the Loyola Schools (except those serving as Associate Dean, Dean or Vice President), to serve as counsel at the hearing of the case.
 - If the student has no one in mind, the Student Discipline Office will facilitate the assignment of a counselor to accompany the respondent during the hearing, through the LS Office of Guidance and Counseling.
- b) For cases which involve imminent, serious or pervasive threat/s to the safety of the Ateneo community, where evidence of serious misconduct or failure to abide by previously established behavioral contracts is strong, the Director of Student Discipline, upon agreement of the Director of OSS and the Chair of the Committee on Discipline, may issue a Preventive Suspension Order congruent with CHED guidelines.⁵
- 2.2. The student shall be required to submit his/her written response to the Notice of Formal Charge, including relevant material to support the statement, within five (5) working days of being informed. Failure to do so shall be taken to mean that the student chooses to waive his/her rights to present his/her side of the case as requested.
 - 2.3. The date of the hearing shall not be earlier than five (5) working days from the student's receipt of the Charge Notice.
 - 2.4. The Office of Student Discipline shall notify the parents/guardian of undergraduate students charged before the Committee on Discipline through a duplicate copy of the Notice of Formal Charge, which shall be sent through registered mail/courier service, to the official mailing address entered in AISIS.
 - 2.5. The Committee on Discipline, convened by the Director of Student Discipline, shall require the presence of the parties on the set date and time of the Discipline Committee hearing.⁶ If a respondent/complainant/witness fails or refuses to attend a scheduled disciplinary hearing, the Committee will evaluate whether there is reasonable cause for a postponement. In the absence of such, the Committee may interpret the absence as a waiver of one's right to present one's case in person, and decide on the merits of the case given the evidence at hand.
 - 2.6. Discipline hearings are formative in nature. As administrative processes, they are not subject to the rules of court.⁷

⁴ In general, the role of someone chosen as counsel in this context is to:

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

⁵ According to Section 106 of the MORPHE: "A student under investigation may be preventively suspended from entering the school premises and from attending classes, when the evidence of guilt is strong, and the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the institution's premises." This is a procedure, not a penalty; hence, it is not to be confused or equated to a sanction of suspension post-hearing.

⁶ Hearings may be conducted onsite or online.

⁷ Jacinto D. Jimenez, "Student Disciplinary Practices," in Jacinto D. Jimenez, *Current Issues/Problems in Legal Education* (Philippine Association of Law Professors, 1992), pp. 88-112.

- 2.7. In addition to the counsel, one other person (e.g., parent or family member) may be present as an observer during the personal testimony of the respondent at the hearing, upon written or verbal notice to the Committee Chair. They may not address the person giving testimony or the Committee during his/her oral testimony, nor give testimony themselves. However, observers may submit their sentiments regarding the case in writing, prior to the hearing, for inclusion in the case file to be evaluated by the Committee. Any concerns about the conduct of the hearing itself may likewise be submitted in writing to the Chair of the Committee on Discipline after the proceedings. Observers may be removed from the hearing if they fail to follow these guidelines.
- 2.8. After questioning the parties and witnesses, the Committee shall deliberate on the case and determine whether or not the student is guilty of the offense as charged. Appropriate sanctions will also be deliberated on, along with any mitigating or aggravating factors, if the student is found guilty.
- 2.9. The Committee shall thereafter submit its findings and recommendations in writing to the Associate Dean for Student Formation.

3. Sanctions/Obligations for Major Offenses

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

- 3.1. any of those listed as penalties for minor offenses
- 3.2. mandatory work in the form of community service
- 3.3. loss of privileges related to the nature of the offense
- 3.4. disciplinary probation (*first warning or final warning status*)⁸
- 3.5. mandatory drug testing at the student's expense, at the discretion of named school administrators, for a specified period of time (especially in cases related to dangerous drugs, substance abuse or endangering behavior)
- 3.6. mandatory psychological/clinical assessment and compliance with the recommendations of an accredited specialist
- 3.7. restriction against participation in school activities / further contact with aggrieved parties
- 3.8. suspension or expulsion from on-campus housing
- 3.9. ban from entering campus (inclusive of all facilities and offices within the Loyola Heights campus, as well as external venues of official Loyola Schools events)
- 3.10. permanent disqualification from receiving any form of a Certificate of Good Moral Character
- 3.11. suspension / deferment of graduation
- 3.12. non-readmission after the end of the current semester
- 3.13. dismissal (exclusion)⁹
- 3.14. expulsion¹⁰

⁸ **For "Probation, First Warning Status":** Any future violation of the *Code of Conduct*, whether deemed a minor violation or a major offense, during the duration of probation, will merit a higher sanction in reference to the nature of the case and/or the sanctions of the previous case. Standard discipline processes will apply depending on whether the violation is considered minor (where the case will be evaluated by the Director of Student Discipline and sanctions imposed), or major (where the case will be again referred to the Committee on Discipline). The elevation of the probation to *Final Warning Status* should also be expected.

