



Revised 2025

**LA CONSOLACION UNIVERSITY PHILIPPINES**  
**THE CATHOLIC UNIVERSITY OF BULACAN**  
Valenzuela St., Capitol View Park, Bulihan, City of Malolos, 3000 Bulacan

# **STUDENT HANDBOOK**

## **COLLEGE OF MEDICINE**



# College of Medicine

## Student Handbook

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**LA CONSOLACION UNIVERSITY PHILIPPINES**  
**INSTITUTIONAL VISION, MISSION, AND GOALS**

**VISION**

Moved by the Spirit of the Risen Christ, La Consolacion University Philippines, rooted in Gospel values as a Catholic Augustinian-Marian institution, envisions to become a catalyst for the holistic transformation of all persons and communities.

**MISSION**

LCUP commits to generate and make available to all persons and communities programs and services that will enable them to:

- Exhibit academic and technical competence in their respective areas of discipline, in the local and international environment;
- Demonstrate knowledge, critical thinking, and creativity by exploring various avenues of learning and searching for truth;
- Live Gospel values in the varied aspects of their personal and professional lives;
- Manifest willingness to serve, especially the marginalized sector of our society;
- Demonstrate productivity in various areas of learning as responsible stewards of our common home and society; and
- Develop individuals who are resilient, inclusive, and responsive to the socioeconomic realities of the Philippines and the complexities of the global environment.

**GOALS**

- To provide basic and higher formal and innovative education programs that are nationalist/globalist in character, responsive to international standards of excellence.
- To generate and diffuse knowledge in a broad range of disciplines, relevant and receptive to the dynamically changing domestic and international environment.
- To promote the Catholic Augustinian-Marian culture of commitment to charity, compassion, action- contemplation, and preferential option towards the marginalized sector of society, including those with diverse needs, and the promotion of justice, peace, creation, spirituality, and gender equality.
- To broaden access to educational opportunities for all.
- To optimize the social, institutional, and individual benefits derived from the utilization of educational resources through sustainable practices.
- To develop and maintain professional and personal integrity among community members, equipping the nation with caring, responsible, and accountable stewards.
- To foster inclusive and adaptive learning environments that prepare individuals for emerging green and digital economies, while strengthening their resilience, innovation, and commitment to social justice.

## LA CONSOLACION UNIVERSITY PHILIPPINES

### CORE VALUES

#### **Interiority**

“Don’t go out outside of yourself; return within. Truth dwells in the interior person”

(Augustine, The True Religion 39, 72).

#### **Courage**

“Struggle! Struggle! He who brings to a new birth will also be your judge; and he who sets the struggle before you is also preparing your crown.” (Augustine, S. 57,9 PL 38;391).

#### **Community Oriented**

“For when there is joy among many and each person abounds with joy, they then share their warmth and each one inflames the other” (Confessions 8, 4).

#### **Compassion**

“Help people in need, organize the reception act instead of waiting or lamenting, react against the temptation of the selfish ones that bury their treasures instead of sharing them. “

(Letter 122, 2).

#### **Humility**

“If you want to be great, begin as the least. If you plan to build a great work of sublimity, plan first a foundation of humility.”

#### **Missionary Spirit**

“If you love God, love without looking for reward if you truly love, let him/her whom you love be your reward.” (Augustine, S. 165,4 PL 38,905)

## LA CONSOLACION UNIVERSITY PHILIPPINES

### COLLEGE OF MEDICINE

#### VISION, MISSION, AND GOALS

##### VISION

La Consolacion University Philippines, College of Medicine envisions itself as a catalyst for the holistic transformation of all persons and communities by graduating physicians who are beacons of medical excellence, compassionate service, and Augustinian-Marian leadership, with a strong commitment to the underserved.

##### MISSION

We are dedicated to forming a new generation of physicians who are clinically competent, compassionate health professionals, and agents of change. Guided by the Augustinian values of love, truth, and community, they heal the marginalized and advance health equity through selfless service, patient-centered research, and public health advocacy.

##### GOALS

- To deliver a curriculum that emphasizes a holistic approach to patient care, integrating clinical competence with compassionate and empathetic communication skills.
- To provide robust training in both community and hospital settings, allowing students to gain a comprehensive understanding of healthcare delivery in diverse environments.
- To instill a deep sense of social responsibility and service-oriented values, encouraging students to render humble and generous service to all, especially to the marginalized and underprivileged.
- To foster a culture of lifelong learning and continuous professional development through research and public health initiatives,
- To provide culturally, gender and race sensitive healthcare that respects the unique traditions and needs of the Filipino people.

**THE COLLEGE OF MEDICINE**  
**ACADEMIC LOAD PER SUBJECT PER YEAR**

**FIRST YEAR**

<b>First Year (First Semester)</b>			
<b>Course Code</b>	<b>Course Description</b>	<b>Lec with Blended Lab Hrs</b>	<b>Units</b>
HUMGROS - IA	Human Gross Anatomy, Histology, Medical Embryology, Neuroanatomy and Basic Radioanatomy	144	8
PHYSIO-IA	Human Physiology	72	4
BIOCHEM-IA	Biochemistry	72	4
PREVMED-I	Preventive Medicine I – Disease Prevention and Control, Philippine Health Agenda	36	2
AAP-IA	Applied Augustinian Philosophy in the Practice of Medicine	36	2
HISTMD	History of Medicine, Contemporary Advances and Future Trends and Expectations	18	1
<b>TOTAL</b>		<b>378</b>	<b>21</b>

<b>First Year (Second Semester)</b>			
<b>Course Code</b>	<b>Course Description</b>	<b>Lec with Blended Lab Hrs</b>	<b>Units</b>
HUMGROS-IB	Human Gross Anatomy, Histology, Medical Embryology, Neuroanatomy and Basic Radioanatomy	144	9
PHYSIO-IB	Human Physiology	72	5
BIOCHEM-IB	Biochemistry	72	4.5
PREVMED-II	Research Medicine I – Basic Epidemiology and Research Methods	36	2
AAP-IB	Applied Augustinian Philosophy in the Practice of Medicine	36	2
HLS	Human Life Span	36	2
<b>TOTAL</b>		<b>396</b>	<b>24.5</b>

**THE COLLEGE OF MEDICINE**  
**ACADEMIC LOAD PER SUBJECT PER YEAR**  
**SECOND YEAR**

<b>Second Year (First Semester)</b>			
<b>Course Code</b>	<b>Course Description</b>	<b>Lec with Blended Lab Hrs</b>	<b>Units</b>
PHARMA-1A	Pharmacology	72	4
MED-IA	Medicine I with inclusion of Neurology I	72	4
SURG-IA	Surgery I	54	3
PED-IA	Pediatrics I	54	3
PATHO-IA	Pathology I	72	4
MICRO	Microbiology	36	2
PSYCH IA	Psychiatry I	36	2
RESMED-I	Research in Medicine I	36	2
<b>TOTAL</b>		<b>432</b>	<b>24</b>

<b>Second Year (Second Semester)</b>			
<b>Course Code</b>	<b>Course Description</b>	<b>Lec with Blended Lab Hrs</b>	<b>Units</b>
PHARMA-IB	Pharmacology	72	5
MED-IB	Medicine I with inclusion of Neurology I	72	5
SURG-IB	Surgery I	54	4
PED-IB	Pediatrics I	54	4
PATHO-IB	Pathology I	72	5
PARA	Parasitology	36	2.5
PSYCH IB	Psychiatry I	36	2
RESMED-II	Research in Medicine II	36	2.5
AAP-II	Applied Augustinian Philosophy in the Practice of Medicine	36	2
M ETHICS	Medical Ethics and Bioethics	18	1
<b>TOTAL</b>		<b>486</b>	<b>33</b>

**THE COLLEGE OF MEDICINE**  
**ACADEMIC LOAD PER SUBJECT PER YEAR**  
**THIRD YEAR**

<b>Third Year (First Semester)</b>			
<b>Course Code</b>	<b>Course Description</b>	<b>Lec with Blended Lab Hrs</b>	<b>Units</b>
SURG-IIA	Surgery II	54	3
PED-IIA	Pediatrics II	54	3
MED-IIA	Medicine II with Inclusion of Neurology II	72	4
RESCOMED	Research Implementation, Presentation and Evidence Based Medicine, and Community Medicine I	36	2
OPHTHA	Ophthalmology	36	2
PSYCH II-A	Psychiatry II	54	3
OBGYN IA	Obstetrics and Gynecology I	54	3
FORMED	Forensic Medicine	18	1
AAP IIIA	Applied Augustinian Philosophy in the Practice of Medicine	36	2
<b>TOTAL</b>		<b>414</b>	<b>23</b>

<b>Third Year (Second Semester)</b>			
<b>Course Code</b>	<b>Course Description</b>	<b>Lec with Blended Lab Hrs</b>	<b>Units</b>
SURG-IIB	Surgery II	36	3
PED-IIB	Pediatrics II	36	3
MED-IIB	Medicine II with Inclusion of Neurology II	54	4
COMMED II	Community Medicine II	36	2.5
OTO	Otorhinolaryngology	36	2.5
PSYCH II-B	Psychiatry II	54	3
OBGYN II	Obstetrics and Gynecology II	36	3
LEGALMED	Medical Jurisprudence	36	2
CLINPATH	Clinical Pathology	36	2.5
AAP IIIB	Applied Augustinian Philosophy in the Practice of Medicine	36	2
<b>TOTAL</b>		<b>396</b>	<b>27.5</b>

**THE COLLEGE OF MEDICINE**  
**ACADEMIC LOAD PER SUBJECT PER YEAR**

**FOURTH YEAR (CLINICAL CLERKSHIP)**

<b>Fourth Year (Clinical Clerkship)</b>			
<b>Course Code</b>	<b>Course Description</b>	<b>Months/ weeks</b>	<b>Units</b>
CC-IMNEURO	Rotation in Internal Medicine and Clinical Neurosciences	2 ½ months	11.09
CC-PEDIA	Rotation in Pediatrics, Neonatology	2 months	9
CC- SURG	Rotation in Surgery, Trauma, ER	2 months	9
CC-PSYCH	Rotation in Psychiatry	1 month	4.18
CC-COMMED	Rotation in Community Medicine	2 months	9
CC-OPHTHA	Rotation in Ophthalmology	2 weeks	2.09
CC-OBGYN	Rotation in Obstetrics &Gynecology	2 months.	9
CC-OTO	Rotation in Otorhinolaryngology	2 weeks	2.09
<b>TOTAL</b>		<b>12 months</b>	<b>55.45</b>

**THE COLLEGE OF MEDICINE**  
**DISTRIBUTION OF ACADEMIC LOAD PER SUBJECT**

**FIRST YEAR**

<b>Subject</b>	<b>Total Hours</b>	<b>Percentage (%)</b>
Human Anatomy	504	<b>39.44</b>
Human Physiology	288	<b>22.54</b>
Biochemistry	288	<b>22.54</b>
Preventive Medicine I	36	<b>2.82</b>
Preventive Medicine II	36	<b>2.82</b>
Human Life Span	36	<b>2.82</b>
History and Perspectives in Medicine	18	<b>1.41</b>
Applied Augustinian Philosophy IA	36	<b>2.82</b>
Applied Augustinian Philosophy IB	36	<b>2.82</b>
<b>TOTAL</b>	<b>1278</b>	<b>100.00</b>

