



**La Consolacion**  
UNIVERSITY PHILIPPINES  
THE CATHOLIC UNIVERSITY OF BULACAN  
VALENZUELA ST., CAPITOL VIEW PARK SUBDIVISION, BULIHAN, CITY OF MALOLOS, BULACAN

COLLEGE DEPARTMENT  
**STUDENT  
HANDBOOK**

REVISED 2023



Management System  
ISO 9001:2015

www.tuv.com  
ID 9108635490



LCUP is ISO 9001:2015 certified by TÜV Rheinland Philippines, Inc.



## TABLE OF CONTENTS

Image of Our Lady of Consolation	4
Image of St. Augustine	5
Official Prayers	6
FOREWORD	7
I. Brief History of the La Consolacion University Philippines	8
II. Foundational Statement	23
A. ASOLC Foundational Statement	
Vision-Mission Statement of ASOLC	23
Vision Mission of ASAS (Association of the Augustinian Sisters)	
B. LCUP Foundational Statement	23
Philosophy, Vision, Mission, Institutional Goal, Quality Policy, Core Values	24
III. Departmental Vision Mission and Goals	26
College of Business Entrepreneurship and Accountancy	26
College of International Tourism and Hospitality Management	27
College of Arts, Science and Education	28
College of Information Technology and Engineering	29
College of Allied Medical Professions (CAMP)	30
Alternative Education	30
School Motto	31
LCUP Hymn	31
Alma Mater Song	32
IV.	
Admission Policy	32
Requirements for Admission	32
Scholarship and Beneficiaries	33
Residency	33
Registration	33
Enrolment Procedure	34
Academic Policy	35



**College Department**

Policy on Academic Deficiency, Delinquency, and Retention	36
Requirements Policy on Examination	38
Behavior during Examination	39
Policy on Honors and Awards	39
Academic Awards	39
Dean’s Lister	40
Non-Academic Awards	43
Leadership Award	43
Loyalty Award	43
Fidelity Award	43
Mother Rita Barcelo Award	43
Academic Excellence Award	44
Special Awards	44
Application for Graduation	44
Scholarships and Other Privileges	45
Other Scholarships/Discount Privileges	46
Student-Aid Program	46
Socialized Tuition & Miscellaneous Fees Program Guidelines	46
Policy on Scholarship Grants and Benefits for Varsity Players and Members of Selected Student Organizations	51
Code of Conduct for College Students under New Normal Situation	52
Psychosocial Support Policy	53
Standard Deportment and behavior expected of LCUP Students	55
Policy on Handling Student Complaints	57
Conduct Outside the University	59
Policy on Local Off-Campus Activity	60
Policy on Student Uniform	61
Identification Card	63
Policy on Class Attendance, Tardiness, and Absences	63
Definition of Sanctions	64
Table of Sanctions	65
Grievance Committee	80
Voluntary Withdrawal	80
Policy on Gender-Based Sexual Harassment (GBSH)	81
Standards on Suspension of Classes	81



**College Department**

Heavy Rains and/or Floods and/or Earthquakes and/or Other Natural Calamities	82
Fires and/or Other Man Cause Calamities	83
Calamity Promotions	83
Non-Calamity Promotions	83
Policy against Smoking and Drinking	83
Drug Testing on Campus	83
Regulation on Prohibited Drugs	84
Policy on International Educational Trip	85
Policy on Local and International Internship	85
Campus Organizations	85
Policy on Student Organizations	85
Policy on Student Activities	87
Refund on Fees and Dropping of Subjects/Courses	88
Change of Residence and Civil Status	88
University Facilities and Student Services	89



**OUR LADY OF CONSOLATION**





## ST. AUGUSTINE





**OFFICIAL PRAYERS  
University Prayer**

Lord God of all wisdom,

We pray for the La Consolacion University Philippines that she may be faithful to the purposes of our foundresses, continue to promote the search for truth and knowledge and be an inspiration for others to follow. May we be a community of scholars sharing this ambition, caring for one another, and being loyal to the truth revealed to us as your disciples. AMEN.

**Prayer for the Beatification of Mother Consuelo**

God of love and compassion, you endowed Mother Consuelo with great love and zeal for your honor and glory. We commend to you her life and example of love of God and neighbor. With faith and trust in your gracious Providence, we pray for her beatification so that she may continue to inspire us in seeking your will and living a holy life.

God of mercy,

We also humbly present to you our need, united with the confirmation of the holiness of life of Mother Consuelo. (Mention your intention)

In gratitude for your boundless blessings,

We praise and thank you, Our God, Father, Son and Holy Spirit. AMEN.

**Prayer to the Blessed Mother**

Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored your help, or sought your intention was left unaided. Inspired by this confidence we fly unto you, O Virgin of Virgins, Our Mother. To you we come, before you we stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not our petitions, but in your mercy hear and answer us. AMEN.