For "Probation, Final Warning Status": Any future violation of the *Code of Conduct*, whether deemed a minor or major offense, during the duration of probation, will be automatically referred to the Committee on Discipline for adjudication. It should be considered that given *Final Warning status*, subject to standard disciplinary processes, dismissal from the University is a distinct probability.

⁹ Ulpiano P. Sarmiento III, Esq., *Compendium of School Laws in the Philippines. Vol1.* (Philippines: The Manual of Regulations for Private Higher Education, 2015), p.480.

¹⁰ *Ibid.*, p. 481

4. Decisions and Appeals

- 4.1. After careful evaluation of all the evidence, testimonies and precedents of the case, the ADSF shall notify the student in writing of the decision on the case through the Director of Student Discipline.
- 4.2. The Office of Student Discipline shall see to the implementation of sanctions, if any, as well as the notification of stakeholders regarding the decision made by the ADSF.
- 4.3. Students may appeal for reconsideration of the verdict/sanctions to the VPLS within seven (7) working days of receiving the decision, provided that: they can present new evidence or other basis which, if taken into consideration, will materially affect the decision. A student may appeal a decision only once and no request for reconsideration of the decision on the appeal shall be entertained.
- 4.4. The ADSF's decision on a student disciplinary case becomes final and executory unless otherwise modified or repealed by a subsequent decision emanating from the VP-LS upon consideration of an appeal, or after the lapse of seven (7) working days and no appeal is filed.

III. Offenses¹¹

Students are expected to exercise freedom and maturity in the process of self-development. This entails the ability to distinguish between acts that shall promote their well being as a person according to the Christian ideals and those that subvert this.

As a general principle, cases are considered major if any of the following conditions are present: against the laws of the land, endangering the life and safety of the members of the community, recidivistic, or against the core principles of the Ateneo de Manila University. Students can be suspended, dismissed or expelled for these reasons.

The following are considered inimical to the dignity of the members of the Loyola Schools community:

A. Offenses Against Security

1. Failing to wear the student identification card visibly on one's person
2. Bringing into and/or drinking alcoholic or any intoxicating beverages on campus
3. Coming into the campus under the influence of alcohol or prohibited substances, and/or acting in a disruptive way
4. Possession, use, or distribution of dangerous drugs (according to RA 9165) for something other than their intended medical purpose
5. Possession of deadly weapons
6. Computer hacking¹²
7. Engaging in endangering behavior, defined as any action that might lead to loss of life, illness, or injury, whether intentionally or as a result of recklessness or gross negligence (such as but not limited to removing fire alarms, tampering with fire extinguishers, sitting on ledges, dropping objects from buildings, refusing to conform to health and safety protocols, reckless driving or driving without a license, etc.)

B. Offenses Against Persons

1. Acts of disrespect or discourtesy

¹¹ The sub-section headings regarding categories of offenses are guides in organizing the proceeding list. They are not to be treated as restrictions to the interpretation of the spirit and nature of an actual offense.

¹² **Section 33-a of Republic Act No. 8792, otherwise known as the "Electronic Commerce Act of 2000"** states: "...Hacking or cracking which refers to unauthorized access into or interference in a computer system/server or information and communication system; or any access in order to corrupt, alter, steal, or destroy using a computer or other similar information and communication devices, without the knowledge and consent of the owner of the computer or information and communications system, including the introduction of computer viruses and the like, resulting in the corruption, destruction, alteration, theft or loss of electronic data messages or electronic document..."