**SECOND YEAR**

<b>Subject</b>	<b>Total Hours</b>	<b>Percentage (%)</b>
Pharmacology	288	<b>17.20</b>
Medicine I	288	<b>17.20</b>
Surgery I	216	<b>12.90</b>
Pediatrics I	216	<b>12.90</b>
Applied Augustinian Philosophy II	36	<b>2.15</b>
Pathology I	288	<b>17.20</b>
Microbiology	72	<b>4.30</b>
Parasitology	72	<b>4.30</b>
Psychiatry I	72	<b>4.30</b>
Medical Ethics and Bioethics	18	<b>1.08</b>
Research in Medicine I	36	<b>2.15</b>
Research in Medicine II	72	<b>4.30</b>
<b>TOTAL</b>	<b>1674</b>	<b>100.00</b>

**THE COLLEGE OF MEDICINE**  
**DISTRIBUTION OF ACADEMIC LOAD PER SUBJECT**

**THIRD YEAR**

Subject	Total Hours	Percentage (%)
Forensic Medicine	36	<b>2.17</b>
Surgery II	216	<b>13.04</b>
Pediatrics II	216	<b>13.04</b>
Medicine II	288	<b>17.39</b>
Research, Community Medicine I	72	<b>4.35</b>
Community Medicine II	72	<b>4.35</b>
Clinical Pathology	72	<b>4.35</b>
Otorhinolaryngology	72	<b>4.35</b>
Psychiatry II	216	<b>13.04</b>
Obstetrics and Gynecology	216	<b>13.04</b>
Medical Jurisprudence	36	<b>2.17</b>
Ophthalmology	72	<b>4.35</b>
Applied Augustinian Philosophy III	72	<b>4.35</b>
<b>TOTAL</b>	1656	<b>100.00</b>

**FOURTH YEAR**

Clinical Discipline	Total Hours	Percentage (%)
Internal Medicine and Clinical Neurosciences	489	<b>16.63</b>
Pediatrics, Neonatology	489	<b>16.63</b>
Surgery, Trauma, ER	489	<b>16.63</b>
Psychiatry	243	<b>8.27</b>
Community Medicine	489	<b>16.63</b>
Obstetrics and Gynecology	489	<b>16.63</b>
Ophthalmology	113	<b>3.84</b>
Otorhinolaryngology	57	<b>1.94</b>
Electives (Radiology, Infectious Disease and Other Specialty Rotations)	57	<b>1.94</b>
<b>TOTAL</b>	2940	<b>100.00</b>

**THE COLLEGE OF MEDICINE**

**LIST OF PREREQUISITE SUBJECTS PER COURSE**

**FIRST YEAR**

<b>Subject</b>	<b>Prerequisite Subjects / Courses</b>
<b>Human Anatomy</b>	Four Year Collegiate Course
<b>Human Physiology</b>	Four Year Collegiate Course
<b>Biochemistry</b>	Four Year Collegiate Course
<b>Preventive Medicine I</b>	Four Year Collegiate Course
<b>Preventive Medicine II</b>	Four Year Collegiate Course
<b>Human Life Span</b>	Four Year Collegiate Course
<b>History and Perspectives in Medicine</b>	Four Year Collegiate Course
<b>Applied Augustinian Philosophy IA</b>	Four Year Collegiate Course
<b>Applied Augustinian Philosophy IB</b>	Four Year Collegiate Course

**SECOND YEAR**

<b>Subject</b>	<b>Prerequisite Subjects / Courses</b>
<b>Pharmacology</b>	Human Anatomy, Biochemistry, and Physiology
<b>Medicine I</b>	Human Anatomy, Biochemistry, Physiology
<b>Surgery I</b>	Human Anatomy, Biochemistry, and Physiology
<b>Pediatrics I</b>	Human Anatomy, Biochemistry, and Physiology
<b>Applied Augustinian Philosophy II</b>	Four Year Collegiate Course
<b>Pathology I</b>	Human Anatomy, Biochemistry, and Physiology
<b>Microbiology</b>	Preventive Medicine I
<b>Parasitology</b>	Preventive Medicine I
<b>Psychiatry I</b>	Human Anatomy, Biochemistry, and Physiology
<b>Medical Ethics and Bioethics</b>	History of Medicine
<b>Research in Medicine I</b>	Preventive Medicine I
<b>Research in Medicine II</b>	Preventive Medicine I and Research Medicine I

**THE COLLEGE OF MEDICINE**

**LIST OF PREREQUISITE SUBJECTS PER COURSE**

**THIRD YEAR**

<b>Subject</b>	<b>Prerequisite Subjects / Courses</b>
<b>Forensic Medicine</b>	Medical Ethics and Bioethics
<b>Surgery II</b>	Pathology, Pharmacology, Microbiology, Parasitology, Medicine I, Pediatrics I, Surgery I, Psychiatry I, Research in Medicine II, Medical Ethics and Bioethics
<b>Pediatrics II</b>	Pathology, Pharmacology, Microbiology, Parasitology, Medicine I, Pediatrics I, Surgery I, Psychiatry I, Research in Medicine II, Medical Ethics and Bioethics
<b>Medicine II</b>	Pathology, Pharmacology, Microbiology, Parasitology, Medicine I, Pediatrics I, Surgery I, Psychiatry I, Research in Medicine II, Medical Ethics and Bioethics
<b>Research, Community Medicine I</b>	Research in Medicine II
<b>Community Medicine II</b>	Research in Medicine I and Research in Medicine II
<b>Clinical Pathology</b>	Pathology, Pharmacology, Microbiology, Parasitology, Medicine I, and Pediatrics I
<b>Otorhinolaryngology</b>	Pathology, Pharmacology, Microbiology, Parasitology, Medicine I, Pediatrics I, Surgery I, Psychiatry I, Research in Medicine II, Medical Ethics and Bioethics
<b>Psychiatry II</b>	Pathology, Pharmacology, Microbiology, Parasitology, Medicine I, Pediatrics I, Surgery I, Psychiatry I, Research in Medicine II, Medical Ethics and Bioethics
<b>Obstetrics and Gynecology</b>	Pathology, Pharmacology, Microbiology, Parasitology, Medicine I, Pediatrics I, Surgery I, Psychiatry I, Research in Medicine II, Medical Ethics and Bioethics
<b>Medical Jurisprudence</b>	Medical Ethics and Bioethics
<b>Ophthalmology</b>	Pathology, Pharmacology, Microbiology, Parasitology, Medicine I, Pediatrics I, Surgery I, Psychiatry I, Research in Medicine II, Medical Ethics and Bioethics
<b>Applied Augustinian Philosophy IIIA</b>	Four Year Collegiate Course
<b>Applied Augustinian Philosophy IIIB</b>	Four Year Collegiate Course
<b>PROMOTION TO YEAR LEVEL III</b>	Must have passed Comprehensive Exams for Basic Sciences I and II
<b>PROMOTION TO YEAR LEVEL IV</b>	Must have passed Comprehensive Exam for Clinical Sciences

**THE COLLEGE OF MEDICINE**  
**ADMISSION POLICY AND SELECTION**

The College of Medicine followed the recommendations of the University, and CHED (CMO 18, s 2016) for the admission of medical students.

Students will be selected based on the following criteria: NMAT, GWA, IQ test results and interview. Assigned weights are 45% for NMAT, 45% for GWA, 5% for IQ result and 5% for the interview. There will be no policies that will promote discrimination as to race and sex. The College notes that the University has a mission and the CHED has instructions to accept deserving scholars from disadvantaged groups (indigenous and poor), which will be supported and followed.

**Standards for Admission**

The Admission Committee shall implement the admission policies and standards by the College. Qualified applicants are recommended by the Committee for approval by the Dean.

**Minimum Qualifications for Admission**

Applicants seeking admission to the medical education program must have the following qualifications:

- Holder of at least a baccalaureate degree
- Must have taken the National Medical Admission Test (NMAT) not more than two (2) years from the time of admission, with a percentile rank equivalent to or higher than 40 percentile which is currently prescribed by the College
- General weighted average must be at least 2.5 or higher.
- The applicant shall submit the following documents to the medical school
- Birth certificate and certificates of good moral character from the professors in college
- Official Transcript of Records
- Certified true copy of NMAT score Certificate of eligibility for admission to medical school
- Transfer credential certificate from the last school attended (if a transferee from another medical school)

\*Transferees from another medical school are only accepted if they got the preferred NMAT percentile rank and did not fail more than two major subjects. Medical certificate from attending physician for any existing medical, neurologic or psychiatric condition stating present management/treatment if any.

Based on foregoing documents, LCUP College of Medicine is responsible for and accountable for the issuance of the Certificate of Eligibility for Admission to medical school.

**\*Transfer Admissions and Health Disclosures:** Transfer applicants from other medical institutions are evaluated based on their academic records and attainment of the required NMAT percentile rank, subject to the Dean's approval.

To ensure the College can provide appropriate support and maintain safety standards, the following health disclosures are required:

- A. Medical, Neurological, or Psychiatric Conditions:** Applicants must submit a medical certificate from their attending physician detailing the status and management of the condition.
- B. Learning, Developmental, or Physical Disabilities:** Candidates with these disabilities must provide formal certification from a developmental pediatrician or a psychiatrist. This documentation should outline the nature of the disability and any recommended accommodation for their medical education.

### General Procedure for Admission

**Step 1.** Secure application form and list of requirements from the Admissions Office or register through <http://www.lcup.edu.ph>.

**Step 2.** Submit all requirements on/or before the set deadline to the Admissions Office/Dean's Office.

**Step 3.** Take the Entrance Exam as facilitated by the Admissions Office.

**Step 4.** Secure schedule for interview by any member of the College' Admissions Committee or the Dean.

**Step 5.** Secure approval for enrollment from the Dean's Office.

### General Procedure for Enrolment

**Step 1.** Secure approval for enrollment from the Dean's Office.

**Step 2.** Subject/Course encoding to be done at the Registrar's Office or designated personnel at the Dean's Office.

**Step 3.** Payment of tuition fee at the Cashier depending on the preferred scheme after due assessment from the Dean's office.

**Step 4.** Present Official Receipt of Payment to the University Library for ID production.

## **Assessment**

Only accepted applicants (based on the preferred NMAT and GWA) will go through IQ testing and interviews prior to admission.

The syllabi will specify rubrics for the assessment of students in each subject course.

## **STUDENT SERVICES**

### **A. Guidance**

The Guidance Center aims to help the students adjust themselves to their school environment, secure happier interpersonal relations, assess their own capacities and limitations in the fields they have chosen and grow more responsible in their decisions and independent in their actions. It is an integral part of modern education.

### **B. Health Services**

The Health Services Unit is tasked to ensure the overall physical well-being of the students through the provision of annual medical and dental services to both students and university personnel.

The Health Services Unit operates with the following rules and regulations:

It is a requirement for all students to log basic information upon entry to the clinic premises.

The student should present his/her concerns and should allow himself/herself to be assessed by a university health care representative for proper diagnosis.

A standard observation period of fifteen minutes shall be implemented. If symptoms persist within the duration of the observation period, the student may be required to be fetched and/or maybe referred to consult his/her health care provider.

Visitors, especially classmates, are strictly not allowed inside the observation room.

The provisions of purified water and the use of the comfort room inside the clinic is strictly for students with health concerns only.

If advised to go home, the student's parents/guardians will be contacted by authorized health services personnel through the student's respective department dean/principal.

For fetchers, consultation/treatment forms should be properly filled out and submitted to the Principal's/Dean's Office for proper signature for the issuance of the Gate Pass.

Students diagnosed with infectious diseases (Chicken Pox, Measles and among others) are automatically sent home.