**Prayer for the Intercession of Our Lady of Consolation**

God, our Father, You sent your Holy Son, born of the Virgin Mary, as the consolation of your people. Through the prayers of His Mother, may we find in Him the fullness of your compassion and share its blessing to all around us. May Mary, Our Mother of Consolation, who brought comfort and strength to Monica with the conversion of her son, Augustine, help all those in need and bring consolation to them. AMEN.

**Prayer to St. Augustine**

God, the desire of every human heart, You moved St. Augustine to seek restlessly for truth and peace. Touch our hearts with his burning desire for wisdom, for the Word made flesh. God of truth and justice, You taught Augustine to love unity and common life. Give us a share in his thirst for unity and make us one in mind and heart. God, our shepherd, You made Augustine faithful pastor of Your flock. Guide us, like him, to serve all people. As we make our way to Your Kingdom. God, in whom we find our rest, Renew in us the desire to follow Jesus and his servant Augustine. Keep us faithful to our promises until at last we find our rest in You. AMEN.



## **FOREWORD**

Dear Students,

Welcome to LCUP!

We, the Administrators, the Faculty, and the Non-Teaching Personnel are truly happy to have you as a member of the Augustinian Family – the LCUP “Community of Friends.”

We offer you this Student Handbook which contains the necessary information, intended to guide and give you direction while you are with us. As a student, you need to understand the University policies and operations, which you are required to strictly follow and abide by.

It is good to know that LCUP, as an institution of higher learning and basic education, has the ultimate goal of bring out the best in you. This, however, needs your whole-hearted support. It is only through our cooperative efforts that the real meaning of Christian Catholic education can be attained.

Each LCUP student is called to be a Consolanian. It was derived from the name of the school, La Consolacion University Philippines, which was coined after the Our Lady of Consolation.

Like Our Lady of Consolation, every LCUP student is called upon to spread consolation to the weary, the confused, the suffering, and those in need and challenged daily to be Christ-like to serve the people in the will and name of God.

It is our dream that any person who looks at an LCUP student sees the image of Our Lady of Consolation whose ‘pure heart’ is deeply embedded in the life of our students.

This Student Handbook will be your constant guide as you relate with each other, with your parents, with the Teaching and Non-Teaching Personnel, the School Administrators, and the Sisters. Read and understand the message contained herein. Live your student life guided by it.

Our prayers go with you all the way. God bless!

Board of Trustees

Administrators

Teaching and Non- Teaching Personnel

Religious Community of the La Consolacion University Philippines





## **HISTORY OF THE LCUP**

### **Early Beginning - 1937-1945**

The La Consolacion University Philippines is a co-educational Catholic school established formerly as Colegio de Nuestra Señora del Carmen, in May 1937 and administered by the Augustinian Sisters of Our Lady of Consolation (ASOLC). Doña Estefania del Rosario Vda. de Jacinto, a sister of Mother Catalina de Jesus, OSA, donated a property for the education of the children of poor families in Barasoain. At that time, it was then the only educational institution in the locality.

In May 1937, five Augustinian Sisters, with Sor Encarnacion delos Remedios as the Superior, took charge of the school when it was formally opened. In June 1937, the school was blessed and dedicated to Our Lady of Mt. Carmel, Patroness of the Parish of Barasoain, Malolos.

Early Childhood Education and Elementary courses were initially offered. In 1940, three special vocational courses: typing, stenography, and dressmaking were opened. The outbreak of World War II forced the closure of the school. However, upon the insistence of the Japanese occupation forces, the school re-opened with the offering of a secondary course.

The operation of the school was temporarily put on hold with the arrival of the American liberation forces in 1945. Nevertheless, the school reopened later that year with the addition of new college courses to the school's curriculum.

### **1950-1984**

In 1950, a two-year course for elementary education was offered. The teaching staff was composed of the intellectuals of the community.

A conflagration in October 1952 reduced to ashes all that was once Colegio de Nuestra Señora del Carmen. The sisters temporarily took shelter in the residence of Mrs. Julieta Santiago. Later, the students occupied the big, old house of Doña Elisa Santiago and the improvised classrooms at the parish convent.

In 1954, a new and better building was constructed. This time, the sisters concentrated their efforts on strengthening and expanding the Elementary and High School Departments. They did this by giving up the College Department and special vocational courses retaining only stenography and typing.

Enrollment continued to increase in the succeeding years. The quality of instruction dramatically improved owing to the constant entry of a qualified teaching force. Campus discipline was also strictly enforced; facilities were expanded; and, new buildings were constructed. In 1965, the need was felt to reopen the College Department. More tertiary-level courses were included in the



curriculum. Meanwhile, the school management acquired an additional lot meant for the expansion of the College Campus.

In 1967, the school's name was changed from Colegio de Nuestra Señora del Carmen to Regina Carmeli College.

In August 1979, RCC adopted the Catholic School System Development (CS-SSD) program. The Program aimed to promote strongly the formation of personnel, systematize operations, and upgrade the standards in preparation for the long-range plan of the school for voluntary accreditation.