2. Proselytizing or promoting one's faith by attacking or denigrating others' religious beliefs
3. Acts of misconduct of a sexual nature¹³
4. Physical assault
5. Threatening harm upon another's person, honor or property, with the use of words or actions intended to intimidate or solicit unwarranted compliance, when the recipient and/or subject of the threat may reasonably fear injury or damage
6. Engaging in a pattern of conduct that vexes or compromises the physical/psychological wellbeing of a person, as with acts of harassment, stalking, coercion, goading, ridicule, discrimination, etc.¹⁴
7. Preventing members of the University community from discharging their duties, which include attending classes, submitting requirements or entering school premises
8. Instigating and/or engaging in activities resulting in injury or moral damage to persons
9. Any act by word or deed that degrades or debases the dignity of a person

C. Offenses Against Property

1. Disobeying school regulations on the care of the university environment (cf Section I-I of the *Code of Conduct*)
2. Gross negligence with personal property, especially when the same becomes involved in, or the object of, a violation or incident (e.g. leaving belongings unattended at length; repeated, unreasonable losses of one's LS ID within 1 school year, etc.)
3. Stealing and/or unauthorized possession of others' property
4. Selling/disposing of/tampering with stolen property
5. Acts of vandalism/defacement of school, personal or public property, in whatever form (whether physical or digital)
6. Instigating and/or engaging in activities resulting in damage to school property

D. Offenses Against Order

1. Failure to perform responsibilities as students as listed in Section I (Basic Responsibilities)
2. Wearing attire inappropriate to the academic nature of the University. Administrators and faculty members, acting individually or in groups (for instance, as a Department, or as a School) may stipulate more precisely the appropriate modes of attire in designated classrooms or other areas and for designated events or occasions
3. Disturbing or disrupting a class or a school function without just cause
4. Violating rules and regulations of the Residence Halls and the Rizal Library and their facilities
5. Unreasonable repeated and/or willful failure to comply with official summonses issued by administration offices and/or academic departments, whether by office call slips, emails or any authorized form of messaging
6. Repeatedly violating rules and regulations of the University or Auxiliary units
7. Disregarding the *Code of Conduct* by repeatedly failing to perform, or acting in gross negligence of student responsibilities, and/or frequently committing offenses
8. Preventing the circulation of a recognized student publication
9. Placing or posting any unauthorized material within the university premises, or unauthorized removal of any official poster, announcement, memorandum, circular, or other University document

¹³ Offenses included in the ADMU *Code of Decorum and Administrative Rules on Sexual Harassment, Other forms of Sexual Misconduct, and Inappropriate Behavior* will be governed by those administrative processes specified, with OSD acting as LSODI (cf. *Code of Conduct*, Section II, B. Procedures, Footnote #3.)

¹⁴ Ibid.

10. Compromising data integrity and processes by altering information, deleting files, causing system delays, etc.
11. Obstructing the conduct of necessary administrative processes
12. Committing/insinuating acts of retaliation due solely to the filing of a report or participation in administrative procedures/investigations
13. Deliberate disregard or defiance of a penalty or a sanction imposed by the Office for Student Services/Discipline or by pertinent authority
14. Dereliction of duty, especially when resulting in loss or damages
15. Bribery, or acceptance of a bribe, or any act meant to give or obtain favor or advantage illegally or unfairly, whether attempted, frustrated, or consummated
16. Profiteering and/or engaging in disreputable or unfair business practices, especially when done with the use of the Ateneo name, school resources and/or affiliations
17. Gaining undue advantage over others for personal benefit by illegitimate means
18. Gambling within school premises, during or in relation to school sanctioned events, and/or through University resources (e.g. LS LAN)
19. Aiding in the violation of the *Code of Conduct* or any school rule by another student or aiding in the commission by another student of acts considered crimes, whether wittingly or unwittingly (e.g. sharing a copy of one's paper/exam which is then used for an act of academic dishonesty; negligence in the treatment of one's ID which is then used for misrepresentation, etc.)
20. Violation of official policies and measures implemented against the use of dangerous drugs
21. Failure to abide by regulations related to protective measures instituted by the school, as with violations of the terms of existing No Contact Agreements (NCAs), No Contact Orders (NCOs), and the like
22. Organizing or being involved in groups or organizations which
 - a. Advocate, espouse, or use violence
 - b. Require members/applicants to act in any manner that is personally degrading and not directly related to what the group or organization is aiming to accomplish, or
 - c. Express their exclusion of others through disrespect for and disregard of the rights and dignity of members and/or non-members
23. Illegally obtaining or gaining access to and/or using restricted school documents, facilities or equipment
24. Invasion of privacy, as with unauthorized use of recording equipment or access to facilities, especially when the same is likely to cause distress
25. Committing, inside the campus and/or during a school function, any acts considered crimes under the laws of the land
26. Committing acts outside the campus which affect the good name, order or welfare of the school or have direct and immediate effect on the discipline, morale, or general welfare of the school, especially acts considered crimes under the laws of the land of which the person has been formally charged or convicted

E. Offenses Involving Dishonesty. Dishonesty runs counter to the very essence of the Ateneo de Manila University as an educational institution. All cases involving dishonesty will be treated as major cases.