### Discount Privilege

Discount Privileges in tuition fees that are not based primarily on academic standing are also granted in the following instances.

One hundred percent (100%) discount on tuition fees for only one (1) child who is in the highest year level of a tenured faculty or permanent non-teaching personnel.

One hundred percent (100%) tuition fee discount for one (1) from among the sisters and brothers, nephews/nieces of any OSA Sisters.

Thirty percent (30%) discount on tuition fees is given to any student who belongs to a Religious Congregation.

Twenty-Five Percent (25%) discount on tuition fees is given to any student who are sons/daughters of LCUP Alumni which is renewable if he/she has not obtained a grade not lower than 2.25 with an average grade not lower than 2.00.

Discount on tuition fees for varsity Players, and active performing arts members.

### Latin Honor Graduates

Discount privilege is available to incoming students who graduated with Latin honors from their undergraduate programs. This discount applies exclusively upon entry or admission to the program.

To qualify for the discount, applicants must meet all the following criteria:

- **Academic Standing:** Must have graduated *Summa Cum Laude*, *Magna Cum Laude*, or *Cum Laude*.
- **NMAT Requirement:** Must achieve an NMAT percentile rank of **90 or higher**.

The following discounts apply to tuition fees only:

Undergraduate Honor	NMAT Percentile	Tuition Fee Discount
Summa Cum Laude	≥ 90	75%
Magna Cum Laude	≥ 90	50%
Cum Laude	≥ 90	25%

## Dean's List

This Academic Excellence Scholarship is awarded to students who have demonstrated outstanding academic performance during the previous academic year.

To qualify for the Dean's List, a student must meet all the following academic standards at the end of the completed academic year:

- A minimum GWA of 1.75 or better.
- No grade lower than 2.25 in any individual subject.

Eligible students receive a 50% discount on tuition fees. The scholarship is valid for one (1) academic year. The grant is awarded upon the recommendation of the Dean, with the concurrence of the Vice President for Academic Affairs (VPAA), and final approval by the University President.

## Student Organization

The Medicine Student Council (MSC) is the official student government and representative body for the LCUP College of Medicine. The MSC serves as the voice of the student body, advocating for student needs and concerns to the faculty and administration.

Beyond its role as a representative body, the MSC plays a crucial part in enhancing student life and well-being. By organizing a variety of extracurricular activities and events, the council aims to provide students with opportunities to de-stress and build a sense of community. These activities are designed to offer a much-needed break from the academic pressures of medical school, helping to foster a healthier and more balanced student experience.

## Counselling

The College utilizes the guidance and counselling offices of the University.

## Student Wellness and Support Committee

The Students Wellness and Support Committee (SWSC) is a pivotal body within the College of Medicine, dedicated to cultivating a holistic and supportive learning environment. Committee members are responsible for designing, implementing, and overseeing initiatives that promote the mental, emotional, physical, and academic well-being of all Doctor of Medicine students, in alignment with the LCUP CARES program.

An assigned faculty member is available for each year level to supervise and support student wellness. Students can approach their assigned faculty with wellbeing concerns they may have.

## Representation

The College will only deal with accepted and approved legal representation of students. This includes parents, guardians and accredited student butlers.

## Class Attendance

Only officially enrolled students are allowed to attend classes and clinical rotation.

Any student who has incurred unexcused absences of more than twenty percent of the required number of class hours/days shall be dropped from the course.

All students are required to be punctual for every class. Additionally, students must be in prescribed uniform and always wear the school ID while attending class.

## Promotion

A general weighted average of 3.00 or better is required to pass any course. A student who obtains at least a grade of 3.0 in all prescribed courses and in all clinical experience shall be promoted to the next higher level.

Incomplete grades (INC) shall be completed within a year. However, prerequisites shall be completed before the next level course. All INC's not completed within a year will automatically be changed to failing grade.

A subject with a mark of In Progress (IP) should be completed within the year.

A student who fails a course/subject can be given a removal exam provided that the final failing grade is within the range of 70.0 - 74.4.

## Comprehensive Examinations

Comprehensive exams are held during semester breaks. The College Secretary announces the schedule and eligibility for each exam.

Comprehensive Exam	Subjects
Basic Sciences I	Anatomy, Physiology, Biochemistry, Preventive Medicine
Basic Sciences II	Pathology, Pharmacology, Microbiology, Parasitology,
Clinical Sciences	Medicine, Pediatrics, Surgery, Obstetrics and Gynecology

Passing the Comprehensive Examinations for Basic Sciences I and II is a prerequisite for enrolling in the first semester of Year Level III. Similarly, passing the Clinical Sciences exam is required for enrollment in Year Level IV/Clinical Clerkship.

Each comprehensive exam can be taken a maximum of three times. If a student fails on the third attempt, they must take a one-year refresher course for the specific subjects he/she failed before taking a remedial comprehensive examination.

The remedial comprehensive examination can be taken as early as the end of the first semester and no later than the end of the academic year. A student is only allowed three attempts for the remedial comprehensive examination. Failing the remedial comprehensive examination three times will result in being debarred from the rolls.

### **Policy and Guidelines on Missed Examinations**

A student who misses a graded assessment, such as a quiz or an exam, must immediately notify the Course Coordinator, who will then report the absence to the College Secretary. To formalize the request for make-up, the student is required to submit a comprehensive explanation letter—accompanied by a completed student consultation form and relevant supporting documents, such as a medical certificate—to the College Secretary for the Dean’s review. The Dean will evaluate these documents to determine if the absence is excused or unexcused. In cases where the absence is deemed unexcused, the student must settle a corresponding fee at the Finance Office before being permitted to take the make-up examination.

### **Retention and Dismissal**

A student who receives a failing grade in less than or equivalent to 10 units (37 percent of the annual load) shall be retained in the same year level where the course/s is/are to be obtained. The students may be allowed to take advanced subjects/courses upon the recommendation of the Promotions Board and approval by the Dean depending on the prerequisite course/s per subject.

A student who receives a failing grade in more than 37 percent of the annual load shall be dropped from the rolls of the College.

A student who failed in a repeated subject shall be dropped from the rolls of the College.

A student who obtains a failing grade on a prerequisite shall not be allowed to enroll to the next course in which the failed subject is a prerequisite.

A student who has been dismissed due to academic and disciplinary reasons shall not be allowed readmission to the program.

The College of Medicine strives to be an inclusive learning institution where students of all intellectual backgrounds can acquire the knowledge and skills necessary for a career in healthcare service. While we support diverse paths to success, the College maintains high standards for professional conduct and academic excellence. Consequently, undesirable

behavior or consistently poor academic performance will result in appropriate interventions. These measures may include, but are not limited to, dismissal, mandatory transfer, suspension, or academic reevaluation.

### Dropping the Subjects

Dropping the subjects is the process of removing your courses/subjects from the current semester' after enrolling at the university. The student who plans to drop must personally process this at the Registrar's office and complete the form and have it signed with respective offices as designated in the form. However, a student's financial obligation upon dropping subjects must be settled with Finance and will depend on their payment status and the date the dropping is processed. If approved, the dropped course will appear in the student's academic record. The deadline for Dropping is 30 days after the start of classes for the semester.

#### A. For Students with Partial (Down) Payment

If a student has only paid the miscellaneous fee as a down payment and then drops all subjects, they must pay a portion of the remaining tuition balance based on the schedule below:

When filed	Tuition Fee Required to Pay
Prior to start of classes	PO (no remaining tuition fee balance required)
During the 1st week of class	25% of the remaining tuition fee balance
During the 2nd week of class	50% of the remaining tuition fee balance
During the 3rd week of class or beyond	100% of the remaining tuition fee balance

#### B. For Students with Full Tuition Payment

If a student has made a full tuition payment and then drops all subjects, they may be eligible for a refund. The refund amount is based on the date the withdrawal is processed, with the miscellaneous fees being non-refundable.

When filed	Refund Entitlement (after deducting miscellaneous fees)
Prior to start of classes	100% of the tuition fee portion
During the 1st week of class	75% of the tuition fee portion
During the 2nd week of class	50% of the tuition fee portion
During the 3rd week of class or beyond	No refund

## **Leave of Absence**

A Leave of Absence (LOA) is an official request for a student to take a temporary break from all academic studies for an entire academic year. The student who plans to file for an LOA must personally process this at the Registrar's office and complete the form and have it signed with respective offices as designated in the form. Additionally, the student must attach a formal letter addressed to the University President, routed through the Vice President of Academic Affairs and the Dean of the College of Medicine, for approval.

The student is required to settle any outstanding financial obligations with the Finance Office. If the student has made only a partial tuition payment, the entire remaining balance for the semester must be paid before the LOA can be approved. Students who have already paid their tuition in full are not entitled to a refund.

An approved LOA is valid for one academic year only. Upon returning for the next academic year, the student must sign a returning slip at the Registrar's office. While on an approved LOA, the student may attend classes and other learning activities but is not permitted to take any graded or summative assessments.

The deadline for filing a Leave of Absence (LOA) is specified in the College of Medicine's academic calendar.

## **Student Residency and Unit Requirements**

Students will advance yearly based on the satisfactory completion of courses for each semester/year and the results of the comprehensive examinations which are prerequisites for Year Levels III and IV.

Furthermore, the students are also required to finish all subjects/courses in each year of the curriculum within three years. Failure will be subjected to reevaluation and intervention, without prejudice to refresher courses, upon recommendation of an academic panel, which will be created and chaired by the Dean or an authorized representative. The academic and clinical requirements for the Doctor of Medicine degree, including the written Comprehensive Examinations, must be satisfactorily completed within 7 ½ years to be reckoned from the first enrollment date to be eligible for graduation.

## **Requirement for Clinical Clerkship**

Students who have satisfactorily completed all academic (including passing all comprehensive exams) and financial requirements will advance to clinical clerkship.

## GRADUATION

To be conferred the **Doctor of Medicine** degree after the four-year program, students must satisfactorily complete all academic and clinical requirements, including the written and practical comprehensive examinations. Candidates must also settle all financial obligations to the College and ensure their admission files at the Registrar's Office are complete. Only students who meet these criteria will be included in the official list of graduation candidates. Upon conferment of the degree, graduates may proceed to their internship at an APMCI-affiliated hospital of their choice, satisfying the prerequisite for the Professional Regulation Commission's (PRC) Physician Licensure Examination.

### Graduation Honors and Awards

#### I. Latin Academic Honors

Latin Honors shall be given to graduating students who demonstrate exceptional academic performance and meet the following general criteria:

- A. At least three years residency in the university
- B. No grade lower than 2.0 in any subject
- C. Regular student throughout the course
- D. No record of any misconduct or have not been subjected to any disciplinary action
- E. Completed all academic and clinical requirements and passed all comprehensive examinations.

Latin Academic Honor	GWA
Summa Cum Laude	1.00 – 1.25
Magna Cum Laude	1.26 – 1.50
Cum Laude	1.51 – 1.75

**Note:** The GWA is computed only as the average of the student's grade from Year Level I-III.

#### II. Other Academic Honors

These academic honors shall be given to students who demonstrate exemplary academic performance and meet the following criteria:

- A. At least three years residency in the university
- B. Regular student throughout the course
- C. No record of any misconduct or have not been subjected to any disciplinary action
- D. Completed all academic and clinical requirements and passed all comprehensive examinations.

**Class Valedictorian:** Highest GWA

**Class Salutatorian:** Second highest GWA

**Note:** The grade up to the second decimal point is considered; but for students with the same GWA up to the second decimal point, then the grade up to the third decimal point is considered.