On August 27, 1984, a solemn ceremony took place to celebrate the laying of the cornerstone of the extension building of Regina Carmeli College on a five-hectare lot at Catmon, Malolos, Bulacan. The move manifested the desire of the institution to play a more decisive role in the education of the Bulakeños. By June of 1985, the Catmon Campus was ready for occupancy. The new campus was blessed and dedicated in a solemn liturgical ceremony on July 4, 1985.

1985-1995

In November 1985, the determined efforts of the school in gaining the accreditation of the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU) took a more decisive turn when the High School and the Grade School Departments had their Preliminary Surveys. PAASCU accreditors visited the school and conducted an intensive analysis and evaluation of the status of the school's readiness to the PAASCU standards. Eight months later, the College Department also had its PAASCU Preliminary Survey.

Responding to the needs of the Commerce graduates from Malolos and the nearby key towns of Bulacan, the CPA Review Center was conceived and realized in May 1986. The Center produced successful CPAs and an alumna who placed seventh in the CPA Board Examinations.

The year 1987 marked RCC's 50th year anniversary. The blessing of the Sisters' residence in Catmon and an institutional musical presentation entitled, "Color It Gold!" highlighted the celebration of the Golden Jubilee Year. The year-long festivities also brought two monumental projects: the first was the launching of the RCC Outreach in Pandi, Bulacan which signaled the institution's formal entry into its community outreach ministry and the second was the realization of the much-needed Multi-Purpose Hall in Catmon.

School Year 1997-1998 witnessed the introduction of Computer Courses in the College offerings. The Bachelor of Science in Computer Science (BSCS) opened new frontiers in the desire of the school to produce productive and highly employable college graduates. During that time, BSCS ranks second to the College of Commerce courses in terms of enrollment.

As a social institution, RCC was aware of the potentially effective position it held in initiating projects, which could promote the well-being of the communities in its environs. Thus, in 1987, RCC organized the Mother Rita Barcelo Outreach and Livelihood Corporation (MRBOLC) as its community



extension service unit. MRBOLC undertook community-building projects and organized communities with a view of contributing to their becoming cohesive and self-reliant. MRBOLC also extended financial, technical, and consultancy services to micro-cottage and small-scale business enterprises in the province.

In pursuance of the institution's thrust for quality and excellence, the Grade School Department had its first PAASCU Formal Survey in October 1988 followed by the High School Department. Today, both departments have the distinction of being PAASCU-accredited.

In August 1989, the Department passed its PAASCU Formal Survey. Presently, LCUP is the only academic institution in Bulacan that has the much-coveted PAASCU accreditation on all its academic programs from elementary to college.

March 31, 1991, marked a cornerstone-laying ceremony held in Catmon. The Mt. Carmel Building project housed the College Department and the Administrative Offices. The pressure of an ever-growing student population necessitated the construction of a major physical plant in Catmon.

In furtherance of its goal to develop high-level human resources, RCC formally opened its Graduate School Department in June 1991. For its initial offering, the Department accepted graduate students in the field of Behavioral Science with majors in Anthropology, Sociology, and Psychology. Presently, the Graduate School also offers a Master of Science in Business Management; a Master of Science in Public Administration; and a Master of Arts in Education with several majors.

The school also put up a preschool and grade school extension campus at Rosaryville, Guiguinto, Bulacan in 1992.

As evidenced by the constant desire of the institution to meet the needs of the times, impact programs such as Nursing, Computer Engineering, and Computer Secretarial were introduced—during the School Year 1992-1993. As a result of its constant search for ways in translating into concrete realities her pro-people educational thrusts, RCC launched its Adult Night High School program in 1993. The program offered free secondary education, following a DECS-approved 5-year night high school curriculum. Beneficiaries of the program are the underprivileged adults who do not have the financial capability to pursue formal education beyond basic elementary schooling. The first batch of graduates was composed of three students conferred in 1998. As of 2009, the URC Night High School had produced 96 high school students.

After years of extensive experience in the delivery of community outreach programs that serviced the community, the MRBOLC launched its most monumental project to date in 1994, the Mother Rita Homes. The program, funded by the Committee of German Doctors for Developing Countries, sought to provide low-cost housing units initially to 200 indigent families of Malolos and Guiguinto.

After more than half a century of service to the community, the Institution felt the need to raise itself to a higher level of commitment to developing Filipino Christian graduates, morally upright and



imbued with the ideals of Justice, Freedom, Peace, and Love. This was concretized through its plan of activities and development efforts in the pursuit of university status.

The first formal attempt to apply for university status took place in 1993. The President sent a formal letter of intent, together with a project proposal for the conversion of the Regina Carmeli College to a University, to the Secretary of the Department of Education, Culture, and Sports, Hon. Isidro Cariño.

On June 10, 1993, RCC received the initial findings of the Office of the Secretary of the DECS. More documentary evidence was sought on the human and physical resources of the Institution.