1. Any form of dishonesty committed in the context of an academic exercise.¹⁵ This includes but is not limited to the following:

¹⁵ Cheating in any major course requirement will merit an academic penalty of **F** in the course and will be regarded as a major disciplinary offense. Major course requirements would include mid-term or final examinations, or any other academic requirements that constitute twenty (20) percent or more of the final grade in the course. Cheating in any other course requirement will merit a minimum academic penalty of **F** in that academic requirement, and will be subjected to the usual review befitting a disciplinary case.

- a. Dishonest behavior during examinations or tests. Dishonest behavior is manifested by but not limited to:
 - i. any form of unauthorized communication
 - ii. making unnecessary noise (e.g. talking to one's self)
 - iii. calling the attention of others; looking at the papers of others
 - iv. making one's test paper visible to others
 - v. Possession, or presence attributed to the person, and/or use of unauthorized notes or of any materials or equipment that may have relevance or usefulness to the subject of an ongoing examination, or that may be used in a dishonest act related to the examination
 - b. Plagiarism
 - c. Fabrication or submission of falsified data, information, citation, source/s, or results in an academic exercise
2. Deception or providing false information (e.g. providing a false reason for failure to meet a deadline, or falsely claiming to have submitted documents, giving false testimony, feigning ignorance, etc.)
 3. Tampering with and/or falsifying school or public documents and/or communication, whether physical or electronic, especially those that are part of, or affect, the official processes of the University
 4. Use of someone else's personal data/identifying characteristics/personal effects to commit fraud
 5. Committing any form of misrepresentation

F. Offenses Against Public Morals

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

IV. Data Privacy

Student disciplinary matters are sensitive personal information. They shall only be gathered, generated, and/or otherwise processed in a manner that is consistent with laws of the land, as well as promulgated Ateneo policies (*cf* Section III of the *Student Handbook Companion*). Data acquired are intended solely for the internal use of the University in the fulfilment of its constitutional mandate to form the good character of its students.

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

- A. Clearance to enroll every semester, or to leave the University at any time, requires satisfaction of pending academic and non-academic obligations. Students who have not resolved their disciplinary cases or have inadequately served their sanctions will not be cleared for enrollment, transfer or graduation.¹⁶ Hold orders may be issued for these reasons.
- B. The official issuer of Certificates of Good Moral Character (CGMCs) for the LS is the Office of Student Discipline (OSD).
 1. Standard CGMCs are issued to applicants who have had no record of any major offense for the entirety of their stay at the Loyola Schools.
 2. Students who have clean records, but are subject to an active disciplinary inquiry at the time of their CGMC application may be issued a provisional certification indicating a clear record other than an

¹⁶ The signature of the Director of Student Discipline is part of the requirements for clearance.

ongoing disciplinary inquiry. Students may re-apply for the standard CGMC after the inquiry is resolved, if there is no finding of a case or culpability for a major offense.

3. Violations deemed “minor” do not prevent applicants from receiving a Certificate of Good Moral Character.
4. Qualified CGMCs may be issued to applicants who have been found guilty in a major disciplinary case, but have since satisfied all sanctions and conditions related to that offense, have accepted responsibility for their actions, and do not have any other disciplinary case, pending or resolved, as of the date of application. The text of the QCGMC informs the receiving institution of these, along with the recommendation that, given what he/she has learned from the experience, it may be reasonable to give the applicant a chance to prove his/her worth with their institution. Students who have been sanctioned with non-readmission, dismissal or expulsion cannot be issued QCGMCs.¹⁷
5. Permanent disqualification from being issued a CGMC may be a consequence of disciplinary proceedings after multiple offenses or for serious major offenses. This disqualification is reflected in the case record of the student and among the sanctions meted out.

¹⁷ The issuance of any QCGMC is entirely the prerogative of the school, as represented by the Director of OSD. Additional requirements may be required of the QCGMC applicant for verification of eligibility for the QCGMC.