### **III. Most Outstanding Clinical Clerk**

This shall be given to a graduating student who demonstrates exemplary performance during clinical clerkship who meets the following general criteria:

- A. Has the highest weighted average during Clinical Clerkship (Year Level IV)  
\*Following the set criteria for evaluation/rotation
- B. At least two years residency in the university
- C. No record of any misconduct or have not been subjected to any disciplinary action
- D. Completed all academic and clinical requirements and passed all comprehensive examinations.

### **IV. Honor of St. Augustine Award**

This award shall be given to a graduating student who demonstrates exemplary performance and exhibits the Augustinian-Marian core values and attitude as a student and the knowledge about the life of St. Augustine as a Patron Saint of the University.

- A. Highest grade average in the following subjects: Augustinian Philosophy, Augustinian Philosophy in the Practice of Medicine I-III
- B. At least three years residency in the university
- C. No failing grade in any course.
- D. Regular student throughout the course
- E. No record of any misconduct or have not been subjected to any disciplinary action
- F. Rated highest by teachers and peers given a rubric
- G. Made positive voluntary efforts and acted on his own to promote the core values of the school
- H. Completed all academic and clinical requirements and passed all comprehensive examinations.

### **V. Mother Rita Barcelo Most Outstanding Clinical Clerk in Community Medicine**

This is a special award granted to a graduating student who demonstrates exemplary performance during their Community Medicine rotation, while putting into practice the Augustinian core values and meet the following criteria:

Highest grade in Community Medicine Rotation

- A. Member or part of the group who implemented community projects that made an impact and served the community

- B. At least two years residency in the university
- C. No record of any misconduct or have not been subjected to any disciplinary action
- D. Completed all academic and clinical requirements and passed all comprehensive examinations.
- E. He/She must have a strong knowledge of the life of Mother Rita Barcelo y Pages as a foundress of the Augustinian Sisters of Our Lady of Consolation.

#### **VI. Most Outstanding Clinical Clerks' Group in Community Medicine**

This award recognizes a graduating group of clinical clerks who have demonstrated exceptional performance during their Community Medicine rotation, embodying Augustinian core values, and significantly impacting the community and meet the following criteria:

- A. Highest collective grade in Community Medicine Rotation
- B. The group must have conceptualized, planned, and successfully implemented community project/s that demonstrably addressed a significant community need and made a tangible, positive impact on the health and well-being of the served community.
- C. The group's projects and interactions within the community must clearly reflect the Augustinian core values, such as charity, community, and truth.
- D. All members of the group must have completed all academic and clinical requirements and passed all comprehensive examinations relevant to their clerkship.
- E. No member of the group should have any record of misconduct or have been subjected to any disciplinary action during their residency at the university.
- F. Most of the group members (at least 75%) must have a residency of at least two years in the university.
- G. He/She must have a strong knowledge of the life of Mother Rita Barcelo y Pages as a foundress of the Augustinian Sisters of Our Lady of Consolation.

#### **VII. Consolanian Leadership Award**

This is an honor given to graduating students who meet the following criteria:

- A. He/She must have at least three years' residency in the university.
- B. He/She must not have a failing grade on any course.
- C. He/She must be outstanding in leadership abilities as head / officers in the class, heads of organizations or represented the school in APMC-SN or inter-university or inter-college competitions or activities.
- D. He/She must be an active participant in implementing the LCUP Institutional Goals.
- E. He/She must have shown exemplary behavior during his/her entire stay in the University.

- F. He/She must have no record of any misconduct or have not been subjected to any disciplinary action
- G. He/She must have completed all academic and clinical requirements and passed all comprehensive examinations.
- H. He/She must have a strong knowledge about Our Lady of Consolation as a Patroness of the University and a sincere devotee of the Blessed Virgin.

### **BEHAVIOR DURING EXAMINATION**

- All students must wear the prescribed uniform and ID during all examinations.
- All things, books and study materials must be placed in front of the room before any examination.
- Students who arrived within 30 minutes from the official time that the examination started (as indicated by the proctor/teacher/faculty on the board) will still be allowed to take the exam. No extension time will be given to students who came late for an examination. After 30 minutes, the student will no longer be allowed to enter the room and will have to schedule a make-up exam with the corresponding course/subject coordinator. A corresponding fee is charged for unexcused missed/make-up examinations.
- Use of cellphones or any electronic device (ie. Ipod, Ipad, netbook, portable play station, recorders and cameras even in the form of watches, eyeglasses and pens) are not allowed during examinations.
- Students are encouraged to use the restrooms/comfort rooms prior to any examination.
- Students may be allowed to go to the comfort rooms during examinations; but will have to be accompanied by a proctor/faculty.

### **ADMINISTRATORS**

It is the earnest desire of school administrators to provide the best training and quality education, in return students are expected to:

1. Obey the rules and regulations of the university and their constructive suggestions;
2. Show sincerity in dealing with them and give respect to the duly constituted authority;
3. Manifest an attitude of self-reliance and openness in the pursuit of learning and in the belief that the administrators are exerting all efforts for the students' welfare;
4. Live up to the good name of the university and its expectations

### **TEACHERS**

The student-teacher relationship should be bound by mutual respect and cooperation. Students are therefore expected to:

1. Show respect, obedience, thoughtfulness and love to his/her teachers;
2. Seek the advice of his/her teachers regarding personal and academic difficulties;
3. Desist from asking undue favors or considerations from them especially in matters of grades.

### **FELLOW STUDENTS**

LCUP Students should treat each other as friends, sisters and brothers, therefore, they are expected to:

1. Give due respect to the rights and property of his/her fellow students;
2. Extend help willingly for any good cause;
3. Speak gently and kindly with one another.

### **STANDARD DEPARTMENT AND BEHAVIOR EXPECTED OF LCUP STUDENTS**

#### **WITH PARENTS**

Parents' partnership with the university is vital, thereby, students are expected to:

1. Keep parents constantly well-informed about one's academic performance and activities;
2. Seek their advice and help regarding academic and non-academic problems and make them feel free to consult with university authorities if necessary;
3. Look up to their inspiration and guidance;
4. Give them the highest degree of esteem and respect.

#### **UNIVERSITY PERSONNEL**

The LCUP personnel perform various services that make student's learning easier and more convenient.

Hence, the students should show respect, courtesy, and cooperation that is due them. In view of this, students are expected to:

1. Maintain a respectful and cheerful disposition in dealing with them
2. Say polite expressions like "thank you" and "please" for any assistance given by them
3. Ask permission when borrowing or using university property and facilities;
4. Avoid idle talk so as not to waste useful time needed in their work.

## **POLICY ON HANDLING STUDENT COMPLAINT/S:**

### **A. Against Co-Students**

The student presents his / her complaint in writing to his/her Faculty Adviser not later than one week after the incident that caused the complaint. Using social media for direct and indirect complaint against any student is not allowed

If the student feels that he/she has not obtained the necessary action on the complaint, he/she submits a written complaint against the classmate/student to the Department Dean.

The respective Dean invites the concerned students for a conference to hear and decide on the said complaint.

The Dean and the faculty adviser decide on the activity to be taken regarding the complaint.

The Dean informs/notifies the student on the action done relative to his/her complaint.

The Dean submits a report to the VPAA.

The VPAA may decide if there is a need to convene the Grievance Committee composed of the Director of the SAS, Department Dean, Discipline Officer, Coordinator of SDS, Advisers, representative of SCB-CC and him/herself on the chair.

The committee ensures that due process is applied in hearing and deciding in the case.

The committee recommends the actions to be taken to the President.

The President approves or gives comments on the students' complaint.

The Discipline Officer prepares and issues the notice of sanction to the student offender.

The Department Dean informs the students on the action done relative to the complaint.

### **B. Against Faculty**

The student presents his / her complaint in writing to the faculty member concerned not later than one week after the incident that caused the complaint. Using social media for direct and indirect complaints against any faculty is not allowed.

If the student feels that he/she has not obtained the necessary action on the complaint, he/she submits a written complaint against the faculty member to the Department Dean.

The respective Dean invites the concerned faculty for a conference to hear and decide on the said complaint.

The Dean and the faculty member decide on the activity to be taken regarding the complaint.

The Dean informs/ notifies the student on the action done relative to his/her complaint.

The Dean submits a report to the VPAA.

The VPAA may decide if there is a need to convene the Grievance Committee composed of the Director of HR, Dean, President of Faculty club and him/herself on the chair.

The committee ensures that due process is applied in hearing and deciding in the case.

The committee recommends the actions to be taken to the President.

The President approves or gives comments on the students' complaint.

The Director of HR prepares and issues the notice of sanction to the faculty members.

The Dean informs the student on the action done relative to the complaint.

### **C. Administrator, Staff, Other Non-Teaching Personnel**

The student presents his / her complaint in writing to the personnel concerned not later than one week after the incident that caused the complaint. Using social media for direct and indirect complaints against any administrator, staff, or other non-teaching personnel is not allowed.

If the student feels that he/she has not obtained the necessary action on the complaint, he/she submits a written complaint against the personnel to the Director of the SAS or to the VPAA.

The VPAA may decide if there is a need to convene the Grievance Committee consisting of the Director of HR, Faculty or NTP club officers and his senior administrator/personnel.

The committee ensures that due process is applied in hearing and deciding in the case.

The committee recommends the actions to be taken to the President.

The President approves or gives comments on the students' complaint.

The Director of HR prepares and issues the notice of sanctions to the admin, staff and/or NTP concerned.

The Director of HR informs/ notifies the student complainant on the action done relative to the student complaint filed.

### **D. In case of a class complaint**

In submitting a class complaint against a faculty member, the complaint must be signed by at least 50% plus one of the members of the class.

The respective Dean invites the concerned faculty for a conference to hear and decide on the said complaint.

The Dean and the faculty member decide on the activity to be taken regarding the complaint.

The Dean informs the class in the action done relative to the class complaint filed.

The Dean submits a report to the VPAA.

The VPAA may decide if there is a need to convene the Grievance Committee composed of the Director of HR, Dean, President of Faculty club and him/herself on the chair.

The committee ensures that due process is applied in hearing and deciding in the case.

The committee recommends the actions to be taken to the President.

The President approves or gives comments on the students' complaint.

The Director of HR prepares and issues the notice of sanction to the faculty members.

The Dean informs the student on the action done relative to the complaint.

### **CONDUCT OUTSIDE THE UNIVERSITY**

Every student is always identified with the school to which he/she belongs. It is his/her responsibility to help maintain the good image of the school by conducting himself/herself in a manner befitting a Catholic student of LCUP. Consequently, he/she should be aware at all times that his/her behavior is reflective of the training he/she gets in the university. While outside the campus, he/she should observe generally the accepted rules of conduct and norms of behavior as such, he/she is called upon:

To uphold the academic integrity of the university protecting at all times its name, reputation and ideals.

To conduct himself/herself with dignity and honor and to abide by all instructions of the authorities representing the university in any authorized activity, likewise, he/she should conduct himself/herself in the same manner when using the name of the university.

To participate in religious, civic, social activities/ programs/ projects approved by the university.

To keep away from establishments of ill repute, such as gambling joints, sauna parlors, drinking places, pot session dens and other similar places; and to avoid associating with persons of questionable character and conduct.

Not to use, without prior notice and authority, the name LCUP in any ticket invitation, program announcement or similar printed matters.

To inhibit himself from pushing, trafficking, administering, using or possessing regulated or prohibited drugs and its derivatives.