Curricular expansion as an ongoing long-range goal of the Institution made significant gains in 1994 with the inclusion of four (4) more bachelor's degree programs in the course offerings of the College Department. These courses were: Bachelor of Science in Physical Therapy, Bachelor of Science in Industrial Engineering, Bachelor of Science in Hotel and Restaurant Management, and Bachelor of Science in Tourism.

The Graduate School introduced a new field of specialization in its programs, as well. Beginning School Year 1994-1995, it offered Computer-Assisted Instruction/Programming in its Master of Arts in Education program. To serve as a laboratory and practicum venue for the new undergraduate offerings, the school built a two-storey Our Lady of Consolation Physical Rehabilitation Center and the Mini-Hotel and Restaurant in Catmon. Opened to the general public, the Rehabilitation Center offered competent health care services in the fields of Physical Therapy and Alternative Therapy.

The year 1994 saw a significant redirection of the thrust of the school leadership in the promotion of a deeper sense of Christian spirituality among the personnel and the entire school community. RCC evolved its Integral Spirituality Formation Program inspired by the philosophy of "creative education," the experience of the Catholic Church's "basic ecclesial communities," and the "paradigm shift" sweeping the contemporary faith-life experience of the people. The program provided the needed framework for the spiritual journey of the Carmelian community to meet the challenges of the changing times.

RCC heeded the call for environmental programs through the Reforestation/Greening Program. Spearheaded by the administrators, the students, faculty, alumni, and parents launched the Adopt-a-Mountain Project located in San Miguel, Bulacan on September 8, 1995. The 30-hectare area granted through a Memorandum of Agreement with the DENR served as a venue for environmental projects, where seedlings started to find their roots and the leaves gave hope to the coming generation.

The first formal visit of the newly-formed Commission on Higher Education (CHED) took place on January 4, 1996. A panel of five members chaired by Dr. Roberto Padua carefully and painstakingly examined the readiness of the institution in terms of: (1) compliance of program offerings to the CHED standards, particularly on program accreditation requirements; (2) substantial evidence of recognized strengths in the arts, science, humanities, and social science components of its courses; (3) a continuing



quest for excellence and a commitment to a reasonably high standard of instruction demonstrated through the quality of its education programs, outstanding achievements of its students and excellent performance of its graduates particularly in government examinations; (4) a dynamic research program manned by qualified and competent personnel accomplishing the periodic publication of scholarly journals; and (5) a creditable community extension program involving the community within its immediate area and manned by experienced and service-oriented personnel. Two major recommendations were offered: (1) that the school should have doctorate degree holders in linguistics, mathematics, sciences, business, education, and preferably in all other disciplines, and (2) the intensification of the institution's research program, including the periodic publication of refereed journals.

Management recruited and beefed up the pool of doctorate degree holders in the institution, particularly in the area of linguistics and sciences, during the semester immediately following the visit. The institution, likewise, realigned its research priorities, considering the impact of the institution not only among students but also in the larger community. Community and industry studies were given higher priority.

The second visit to CHED was on October 17, 1996. The commissioners took cognizance of the evidence of relevant program offerings in the college, high standard of instruction as evidenced by the presence of qualified, competent faculty, and the good performance of the graduates in government examination. But they took notice also of the need to further upgrade the adequacy of the physical facilities of the college, its building, and its façade.

The management acted immediately on the suggestions of the CHED panel members. A comprehensive physical development plan was prepared together with the assistance of consultants. A P40-million physical development plan was submitted to the Board of Trustees for approval. The plan included the construction of a five-story college building geared to fully meet current and future clientele needs.

The edifice housed administrative offices, classrooms, and curricular facilities. The plan also included the construction of an access road and a façade designed to help enhance the academic ambiance of the campus.

The CHED Chairman Angel C. Alcala, together with Executive Director Catalino Rivera, took the time to see for themselves the applicant institution. They gave encouraging remarks on the progress Regina Carmeli College made, particularly the extensive community service programs being operated by the institution.

RCC opened its Early Childhood Education Center at Catmon Campus in January 1997. Evolving from the MRBOLC's experience with community-based day care centers and replication of what had been studied and observed by two RCC faculty members in Canada, the Center caters to children 6 months to 3 years of age. Initially, it catered to the children of RCC personnel. At present, it opens its doors to children of families outside the community. The center is open from 6:30 a.m. to 6:00 p.m.



The third visit of CHED came on February 25, 1997. Dr. Remigia Nathanielz, representing CHED, was joined by a member of the Technical Panel, Dr. Cynthia Rose Bautista. Dr. Bautista noticed the impressive development since the school was last visited by CHED, but she paid more attention on the status of research in the college. She suggested that the college further refine its research thrusts and develop the critical mass of research among the faculty.

RCC management responded immediately to the suggestions. A new perspective of higher education functions for the faculty was articulated operationally and creatively defining how the trilogy of higher education functions would be implemented. The school further expanded its linkages and functional network with fifteen (15) non-government agencies, nine (9) government agencies, eight (8) professional organizations, and nine (9) educational institutions both local and foreign. Among the areas of concern were researched collaboration and faculty and student development.

The year 1997 went down in the history of URC as one of the crucial milestones in its quest for educational distinction. On October 24, 1997, CHED Commissioners Esther Garcia and Kate Botengan visited the school. The Commissioners expressed appreciation for the dramatic physical improvements the college had instituted. Moreover, they expressed that the primary intention of their visit was to look into the research activities of the institution. The management, also, presented the new framework of research, as well as, the types of research the RDEO had conducted in the last five years.

It was December 4, 1997, when the President and some members of the academic council were invited by the Commission for the much-awaited decision. CHED, in an en banc Resolution 144.97, officially converted Regina Carmeli College to a University under the name University of Regina Carmeli (URC).

### The Third Millennium

To live up to its mission of producing competent and world-class learners, the University management reexamined its thrusts of becoming more responsive to the demands of the third millennium. A consultancy group, STREAM (Strategic Technology Research Application and Management Development Foundation, Inc.), was commissioned to conduct a one-year systems review of the University using the College of Commerce as its pilot program.

In 2003, URC embarked on the international accrediting arena - the ISO 9001-2000, with the aim of creating an opportunity to factually review, correct, and further enhance the services it affords to its clientele; establish a concise reference of standardized practices and procedures; maintain a system that continually improves; and deliver a quality Augustinian education to its constituents.

To ensure that working committees would have a good start, a series of orientation sessions were scheduled on August 2, 5, 8, and 9, 2003. Faculty members, deans of the different departments, and non-teaching personnel were given extensive training sessions by Mr. Arnold David and Ms. Eyra Umali of Fiat Training and Consultancy Corporation to become well-versed in the prerequisites of ISO 9001-2000 certification.



As the University enters the third millennium, it started translating its commitment to world-class education starting with infrastructure expansion – the BARCIE International Center; Information Technology build; streamlining of faculty recruitment retention and promotion standards; enhancing its visibility in the national and local community by taking up active leadership role among CEAP schools, more especially the Augustinian schools in the country and internationally through its promotion of alternative social programs for poverty alleviation. A more extensive five-year (2000-2005) institutional development plan was evolved to assist the University to strategize and position itself in the landscape of educational service in the country. The plan included a concrete strategy to move the University toward the global positioning of its programs.

On October 27, 2003, the Commission on Higher Education (CHED) granted URC a Deregulated Status which was effective for five school years. URC, together with other selected private education institutions, passed the following criteria for selection set by the CHED: (1) established as a Center of Excellence or Center of Development or having FAAP Level III Accredited programs; (2) the outstanding overall performance of graduates in the licensure examinations administered by the Professional Regulation Commission; and (3) long tradition of integrity and untarnished reputation.

In 2004, in compliance with the TUV requirement, URC went through its annual TUV Certification Audit. On December 7, 2004, the University Certification status was renewed for the second time. In addition, the extension program of the University took pride in the completion of its housing projects in Negros and the approval of the multi-sectoral waste management project in Dumaguete City.

The year 2005 had many milestones worthy of note. Sr. Carmeli Marie Catan, OSA ended her 21 years of service as president of URC on May 4, 2005. Sr. Niceta M. Vargas, OSA, was installed as the second president of URC on June 4, 2005. On June 12, BarCIE officially launched a mission college, URC-San Rafael, in San Rafael, Bulacan initially offering Commerce and Education courses. URC purchased a piece of property fronting the main gate in July 2005 where the BarCIE office is located. The College of Nursing went through a Level I formal Visit on August 10-11. A two-story canteen building was constructed in November. The URC professorial chair was revitalized with the launching of the professorial chair on Justice and Peace on December 3 marked by the inaugural lecture given by Sister Ma. Luz Mijares, OSA. On the same date, the St. Augustine International Institute for Justice and Peace was formally launched with Governor Josefina M. Dela Cruz cutting the ceremonial ribbon. URC pursued the Surveillance audit of TUV on December 12-13, 2005.

On February 8, 2006, Dr. Melencio Deauna was appointed as professorial chair holder during the launching of Professorial Chair on Test and Measurement, and the URC Regional Center for Test and Measurement. In July 2006, URC became a recipient of the PGMA Study Loan Program amounting to P2,000,000.00.

URC passed the Re-certification Audit of TUV Rheinland Philippines on January 18-19, 2007. The school purchased a lot located at Plaridel, Bulacan intended for the construction of the URC Hospital.



The cornerstone laying of the hospital took place on January 20, 2007. The College of Computer Science had its PAASCU Preliminary Survey during the same year. The MSPA and MABS programs of the Graduate School were granted Level II Second Re-Accredited Status, while the MBA and MAED programs were granted Level II First Re-Accredited Status, under PACUCOA. It was also in the same year that URC was identified as a CHED's Delivering Higher Education Institution (DHEI) in the two programs: MA in Teaching Mathematics and MA in Teaching Psychology.