**NOTE:**

Although the school cannot be held responsible for the conduct of its students outside the university premises/campus, these can still be causes for disciplinary action. In its general view, there are instances when the university might be called upon to exercise its power over its students for acts committed outside the university and beyond school hours in the following reasons:

In case of violations of university policies or regulations occurring in connection with a school-sponsored off-campus activity.

In cases where the misconduct of the student involves his status as a student and/or affects the integrity, name or reputation of the university.

**DEFINITION OF SANCTIONS:**

Any student who has been found guilty of the following violations shall be meted the corresponding sanctions after due process:

**VERBAL WARNING**

A verbal warning is an advice calling the attention of the student. This is done if the rule violated is considered a minor offense and there was no inconvenience caused by such simple infraction.

**WRITTEN REPRIMAND**

A written reprimand is a formal letter or notice to the student concerning his/her violation of the University's rules and regulations. Upon serving the written reprimand, a formal discussion is made between the Dean, Discipline Officer, the errant student and the teacher/adviser concerning the offense.

**SUSPENSION**

Suspension is a penalty in which the university is allowed to deny or deprive an erring student attendance in classes for a period not exceeding twenty percent (20%) of the prescribed class days for the semester or term. The above-mentioned sanction is based on the recommendations made by the grievance committee and approved by the University President. of

**PREVENTIVE SUSPENSION**

A student under investigation in a case involving the penalty of expulsion or conviction in a court case may be preventively suspended from entering the university premises. It is also applied if the evidence of guilt is strong and the Dean (or the Grievance Committee) is morally convinced that the continued stay of the student during the period of the investigation constitutes a

distraction to the normal operations of the university, and poses a risk or danger to the persons or property within the University.

### **EXCLUSION**

Exclusion is a penalty in which the university is allowed to exclude or drop the name of the errant student from the school rolls for being undesirable, and to issue transfer credentials immediately. No prior approval by the Commission on Higher Education (CHED) is required, but that a summary investigation should first be conducted in the imposition of the penalty based on the recommendations made by the grievance committee and approved by the University President.

### **EXPULSION**

The severest form of sanction, expulsion, disqualifies the students from all public and private schools, and needs the Commission on Higher Education (CHED) approval to be valid and effective.

### **TABLE OF SANCTIONS**

The following offenses have been established and classified according to the gravity thereof, in consonance and pursuant to the immediate preceding section. However, the enumeration stated hereunder is not all-inclusive, such that if the student commits an offense, infraction or omission detrimental to the interest of the university but not punishable in this Code of Conduct, the university reserves the right to impose the appropriate penalty commensurate to the offense, infraction or omission. Furthermore, where a student commits multiple offenses or where a single act is a violation of two (2) or more offenses, the penalty next higher in degree shall be imposed.

## TABLE OF SANCTIONS

No	NATURE OF OFFENSE	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE	5th OFFENSE
<b>IRREGULARITIES:</b>						
1	Tardiness	(3) accumulated tardiness  Written Reprimand	(4 – 6) accumulated tardiness  Written Reprimand and Conference with the Parents/Guardians	(7 – 9) accumulated tardiness  Conference with the Parents/Guardians Community Service for 3 hours	(8 – 12) accumulated tardiness  Conference with the Parents/Guardians Community Service for 5 hours	(13 – above) accumulated tardiness  Conference with the Parents/Guardians Community Service for 10 hours or more
2	Cutting Classes	Written Reprimand	Conference with the Parents/Guardians	Conference with the Parents/Guardians  Community Service for 10 hours	Conference with the Parents/Guardians Community Service for 15 hours	Conference with the Parents/Guardians, Behavioral Contract and Community Service for 15 hours
3	Leaving the school campus during class hours	Conference with the Parents/Guardians	Conference with the Parents/Guardians  Community Service for 10 hours	Conference with the Parents/Guardians  Community Service for 15 hours	Conference with the Parents/Guardians, Behavioral Contract and Community Service for 20 hours	
	Absent from virtual class twice without excuse letter from the Parents/ Guardian	Written Reprimand	Written Reprimand and Conference with the Parents/Guardian	Conference with the Parents/Guardians, Behavioral Contract	Case endorse to the department Head for proper action	
	Attending virtual classes in other virtual classroom, not authorized by the subject teacher	Written Reprimand	Written Reprimand and Conference with the Parents/Guardian	Conference with the Parents/Guardians, Behavioral Contract	Case endorse to the department Head for proper action	

4	Loitering	Written Reprimand	Written Reprimand and Conference with the Parents/Guardian	Conference with the Parents/Guardians  Community Service for 3 hours	Conference with the Parents/Guardians Community Service for 5 hours	Conference with the Parents/Guardians  Community Service for 10 hours
5	Abuse, misuse and unauthorized use of electronic gadgets: digital camera, cellphones, and the likes during classes and any related school activities	Written Reprimand	Written Reprimand and Conference with the Parents/Guardian	Conference with the Parents/Guardians  Community Service for 10 hours	Conference with the Parents/Guardians  Community Service for 15 hours	Conference with the Parents/Guardians, Behavioral Contract and Community Service for 20 hours
6	Bringing and using of toys not related to school activities like playing cards, pellet guns, and other harmful objects	Written Reprimand and Confiscation of the item	Written Reprimand and Conference with the Parents/Guardian	Conference with the Parents/Guardians  Community Service for 10 hours	Conference with the Parents/Guardians  Community Service for 15 hours	Conference with the Parents/Guardians, Behavioral Contract and Community Service for 20 hours
7	Entering and staying in the faculty room, laboratory rooms, and offices without permission	Written Reprimand	Written Reprimand and Conference with the Parents/Guardian	Conference with the Parents/Guardians  Community Service for 3 hours	Conference with the Parents/Guardians  Community Service for 5 hours	Conference with the Parents/Guardians, Behavioral Contract and Community Service for 10 hours
8	Permitting the entrance/stay of an outsider in the faculty room, laboratory rooms, and offices without authorized permission from the school	Conference with the Parents/Guardians, Behavioral Contract, and Community Service for 10 hours	Conference with the Parents/Guardians, Behavioral Contract, and Community Service for 15 hours	Conference with the Parents/Guardians, Behavioral Contract, and Community Service for 30 hours		
9	Failure to comply with the clearance towards the end of the Semester	Conference with the Parent/Guardian  Community Service for 3 hours	Conference with the Parents/Guardians  Community Service for 5 hours	Conference with the Parents/Guardians,  Behavioral Contract and Community Service for 10 hours		

<b>IMPROPER UNIFORM:</b>						
10	Failure to wear his/her identification card (ID)	Written Reprimand	Written Reprimand and Conference with the Parents/ Guardian	Conference with the Parents/ Guardians  Community Service for 5 hours	Conference with the Parents/ Guardians  Community Service for 10 hours	
11	Failure to follow the correct style of uniform	Written Reprimand	Written Reprimand  Conference with the Parents/ Guardians	Conference with the Parents/ Guardians Community Service for 10 hours	Conference with the Parents/ Guardians Community Service for 15 hours	Conference with the Parents/ Guardians,, Behavioral Contract and Community Service for 20 hours
12	Improper haircut /excessively unnatural hair color or highlight	Written Reprimand	Written Reprimand and Conference with the Parents/ Guardian	Conference with the Parents/ Guardians  Community Service for 10 hours	Conference with the Parents/ Guardians  Community Service for 15 hours	
13	Wearing of more than a pair of earrings for female and an earring for male student	Written Reprimand	Written Reprimand and Conference with the Parents/ Guardian	Conference with the Parents/ Guardians Community Service for 5 hours	Conference with the Parents/ Guardians Community Service for 10 hours	Conference with the Parents/ Guardians, Behavioral Contract and Community Service for 15 hours
14	Excessive Use of nail polish and make-up which is unbecoming of being a good consolanians	Written Reprimand	Written Reprimand and Conference with the Parents/ Guardian	Conference with the Parents/ Guardians Community Service for 5 hours	Conference with the Parents/ Guardians Community Service for 10 hours	
15	Using non-validated identification card.	Written reprimand	Written reprimand  Conference with the Parents/ guardian	Conference with the Parents/ Guardians, Behavioral Contract and Community Service for 25 hours	Conference with the Parents/ Guardians  Community Service for 80 Hours, None admittance for next Sem/S.Y	
16	Lending one's student ID to another individual	Written reprimand	Written Reprimand and Conference with the Parents/ Guardian	Conference with the Parents/ Guardians, Behavioral Contract and Community Service for	Conference with the Parents/ Guardians  Community Service for 80 Hours, None admittance for next Sem/S.Y	

				25 hours		
<b>IMPROPER BEHAVIOR:</b>						
17	Uploading indecent picture in the social media	Written Reprimand	Written Reprimand Conference with the Parents/ Guardians	Conference with the Parents/ Guardians, Behavioral Contract	Conference with the Parents/ Guardians, Behavioral Contract and Community Service for 25 hours	
18	Bullying, instigating troubles, quarreling and participating in rumbles	Conference with the Parents/ Guardians and Community Service for 30 hours	Conference with the Parents/ Guardians and Community Service for 50 hours	Conference with the Parents/ Guardians, Behavioral Contract and Community Service for 80 hours		
19	Destroying or tampering of any school property	Conference with the Parents/ Guardians	Conference with the Parents/ Guardians and Community Service for 25 hours	Conference with the Parents/ Guardians, Behavioral Contract and Community Service for 50 hours		
20	Dishonesty such as misuse of funds or cheating in personal dealings with members of the school	Conference with the Parents/ Guardians and Community Service for 10 hours	Conference with the Parents/ Guardians and Community Service for 15 hours	Conference with the Parents/ Guardians and Community Service for 25 hours	Conference with the Parents/ Guardians, Behavioral Contract and Community Service for 40 hours	
21	Posting, distributing or disseminating notices, posters, leaflets, broadsheets, opinionaires, and pop-sheets, surveys of similar material without prior approval from the Office of Student Affairs.	Conference with the Parents/ Guardians and Community Service for 10 hours	Conference with the Parents/ Guardians and Community Service for 15 hours	Conference with the Parents/ Guardians and Community Service for 25 hours	Conference with the Parents/ Guardians, Behavioral Contract and Community Service for 60 hours	

22	Pressing of fire alarm (intentional) to prank/jeopardize/cause commotion to the school.	Conference with the Parents/Guardians and Community Service for 5 hours	Conference with the Parents/Guardians and Community Service for 10 hours	Conference with the Parents/Guardian, Behavioral Contract, and 15 hours community service		
<b>CHEATING DURING QUIZZES AND EXAMINATIONS:</b>						
23	Cheating or any attempt to cheat during examinations	Failing marks in the test and Conference with the Parents/Guardians	Failing marks in the test , Conference with the Parents/Guardians and Community Service for 15 hours	Failing marks in the test, Conference with the Parents/Guardians and Community Service for 40 hours and Behavioral Contract		
24	The accomplice or the other person in the said act of cheating during examinations	Failing marks in the test and Conference with the Parents/Guardians	Failing marks in the test , Conference with the Parents/Guardians and Community Service for 10 hours	Failing marks in the test, Conference with the Parents/Guardians and Community Service for 15 hours and Behavioral Contract		
25	Tampering of scores during test paper evaluation	Failing marks in the test and Conference with the Parents/Guardians	Failing marks in the test , Conference with the Parents/Guardians and Community Service for 15 hours	Failing marks in the test, Conference with the Parents/Guardians and Community Service for 20 hours and Behavioral Contract		
<b>INDECENCY:</b>						
26	Posting, showing, viewing, or sharing pornographic materials before, after, or even beyond any virtual sessions.	Written Reprimand  Conference with the Parents/Guardians	Conference with the Parents/Guardians, Behavioral Contract and Community Service for 30 hours	Conference with the Parents/Guardians and Community Service for 80 Hours	Conference with the Parents/Guardians and None admittance for next Sem/S.Y	