Once more, URC passed the ISO Re-certification Audit on November 28, 2008. The University received a Regional Award for Outstanding Research in October 2008. URC Basic Education Department was granted Level III Accredited Status under PAASCU, one of the few programs granted such status in the country. The University, with Dr. Belen de Jesus as project leader, won the Regional Outstanding Award in community extension project with an award of P300,000.00 The title of the project was "The University of Regina Carmeli (URC) Community Development and Extension Program and Its Organizational Feature." In March 2009, the University bestowed the Doctorate Degree Honoris Causa in Literature to Dr. Virgilio Almario, National Artist from San Miguel, Bulacan.

Meanwhile, Dr. Belen B. de Jesus, Executive-Vice President, was conferred a Doctorate Degree: Doctor of Humanities, Honoris Causa by the Notre Dame of Marbel University in March 2009 for her outstanding services in advancing innovative programs for the education of the members of cultural communities in Cotabato. A first in the history of URC was the granting of Level III status by PACUCOA to the Master of Science in Public Administration program in July 2009, the second program in the country to be granted such status by PACUCOA.

On October 5 – 6, PAASCU re-surveyed the LACOMED program for its Level II Reaccredited Status. At the same time, Computer Science was visited for the second time by PAASCU for Level I Status. Moreover, the University was visited for a second Re-certification by ISO on November 12-13. In observance of the 12th University Foundation Day, the Foreign Language Center and the Wellness Center located at BarCIE International Hotel were blessed on December 3 at Atis Hall of the Hotel. A milestone in the history of the University was the launching of the URC Coffee Table Book bearing the title "The University of Regina Carmeli a Seventy-Year Journey Toward Educational Excellence," which chronicles the history and development of URC since its birth in 1937. The year 2009 ended with another blessing – the PAASCU formal recognition of the College of Computer Science Program with Level I status.

Mother Imelda A. Mora, OSA was elected the new provincial leader of the Augustinian Sisters of Our Lady of Consolation (ASOLC) in December 2009 replacing Mother Ma. Luz Mijares, OSA. With the change in the congregational leadership, came a search for an innovative model for managing the OSA's HEIs. It was for this reason that a team of 6 experts from CHED visited URC, on March 29 – 30, 2010. It ascertained the level of compliance of the University with the standards set by CHED for University status. As a prospective member of the proposed La Consolacion University System, the result of the visit proved to be an affirmation that URC had indeed done an excellent job as a University. After the LCUS CHED program review, on May 17-19, 2010 another set of CHED monitoring teams





looked into the management of the University System to test the efficiency and effectiveness of the various systems operating at URC. By the time this report was written, no results had been forthcoming. In April 2010, the University was renewed as a Deregulated institution by CHED.

In the meantime, to maintain the University's competitive edge, the management enhanced its academic program by expanding the curricular courses to bring in new sets of students.

The new ten courses are Bachelor of Science in Psychology (BSPsyc), Bachelor of Science in Biology (BSBIO); Bachelor of Science in Information Technology (BSIT); Bachelor of Science in Information System (BSIT); Bachelor of Science in Social Work (BSSW); Bachelor of Science in Radiologic Technology (BSRT); Bachelor of Elementary Education (BEED-SPED); Bachelor of Science in Office Administration (BSOA); Master of Arts in Nursing (MAN); Master of Information Technology (MIT).

Four programs: Doctor of Business Administration (DBA); Doctor in Public Administration (DPA); Doctor of Philosophy (Ph.D.) and Doctor of Educational (EDD) were added to keep with the desire of the University to be relevant to the students' clamor to have more courses to choose from. At this point, Dr. Reynaldo Cruz, Graduate School Dean, and Executive Vice President became a recipient of the "Dangal ng Lipi" Award in Education on September 14, 2010.

Sr. Niceta M. Vargas, OSA ended her five-year presidency of URC on May 3, 2010. Sr. Editha S. Zerna, OSA was installed as the third URC president on June 4, 2010. Her installation forebodes a fresh redirection for the University. Her term started with the blessing of a five-story building of the Extension of the Plaridel Emergency Hospital on October 2, 2010. URC was confident that under the care of Sr. Editha S. Zerna, OSA, the University would move towards a new horizon.

The exciting events of the third millennium demonstrate URC's ability to sustain its thrusts of giving Bulacan and other provinces of Luzon educational services in the arena of effective instruction, research, functional extension service, and above all, quality Catholic tertiary education - as it is the only Catholic Augustinian University in the province.