27	Bringing and viewing pornographic materials inside the school campus	Conference with the Parent/s / guardian and Behavioral Contract	Conference with the Parents/ Guardians and Community Service for 30 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y		
28	Public display of affection or indecent/ scandalous acts which lead to dispute the school community and contribute to unbecoming of students in a Catholic Institution	Conference with the Parent/s, / guardian and Behavioral Contract	Conference with the Parents/ Guardians and Community Service for 30 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y		
29	Demonstrating, drawing and performing any malicious and sexual acts	Conference with the Parent/s, / guardian and Behavioral Contract and Community Service 10 hours	Conference with the Parents/ Guardians and Community Service for 30 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y		
30	Acts of immorality including but not limited to illicit relationship, engaging in pre-marital relationship, exhibitionism and other acts of lasciviousness supported with actual evidence	Conference with the Parent/s, Behavioral Contract and Community Service for 30 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y	<p><b>Note:</b>  <i>IMMORALITY refers to acts that are contrary to Catholic morals, teachings and values as defined, described and/or discussed in the Catechism of the Catholic Church, including but not limited to fornication, pornography, prostitution, engaging in premarital sexual relations, rape, homosexual acts, adultery, incest, sexual abuse, "free union," "trial marriages," "live-in arrangement" and unions outside marriages as provided and discussed in sections 2353-59, 2370, 2380-81, 2388-91 of the Catechism of the Catholic Church which, by reference, is made integral to this Manual.</i></p>		
31	Getting pregnant out of wedlock, causing the pregnancy during the course of stay in the school	None admittance for next Sem/S.Y				

32	Persuading another to commit any sexual act or act of harassment or who cooperates in the commission of such act by another without which it would not have been committed	Conference with the Parent/s, Behavioral Contract and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y			
33	Direct or indirect participation in the commission of a rape.	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y				
34	Involvement in an indecent act in any form of on and/or off-campus training, practicum/ Immersion or educational exposure.	Conference with the Parent/s, Behavioral Contract and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y			
<b>FORGERY OR ANY FRAUDULENT ACTS:</b>						
35	Dishonesty, lying, giving false statements, stealing intellectual properties, presenting or submitting the work of others	Conference with the Parents/ Guardian and Behavioral Contract	Conference with the Parents/ Guardians and Community Service for 40 hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y		
36	Forging, tampering, altering, misinterpreting , misusing school documents or records. Allowing or causing the school documents or records, credentials, excuse letters, student handbook, clearance or certification to	Conference with the Parent/s, Behavioral Contract and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y			

	be forged; furnishing false information in connection with official documents, publishing, circulating or disseminating false information about the school administrators, faculty members, personnel and students					
37	Falsifying signature of school authorities, teachers, parents or guardians	Conference with the Parents/ Guardian and Behavioral Contract	Conference with the Parents/ Guardians and Community Service for 15 hours	Conference with the Parents/ Guardians and Community Service for 80 Hours		
38	Lending / borrowing of school ID and library card	Written Reprimand and Conference with the Parents/ Guardian	Conference with the Parents/ Guardians and Community Service for 5 hours	Conference with the Parents/ Guardians and Community Service for 10 hours	Conference with the Parents/ Guardians and Community Service for 15 hours	Conference with the Parents/ Guardian and Behavioral Contract
<b>VIOLATION AGAINST PERSONS, SCHOOL AUTHORITIES AND SCHOOL:</b>						
39	Instigating / organizing /participating in boycott or disruption of classes, which lead to impeding, obstructing, preventing or defeating the right and obligation of the teacher to teach his/her subject, or the right of any student to attend classes	Conference with the Parent/s, Behavioral Contract and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y			

40	Threatening, coercing, intimidating, compelling, encouraging or convincing any student to be absent from class or to participate in any unauthorized activity.	Written Reprimand and Conference with the Parents/ Guardian	Conference with the Parents/ Guardians and Community Service for 10 hours	Conference with the Parents/ Guardian and Behavioral Contract	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y	
41	Insulting, using obscene language, showing disrespect and offensive acts (either verbal, written, Internet uploads or physical) to any student, faculty member, non-teaching personnel, administrator and any other person connected with the school or visitors and guests	Conference with the Parent/s and Community Service for 15 Hours	Conference with the Parent/s, Behavioral Contract and Community Service for 30 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y		
42	Posting and / or uploading pictures, notes, videos and the like, on the internet, particularly social networking sites, that are pejorative to the name of the university as a Catholic-Augustinian Institution, to its personnel and students	Conference with the Parent/s and Community Service for 30 Hours	Conference with the Parent/s, Behavioral Contract and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y		

43	Cyberbullying or cyberstalking, and improper use of social media and/or social networking sites to the prejudice of others.	Conference with the Parent/s and Community Service for 30 Hours	Conference with the Parent/s, Behavioral Contract and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y		
44	Doing / Showing disrespect or irreverence towards people of the religious affiliation, and to things or objects valued as sacred by our religion/beliefs	Conference with the Parent/s, Behavioral Contract and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y			
45	Self-inflicting, instigating/ engaging in activities resulting to injury to person or oneself	Conference with the Parents/ Guardian and Community Service for 20 Hours	Conference with the Parent/s, Behavioral Contract and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y		
46	Engaging in personal, or with others, acts that tend to corrupt the moral life of the students like discrimination of others with reference to one's physical appearance, weakness and status of any sort; and others in the exercise of their school life	Conference with the Parent/s and Community Service for 20 Hours	Conference with the Parent/s and Community Service for 40 Hours	Conference with the Parent/s, Behavioral Contract and Community Service for 60 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y	
47	Vandalism	Written Reprimand and Conference with the Parents/ Guardians	Conference with the Parents/ Guardians and Community Service for 10 hours	Conference with the Parents/ Guardians and Community Service for 15 hours	Conference with the Parents/ Guardians and Community Service for 80 Hours	Conference with the Parent/s, Behavioral Contract

48	Going to unauthorized activities/ public places in school uniform during class hours	Written Reprimand and Conference with the Parents/ Guardians	Conference with the Parents/ Guardians and Community Service for 20 hours	Conference with the Parents/ Guardians and Community Service for 80 Hours	Conference with the Parent/s, Behavioral Contract	
49	Stealing, shoplifting, extorting money and property of students and/or school personnel	Conference with the Parent/s, Community Service for 25 Hours and Behavioral Contract	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y			
50	Student, in school uniform, caught stealing, shoplifting, extorting money and property of others, outside of the school	Conference with the Parent/s, Community Service for 25 Hours and Behavioral Contract	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y			
51	Using the name of the university without prior notice and permission from any LCUP authority in any ticket, invitation, programs, announcement or any similar printed or non-printed materials and in other activities, unauthorized collection of money and tickets/ goods in relation thereto.	Conference with parents Behavioral Contract	Conference with the Parents/ Guardians and Community Service for 60 hours	Conference with the Parents/ Guardians and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y	
52	Patronizing indecent or questionable places or activities, doing acts that lead to public scandal and disrepute to the university and its faculty/ students/ personnel.	Written Reprimand and Conference with the Parents/ Guardians	Conference with the Parent/s, Behavioral Contract and Community Service for 60 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y	

53	Patronizing gaming and/or questionable establishments, wearing the university uniform, during regular class hours/days.	Written Reprimand and Conference with the Parents/ Guardians	Conference with the Parent/s, Behavioral Contract and Community Service for 60 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y	
54	Dishonesty, lying, giving false statements, stealing intellectual properties, presenting or submitting the work of others	Failing marks in the presentation /activity/ projects/ work  Conference with the Parents/ Guardians	Failing marks in the presentation activity/ projects / works  Conference with the Parents/ Guardians and Community Service for 10 hours	Failing marks in the presentation / activity/projects/ work Community Service for 20 hours  Conference with the Parent/s, Behavioral Contract	Conference with the Parents/ Guardians , Behavioral Contract and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y
55	Cheating one's parents/ guardian by misusing the money meant to pay for one's financial obligations in school	Conference with the Parents/ Guardians  Community Service for 10 hours	Conference with the Parent/s, Behavioral Contract and Community Service for 60 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y	
56	Rumor mongering against a person, a religious or any official.	Conference with the Parents/ Guardians  Community Service for 10 hours	Conference with the Parent/s, Behavioral Contract and Community Service for 60 Hours	Community Service for 80 Hours and Conference with the Parents/ Guardians and	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y	

**POSSESSION, BRINGING, USE OR SALE OF GAMBLING PARAPHERNALIAS, PROHIBITED DRUGS/SUBSTANCES, ALCOHOL/LIQUOR, AND DEADLY WEAPON:**

57	Patronizing gaming and/or questionable establishments, wearing the university uniform, during regular class hours/days	Conference with the Parents/ Guardian and Community Service for 30 Hours	Conference with the Parent/s, Behavioral Contract and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y		
58	Possession/ Smoking (Cigarettes) and Vaping (E-Cigarettes) in any of the school premises and during school related activities outside: like field trips, retreats, recollections and the likes	Conference with the Parent/s, Community Service for 20 hours and Behavioral Contract	Conference with the Parents/ Guardians and Community Service for 50 Hours, None admittance for next Sem/S.Y			
59	Possessing / using gambling paraphernalia inside the school premises	Conference with the Parents/ Guardian and Community Service for 20 Hours	Conference with the Parent/s, Behavioral Contract and Community Service for 50 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y		
60	Possession of / or using deadly weapon such as, but not limited to hand gun, paltik, balisong or pen knife, ice pick or explosives of any kind	Conference with the Parent/s, Behavioral Contract and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y			
61	Bringing in and/or dispensing liquor or any intoxicating beverage, or coming to school under the influence of the same, bringing or	Conference with the Parent/s, Behavioral Contract and Community Service for 60 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next			

	taking alcoholic drinks during out-of-school related activities		Sem/S.Y			
62	Using, pushing, bringing, possessing and trafficking and dispensing or administering shabu, rugby, marijuana, angels trumpet or any other illegal prohibited and/or regulated drugs and all derivatives	Conference with the Parent/s, Behavioral Contract and Dropping out from the roll				
63	Memberships in secret or illegal associations or organizations wholly or partially organized for the purpose of committing any of the crimes punishable under the Revised Penal Code or for some other purpose contrary to law, public policy or public morals	Conference with the Parent/s, Behavioral Contract and Dropping out from the roll				
64	Joining and being a member of a fraternity whether outside or inside the campus, Hazing or initiations.	Conference with the Parent/s, Behavioral Contract and Community Service for 80 Hours	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y			
65	Any student with a pending case in court.	Conference with the Parents/ Guardians and Preventive suspension				

66	Having been convicted of a criminal offense before the court of law during the duration of his/her academic stay at the university.	Conference with the Parent/s, and Dropping out from the roll				
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- Other related violations not mentioned in the table of sanctions shall be dealt accordingly subject to the recommendations of the Grievance Committee.
- It is expected that every student must have read and understood the contents of this student handbook; otherwise he/she must consult the Office of the Student Development Services or the Department Dean in matters that confuse him/her.
- The SDS Office issues In-Class Call Slips to students with pending cases. If a student fails to respond, an additional one hour of community service will be added to their sanction (if applicable) for every missed In-Class Call Slip.

**Policy on Handling Student Violation Sanctions for Students with Diverse Needs:**

Upon receiving a complaint or disciplinary report involving a student with diverse needs, the SDS Unit will immediately coordinate with the SWS Unit. This collaboration ensures that the student's specific needs and circumstances are fully considered in the investigation and sanctioning process. The SWS Unit will provide guidance, support, and necessary accommodations throughout the process to ensure that the student's rights and well-being are protected while maintaining the integrity of the disciplinary procedure.

**GRIEVANCE COMMITTEE**

When a student commits offenses with dropping out from roll, none admittance and preventive suspension as the sanctions, this body will ascertain whether a student is guilty or not after going through due process. The case shall be deliberated upon by the following: Faculty, Class Adviser, Dean, Student Affairs and Services Director, Coordinator of Student Development Services, Discipline Officer, Vice President for Academic affairs. The committee may deliberate on the final sanction at the level of the President.

## **VOLUNTARY WITHDRAWAL**

A student who voluntarily withdraws from the school is entitled to an honorable dismissal/transfer credentials under the following conditions:

- He/She must not be liable for any disciplinary infractions;
- He/She must secure clearance from all the offices within the department. His/her withdrawal shall be effective as of the date when all the necessary signatures have been obtained and the same appeared on his/her clearance form.
- He/she must have passed through the exit interview with the guidance center/department dean.

## **Policy on Gender-Based Sexual Harassment (GBSH)**

*(Reference: CMO 3 s2022 - Guidelines on Gender-Based Sexual harassment in HEIs)*

In response to the call of various sectors in the country to end gender-based violence and to fulfill the mandates and direction of the safe spaces act and anti-sexual harassment Act of 1995, and in compliance with CHED Memorandum No. 3 series of 2022, the university promulgates the policy on gender-based sexual harassment.

This policy shall ensure that the necessary guidelines and mechanisms are in place to prevent and punish sexual harassment and other related sexual offenses.

GBSH has no place in the university. Any act of Sexual harassment or any other related sexual offenses shall be dealt accordingly, following due process and in compliance with CMO 3 s2022 guidelines.

LCUP will provide a mechanism to protect the welfare of the GBSH complainant, as may be appropriate, which may include the following:

1. Psychosocial counseling
2. Referral to an agency offering professional help
3. Support from the LCUP GAD focal point system
4. Coordination with women's organizations and advocacy groups
5. Transfer to another class, or partner institution (if needed)
6. Available legal support such as assistance in the filing of criminal cases in appropriate courts of justice.

LCUP will adhere and use the stipulated code of conduct (Matrix of Offenses) for GBSH in CMO 3 s2022 in resolving cases of Sexual harassment or any other related sexual offenses.

## **STANDARDS ON SUSPENSION OF CLASSES**

Only the **school head** or her **authorized representative** declares suspension of classes.

In case of typhoon:

Updated Guidelines on the suspension of classes in the tertiary level on the occasion of typhoons/storms, earthquakes, floods, fires and other natural and man-caused calamities.

In accordance with the pertinent provisions of **R. A. No. 7722**, known as “**The Higher Education Act of 1994**,” and in the interest of protecting tertiary students from harm, injury and/or damage brought by typhoon/storms, earthquakes, floods, fires and other natural or man-caused calamities, the following guidelines on the suspension of classes are hereby adopted and promulgated, thus:

A. When PAG-ASA raise Typhoon Signal #3 or above in a particular locality within the Philippine Area of Responsibility, all classes in the tertiary level including graduate and post-graduate, within the said locality shall be deemed automatically suspended without the need of declaration from the Commission and/or any of its officials until PAG-ASA lowers the said typhoon signal;

B. In case PAG-ASA raises Typhoon Signal#2 or #1 only in a particular locality within our PAR, classes in the tertiary level, including graduate and post-graduate, shall not be suspended as a matter of policy. However, Presidents/Heads of Higher Education Institutions (HEIs) within the said locality, may, at their own discretion, suspend all, some or any of their classes in the tertiary level, including graduate and post-graduate, until such time that the typhoon signal shall have been lowered by PAG-ASA or until the weather improves.

C. However, the aforementioned rules do not prevent the Chairman of the Commission and/or any of the Commission’s Higher Education Regional Office (HERO) Directors from suspending classes in the tertiary level, including graduate and post-graduate, within a particular locality if in their opinion suspension is warranted because of inclement weather.

## **HEAVY RAINS AND/OR FLOODS AND/OR EARTHQUAKES AND/OR OTHER NATURAL CALAMITIES.**

In case of heavy rains and/or floods and/or earthquakes and/or natural calamities affecting a particular locality which would render the holding of classes in the tertiary level, including graduate and post-graduate, impractical and dangerous to the students concerned, the Presidents/Heads of the HEIs may declare a suspension of classes.

In cases that there was no official announcement from the university administrators about the suspension of classes, parents may, at their own volition, decide if they would want their sons/daughters to attend classes provided that an excuse letter be presented upon return.

The Chairman of the Commission and/or the Commission's HERO Directors may do so likewise motu proprio.

## **FIRES AND/OR OTHER MAN-CAUSED CALAMITIES**

In case of fires and/or other man-caused calamities in a particular locality which would make the holding of classes in the tertiary level, including the graduate and post-graduate, impractical and dangerous to the students concerned, the Presidents/Heads of HEIs affected by said man-caused calamities may suspend any, some or all classes in the tertiary level, including the graduate and post-graduate, as their discretion may deem appropriate.

It is understood, however, that the Chairman of the Commission and/or any of the Commission's HERO Directors may likewise suspend classes in the tertiary level, including the graduate and post-graduate, as the need arises.

## **"CALAMITY" PROPORTIONS**

In any case, however, if the force majeure, act of God, accident and/or event has reached "calamity" proportions in a particular locality, that is, it is such as to seriously disturb the normal pace and peace and quiet of the community and affects the greater number of residents therein exposing gravely their lives, persons and/or property, classes in the tertiary level, including the graduate and post-graduate, shall be ipso facto suspended until normalcy returns.

The declaration of resumption of classes shall be made by the Chairman of the Commission and/or any of the Commission's concerned HERO Directors.

#### **“NON-CALAMITY PROPORTIONS”**

If the force majeure, act of God, accident or event does not amount to “calamity” proportions, but in the opinion of the President/Head of the HEI concerned, tertiary students could not attend classes without endangering their lives, persons or property, classes in the tertiary level, including graduate and post-graduate, may be suspended by the President/Head of the HEI concerned until the disappearance of the force majeure, act of God, accident and/or event.

**NOTE : (R. A. No. 7722, known as “The Higher Education Act of 1994)**

#### **POLICY AGAINST SMOKING AND DRINKING**

**CMO <http://www.ched.gov.ph/wp-content/uploads/2013/05/CMO-No.-22-s2013.pdf>.**

#### **DRUG TESTING ON CAMPUS**

To ensure the welfare and safety of the students, the university requires all new and returning students to undergo drug and alcohol testing. The school shall conduct its own drug and alcohol testing in coordination with the Malolos PNP Laboratory, Bulacan, the LCUP General Hospital, and any other drug testing institutions accredited by the school. This provision also applies to all students who are suspected to be under the influence of drugs or obviously intoxicated or drunk. Parents of the concerned students concerned will be notified of the conduct of drug/alcohol testing. All drug or alcohol testing expenses under this Section shall be borne by the concerned students.

The University also applies the provision of Republic Act no. 9165 or the Comprehensive Dangerous Drugs Act of 2002”, to wit:

Section 36. Authorized Drug Testing – Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH accredited drug testing centers to further reduce the cost of such drug tests. The drug testing shall employ, among others, two (2) testing methods, the screening test which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for a one-year period from the date

of issue which may be used for other purposes. The following shall be subjected to undergo drug testing: Students of secondary and tertiary schools – Students of secondary and tertiary schools shall, pursuant to the related rules and regulations as contained in the school’s student handbook and with notice to the parents, undergo a random drug testing: Provided, That all drug testing expenses under this Section shall be borne by the government.

### **REGULATIONS ON PROHIBITED DRUGS**

Any student who shall process, prepare, administer, deliver, distribute, dispatch in transit, transport, use, encourage others to use any prohibited or regulated drug, or shall frequent places where any prohibited drug is used in any form, shall after due investigations and findings of guilt, be suspended and expelled, as circumstances may warrant. Provide, however, that the penalty herein imposed shall be without prejudice to the proper filing of charges before the competent courts, should the university authorities so decide.

Prohibited Drugs”, as herein above referred to, shall include opium and its active components and derivatives, such as heroin, and morphine, cocaine, hallucinogenic drugs such as mescaline, lysergio drugs such as acid diethyl amide (LSD) and other similar effects. Indian hemp and its derivatives, all preparations made from any of the foregoing and other drugs, whether natural or synthetic, shabu, and ecstasy with physiological effects or narcotic drugs, self-inducing sedatives, such as secobarbital, Phenobarbital, barbital, amobarbital and other drugs which contain salt or derivatives of salt or barbiturate acid, ant salt, isomer, or amphetamine, and hypnotic drugs such as methaqualone or any other compounds producing similar physiological effects.

If a student shall be convicted by a Regional Trial Court for any offense arising under Republic Act. 6424, otherwise known as the Dangerous Drugs Act of 1972, an automatic suspension shall be issued and shall continue until such a time the judgment be one of conviction. Expulsion shall follow as a matter of course and shall be retroactive to the date of suspension.

### **POLICY ON INTERNATIONAL EDUCATIONAL TRIPS**

**CMO** <https://ched.gov.ph/wp-content/uploads/2017/10/CMO-no.-26-s.-2015.pdf>

### **POLICY ON LOCAL INTERNSHIPS (SIPP)**

**CMO** <https://ched.gov.ph/wp-content/uploads/2018/03/CMO-NO.-104-S.-2017.pdf>

## **POLICY ON INTERNATIONAL INTERNSHIPS (SIAP)**

**CMO** <https://ched.gov.ph/wp-content/uploads/CMO-No.-10-S.-2023.pdf>

## **CHED MEMO: GUIDELINES FOR THE EXEMPTION OF THE SK OFFICIALS FROM TAKING THE NSTP-CWTS IN ACCORDANCE WITH SECTION 16 NO. 2 OF RA 10742**

**LINK:** <https://nstp.upd.edu.ph/wp-content/uploads/2022/06/NSTP-JMC.pdf>

## **ADHERENCE TO REPUBLIC ACT NO. 10173: DATA PRIVACY ACT OF 2012**

**LINK:** <https://privacy.gov.ph/data-privacy-act/>

## **ADHERENCE TO REPUBLIC ACT NO. 11313: SAFE SPACES ACT**

**LINK:** <https://pcw.gov.ph/faq-republic-act-no-11313/>

## **ADHERENCE TO REPUBLIC ACT NO. 11053: The Anti-Hazing Act of 2018**

**LINK:** <https://elibrary.judiciary.gov.ph/thebookshelf/showdocs/2/85055>

## **CAMPUS ORGANIZATIONS**

LCUP aims to develop students with a well-rounded personality. It recognizes the fact that this cannot be achieved solely within the normal classroom setting but has to be complemented with various activities which form part of the community life of the students. It is hoped that participation in duly recognized co-curricular and extra-curricular activities will further enable the students to become more socially conscious, value-oriented and responsive Filipino.