The research was given an added impetus in the University as a higher education institution. In SY 2010-2011 alone, LCUP was a recipient of five (5) commissioned/funded research namely: (1) Water Quality Assessment of the Paombong- Hagonoy Sections of the Angat River and Its Groundwater System: Towards a Sustainable Ecosystem [DOST]; (2) Water Quality Assessment of the Calumpit-Plaridel-Pulilan Sections of the Angat River and Its Groundwater System: Towards a Sustainable Ecosystem [DOST]; (3) Patients' Knowledge and Attitudes on Tuberculosis and the Determinants of Treatment Compliance [DOH]; (4) Manpower Needs and Labor Demand Shifts of Industries in the Subic and Clark Growth Corridors: Perspectives in Academe and Industry Linkage [CHED-UP-ZRC]; and (5) Evaluation of the Maternal and Child Health Services of the Local Health Facilities [CHED-ZRC 3].

On January 8, 2011, by virtue of a congregational decision that schools being run by the Augustinian Sisters of Our Lady of Consolation carry one name "La Consolacion



School/College/University” as the case may be, management applied to the Securities Exchange Commission for the change of name, from URC to LCUP. March 2, 2011, the Commission approved an Amended Articles of Incorporation and By-Laws of SEC –CR Reg. No. 7797 officially converting University of Regina Carmeli to La Consolacion University Philippines. With this new name, LCUP commits itself even more to be a provider of world-class, professionally competent human resources who can ensure the sustainability of a Christo-Centric Stewardship of his / her community.

In addition, the University innovated the institution’s courses by moving into vocational-technical programs to promote access and equity to its educational services. There are seven Voc-Tech program strands: Computer Hardware Servicing NC II; Programming NC IV; Contract Center Services NCII; Food and Beverage Services NC II; Housekeeping NC II; Front Office NC II and Finishing Course for Call Center Agents NC II. The Tech-Voc courses opened in June 2011.

In AY 2012-2013 the University has been granted funding for two other researches by the DOST through the Central Luzon Health Research and Development Council (CLHRDC): (1) Level of Implementation and Quality of Child Health Nutrition Programmes in the City of Malolos: An Evaluation, where LCUP was the project leader and (2) Hospital Waste Management of Government/Public and Private Hospitals in Region III.

On December 4, 2012, the University celebrated its 75 years of existence. Among the highlights of the celebration were the: (1) Search and Awarding of the 75 Outstanding Alumni in various disciplines, (2) holding of the International Conference on Interdisciplinary Research Innovations (ICIRI) which was attended and participated by more than 250 presenters coming from renowned academic institutions all over the nation and countries like Malaysia, India, Indonesia, Saudi Arabia, West Africa, Nigeria, Oman, Australia, and the United States, among others, (3) Search and Coronation of the Lakan at Lakambini ng LCUP 2012, (4) street dancing and field demonstration and (5) motorcade around Malolos and nearby towns with floats depicting the four phases of LCUP evolution – from Colegio de Nuestra Señora del Carmen to Regina Carmeli College to University of Regina Carmeli to La Consolacion University Philippines.

Programs in instruction and research are standard-driven based on CHED, Accreditation, and ISO requirements. As of AY 2013-2014, LCUP has a total of 9 graduate programs in 20 different disciplines and 25 baccalaureate courses (in different majors), the newest of which are Bachelor of Science in Medical Technology, Bachelor of Physical Education with majors in School PE (BPE-SPE) and in Sports and Wellness Management (BPE-SWM), 3 basic education programs, 15 TESDA and special and innovative courses. The University, through its alternative learning system, has been conferred as an ETEEAP (Expanded Tertiary Education Equivalency and Accreditation Program) Provider in 3 programs: Liberal Arts, Education, and Business Administration courses.

LCUP-RDO has, likewise, embarked on international research and publication. A number of its faculty members were paper presenters (two of whom were acclaimed best paper presenters) in international conferences held in Athens, Hong Kong, Malaysia, and the Philippines. Faculty research



has been published online through international publications such as IAMURE: (1) International Journal of Education and (2) International Journal of Ecology and Conservation. Faculty researchers have likewise merited citations in studies conducted by international researchers. LCUP-RDO, through its online Journal of Education and Stewardship, establishes linkages with international research partners.

LCUP is the pride of its physical infrastructure build-up. It has 68 classrooms on its two campuses, more than 400 computer units enabling a 1:1 student-computer ratio per session, a nursing lab, an x-ray room, 3 science laboratories (anatomy, physics, and chemistry laboratories), 3 fully equipped computer laboratories, 2 HRM culinary laboratories and bar, 2 speech laboratories, a micro-teaching lab and two campuses with Wi-Fi facilities. It also takes pride in its own 89-room hotel - the BarCIE International Center - with 1 penthouse, 4 suite rooms, and five function halls, its own 100-bed capacity state-of-the-art tertiary hospital (LCU General Hospital), 2 clinics, a mini-hotel/training hub, two multi-purpose gymnasiums (1,250 and 2,500-seating capacities), a speech lab, a 350-seater cafeteria, 6 student lounges, a cosmic garden, 2 audio-visual rooms, 2 home economics rooms, 4 libraries, a 3-storey 14-bedroom cloister, 2 chapels, a wellness center, a 20m x 25 m mini Olympic-size Pool and an open stage for the holding of commencement exercises and other special university affairs.