Every LCUP student therefore is expected to balance his/her academic life and his/her co-curricular and extra-curricular activities. Administration sponsored activities are officially announced by the Office of Student Affairs through the club moderators, class advisers, public address system or official announcement boards. Co- and Extra-Curricular activities are done outside class hours. Thus, participation in said activities is required to all officers and members.

Recognized organizations are expected to complement the college classroom instruction. Each organization is directly supervised by a club moderator under the supervision of the Office of Student Affairs.

## POLICY ON STUDENT ORGANIZATIONS

1. The student organization/club is open to all students from first year to fifth year. The three types of student organizations are as follows:

- Co-Curricular Organization
  - These academic organizations represent a specific collegiate discipline which aims to:
    - § complement the learning experiences with relevant activities.
    - § aid the students in their holistic professional development.
- Extra-Curricular Organizations
  - These non-academic organizations aim to:
    - § have a venue for students to nurture non-academic competencies which are relevant to their holistic formation; and
    - § create a leeway for students to gain additional learning experiences which are relevant to their holistic development as learners and as future professionals.

2. All students of each department shall automatically become members of their respective Co-Curricular organizations. While Extra-Curricular organizations are open to all interested students who would like to enhance their potential, talents and skills.

3. Officers of the different clubs and organizations are elected depending on the existing organizational laws under a faculty club moderator.

4. An elected officer may hold a maximum of two (2) positions within the academic year; SCB-CC Officers may hold a 1 lower position under a different organization.

5. Students are allowed a maximum of three (3) memberships in recognized organizations of the University.

6. Students may apply for membership in any organization by filling-out a form provided by the Office of Student Affairs.

7. Regular attendance and active participation in all organizational activities is required.
8. Loss, damage or destruction of any university facilities shall be the responsibility of the organization using it.
9. A student organization's objectives should not run counter against the philosophy, goals and objectives of the La Consolacion University Philippines or to the law, or public order.
10. Each organization is expected to develop, organize, administer, monitor and coordinate a variety of activities, programs and resources which will contribute to the positive, holistic development of a diverse, multi-cultural student body.
11. Each organization is expected to complement the academic programs of study by deliberately planning and promoting extra-curricular activities that will reflect and provide an extension of the academic efforts of the classrooms and laboratories.
12. Each organization should carry out an overall educational experience of students through the development of, exposure to, and participation in, social, cultural, intellectual, instructional, recreational and governance programs that serve as a partner sustainer of the University's mission in the delivery of a quality education for all students
13. Students may apply for an accreditation or recognition of a newly established student organization provided that the following be complied with and be submitted:
  - a. An application letter addressed to the Director of Student Affairs and Services signed by the organizational representative and the proposed faculty moderator.
  - b. Proposed organizational constitution and by-laws.
  - c. Proposed list of officers and members.

## POLICY ON STUDENT ACTIVITIES

1. Any student who is joining a school activity that will jeopardize attendance in his/her classes must seek permission first from the dean. He/she must present a letter signed by the moderator of the organization noted by the Officer of the Student Development Services and Director of the Student Affairs and Services.
2. Students who receive the privilege of representing the school in off campus activities are obliged to live up to the expectations of the university. Using the name of the school in whatever activity/project is only allowed if permission is granted by the Director of the Student Affairs and Services.
3. LCUP being a Catholic institution sets religious activities that must be participated by all students and personnel.
4. Activities scheduled during or within a class period require attendance of all concerned. Absence from the activity will automatically mean absence of the student from the class.
5. The Officer of the Student Development Services, Director of the Student Affairs and Services., VPAA and the University President must approve activities sponsored by clubs/organization/department.
6. Notice to Parents are required for activities that are held outside of the school and outside of school days.
7. Any student who attends activities of clubs/organizations NOT recognized by LCUP shall be responsible for any untoward events that may affect him/her during the activity.
8. All school activities should be in accord with the regulations of the university and of CHED.
9. School facilities may be used by any student organization upon due requisition with the school authority; subject to the rules and regulations prescribed by the University, and provided that such facilities shall be used only for the purpose stated in the requisition form.
10. Requisition for the use of any school facilities shall be filed by the president of the organization and countersigned by the Moderator of the student organization. Such should be approved by the Director of Student Affairs and Services.
11. The posting, distribution or circulation within the school premises of any literature, posters, bill or the like, whether commercial or otherwise, shall be done only in appropriate places after the approval of the Office of the Student Development Services. No one is allowed to use any bulletin board that is not designated/assigned to them.

## REFUND OF FEES AND DROPPING OF SUBJECT/COURSE

Any student who voluntarily withdraws from the University within 30 days from the date of registration, provided his/her fees are paid in full, may be given a refund of the portion of the fees paid, except for the entrance fees, under the following conditions.

If the student has never attended a class for one day, the amount he/she paid will be refunded minus the auxiliary, incidental and entrance fees. If the student drops out during the first week after the registration he/she will be refunded 80% of the amount paid minus the auxiliary, incidental and entrance fees. If the student withdraws within the second, third, fourth week after the registration he/she will be refunded 50% of the amount he/she paid minus the auxiliary, incidental and entrance fees.

If the student withdraws thirty days after the registration, no refund will be allowed. Any withdrawal made by any student shall have to be made official otherwise he/she shall be charged the full amount of his/her tuition fee for the school year.

Any student who cannot continue his/her studies for a very important reason must:

- Write a letter to the Dean indicating his/her reason.
- See to it that the letter is signed by his/her parents.
- Personally confer with the dean regarding his/her intention to drop from studies; and
- Must see to it that he/she has no pending account in the school.

## CHANGE OF RESIDENCE AND CIVIL STATUS

Students who have transferred residence or have changed civil status should immediately inform the Office of the Student Affairs, Dean's Office and the Registrar's Office. A certified photocopy of the Marriage Contract should be submitted to the Office of Student Affairs. Students are held liable for any incorrect information in their registration form and other school documents. Letters sent to the written address are considered delivered.

Although married students are accepted, it is mandatory that they submit a certified true copy of the marriage contract. A student who becomes pregnant will only be allowed to attend classes after she has submitted a true copy of the marriage contract.

## UNIVERSITY FACILITIES AND STUDENT SERVICES

### **THE LIBRARY**

The Library operates under the following rules and regulations:

1. The service of the library is only for duly enrolled students or reviewees.
2. Every student/ reviewee is required to apply for an RFID to enjoy borrowing privileges.
3. Borrowers should surrender everything for inspection when going out of the library premises.
4. The library staff is authorized to enforce silence as well as the library rules and regulations.
5. Any discourtesy towards the library staff enforcing library rules and regulations will be noted and reported in writing to the Office of the Student Affairs for references and action.
6. A student is entitled to borrow (1) reserved book and two general circulation books at a time.
7. Reserved books may be borrowed on an overnight basis only. Reserved books may be taken out at five o'clock pm and should be returned at 8 o'clock the following morning.
8. Defacing, tearing or damaging books, periodicals, pamphlets or other reading materials are serious infractions of the rules and regulations.
9. The school library is open from 7:00 am to 7:00 pm from Mondays to Fridays, and 7:00 am to 6:00 pm on Saturdays.
10. The student benefits from the Wi-Fi connectivity upon supervision with proper instructions.

### **THE GUIDANCE CENTER**

The Guidance Center is an integral part of the educational program of LCUP. It is designed not only for those who have problems but also for those who are well. It aims to establish self-awareness among students and to promote the student's personal, educational, social and vocational well – being.

The program will help students discover their abilities, potentialities, and limitations which will enable them to become better people.

### **THE REGISTRAR OFFICE**

The Registrar Office is located at the ground floor of the Administration Building in Catmon. They take charge of the academic documents, records and files of the students. Pertaining to the proper preservation of the student's records and for the efficient service, the office is manned by qualified personnel.

### **THE FINANCE OFFICE**

The Finance Office takes charge of all financial transactions of the university is found at the ground floor of the Administration Building in Catmon. It is adjacent to the Registrar's Office.

### **THE UNIVERSITY CLINIC**

It conducts annual general physical and dental check-up. In case of a major illness, a student is referred to the nearest hospital for consultation, the parents are properly notified, and the student will be released to the parents with a "Home Slip" signed by the clinic staff and the dean. The clinic staff treats the patients first before he/she is sent home. Minor ailments are given treatment in the clinic.

### **OUR LADY OF CONSOLACION CHAPEL**

This is where the students can commune better with God as they begin and end their school day. At the Barasoain campus, the chapel is found at the second floor of the Mt. Carmel Building. In Catmon, the chapel is beside the Sister's Residence. Student masses are held on schedule for everyone.

### **THE CAFÉ MONICA**

They supervise the snacks and meals served to the students, faculty and personnel at the Café Monica in Catmon and at the Barasoain canteen. Café Monica is also open on Saturdays to serve the Graduate School Students.

### **AUDIO-VISUAL ROOMS**

These are fully air-conditioned rooms with a capacity of hundreds. In Barasoain, it is located at the ground floor of the St. Joseph Building. It is conducive for varied functions like student seminars, retreats, assemblies, Administrative and Faculty conferences, workshops, and others. In Catmon, the AVR is found at the 5<sup>th</sup> floor of the St. Augustine Building (Administration Bldg.). This is for the use of all students from the 3 departments. There is

another AVR at Mother Rita Bldg, a smaller venue for the same purpose. The AVR is equipped with modern facilities, audio and video equipment and facilities for control lighting.

### **THE KALINANGAN AUDITORIUM**

This is a covered facility conducive for purposes like physical education activities, symposia, lecture-forum, programs, assemblies and similar functions.

### **COMPUTER CENTER**

These centers are provided with modern equipment where students can simultaneously perform activities using their computer units. The Computer Center in Catmon is at the MR Bldg. 2<sup>nd</sup> Floor. This center is being used by both College and Basic Education Departments.

### **SECURITY**

The school is physically secured and protected by a Security Task Force. In Catmon, security guards monitor the coming in and out of people and cars at the two gates of the campus. In Barasoain, the gate is secured with the presence of two guards who take turns as roving security personnel.

### **THE SCIENCE LABORATORY**

The Science Laboratory in Catmon services the Grade School, the High School and the College Students.

### **CARTHAGE STUDENT ACTIVITY HUB**

The open-air stage would be the best place to address small gatherings for students.

### **MO. THERESA ANDRADA, OSA GYMNASIUM**

An open-air conducive for purposes like physical education activities, programs, assemblies and similar functions.

### **AGOSTINO HALL**

A function room available for the holding of banquets, meetings, conferences, receptions, parties, or other special occasions.

**THE LA CONSOLACION UNIVERSITY GENERAL HOSPITAL**

A hospital located in Plaridel, Bulacan that is supervised and managed by the Augustinian Sisters of Our Lady of Consolacion. The hospital was blessed and opened last October 2, 2010.

## THE COLLEGE OF MEDICINE

### Grading System

Percentage Equivalent	Numerical Equivalent
98-100	1.0
95-97	1.25
92-94	1.50
89-91	1.75
86-88	2.0
83-85	2.25
80-82	2.5
77-79	2.75
75-76	3.0
74 and below	5.0

## STUDENT AND PARENT(S) AGREEMENT

\_\_\_\_\_  
Student's Name

Year Level \_\_\_\_\_

Date \_\_\_\_\_

Dear Dean \_\_\_\_\_,

We have carefully read and understood the Student Handbook of LCUP College of Medicine and agree to abide by all its contents, as well as all other policies of La Consolacion University Philippines.

\_\_\_\_\_  
Parents'/Guardian's Printed Name and Signature

\_\_\_\_\_  
Student's Printed Name and Signature