Coinciding the celebration of the Feast of St. Augustine on August 28, 2013, was the blessing of the new Doña Estefania del Rosario Vda. de Jacinto Theatre which replaced the former Audio-Visual Room situated at the LCUP Barasoain campus. This was followed by the ground-breaking ceremony of the Proposed Five-Storey Academic Building that will house state-of-the-art laboratories, function halls, offices, classrooms, a centralized library, and the future Venerable Mother Consuelo Auditorium.

For the Academic Year 2014 - 2015, LCUP has stepped up its efforts in providing quality education and producing quality and globally competitive graduates.

The University's LACOMED programs (Liberal Arts, Commerce, and Education) have been granted a Level III re-accreditation status by the Federation of Accrediting Agencies of the Philippines (FAAP) for 5 years valid until May 2019 while The Bachelor of Science in Computer Science has been granted a re-accreditation status by PAASCU valid for 5 years until November 2019. The Bachelor of Science in Hotel and Restaurant Management received its Level II first re-accreditation status on December 13, valid until December 2019. Likewise, the Master of Arts in Behavioral Science (MABS), Business Administration (MBA), and Education (MAED) were granted Level III Reaccreditation Status by PACUCOA valid until April 2017. Meanwhile, all board courses offered by LCUP (BEED, BSED, BSN, MID, BSA, and AB/BS Psychology) have yielded results that were well above the national passing rate.

Improvements to infrastructures and facilities were also given top priority by the University. The construction of the five-storey College of Medicine building fronting the Administration building had commenced. In addition, the two-story extension of the Mother Consuelo building which houses a dormitory, male and female restrooms, 2 function halls, a spacious lobby, and a rooftop with amenities conducive to informal gatherings and activities for small-sized groups is already fully functional and operational.



Electronic communication systems had been upgraded to a 10-mbps bandwidth to enable faster network connection and enhanced electronic communication between and among departments and offices. Several Closed-Circuit Television (CCTV) units were installed at different strategic locations around the LCUP Main Campus to further enhance the school's security.

AY 2015 - 2016 commenced under new leadership in the person of University President Sr. Imelda A. Mora, OSA, Ph.D. In order to set the direction, the University will be taking for the next ten years, Sr. Mora spearheaded a 3-day Institutional Strategic Planning wherein she presented her "ALTER" Strategy in front of the LCUP faculty and personnel. The acronym stands for (1) creating an Ambiance for intellectual and personal growth, (2) developing Leadership with vision, (3) using Technology as a valuable tool for instruction, (4) promoting the University's Extension services, and (5) prioritizing Research excellence.

LCUP has, likewise, taken a significant step toward the preparation for the opening of the College of Medicine. On December 2, 2015, the University signed a Memorandum of Agreement (MOA) with the Bulacan Medical Center which acknowledged BMC as the base hospital for the internship of LCUP's future medical students. This agreement was signed by Sr. Imelda A. Mora, OSA, and Governor Wilhelmino Sy-Alvarado, with several university administrators co-signing as witnesses.

On February 18 - 21 of the following year, LCUP was granted the honor of hosting the PRISAA Regional Meet 2016 – an event wherein different private schools from Region III converge to compete in academic and athletic competitions.

In addition, the Graduate School's Master of Public Administration (MPA) has been granted a five-year Level IV Accreditation Status by the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) from February 2016 to February 2021, making it the first MPA in the country to be accorded the distinction. LCUP also became a member of several international organizations: The National Catholic Educational Association (NCEA), the International Federation of Catholic Universities (IFCU), and the Association of Universities of the Asia Pacific (AUAP).

May 16, 2016, meanwhile, marked a significant milestone in the history of LCUP. The University was granted an Autonomous Status effective April 2016 to May 2019 by the Commission on Higher Education (CHED) during the 22nd CHED Anniversary Celebration held at the CHED Auditorium, UP Diliman, Quezon City. LCUP joined the other 5 private Higher Education Institutions (HEIs) in Region III to receive such a prestigious privilege and commendation. This also placed LCUP among the ranks of the country's leading schools such as De La Salle University, Ateneo de Manila University, and the University of Santo Tomas. Dr. Caridad O. Abuan, CESO III, Director IV of CHED Regional Office III announced the achievement the day before, during her commencement speech at the 24th Graduate School and 48th Undergraduate Commencement Exercises held at the Kalinangan Auditorium, LCUP Main Campus.

At the start of the Academic Year 2016 - 2017, LCUP joined the entire country in the implementation of the Senior High School (SHS) program with 2,667 students enrolled for its



pioneering batch. The University has partnered with the Department of Education in providing vouchers for incoming SHS students coming from the nearby public schools. These vouchers allowed the SHS students to enroll in LCUP for free, with DepEd shouldering the cost of enrollment.

LCUP, also, subscribed to EBSCO in providing students and personnel easy access to a vast online database of research materials such as journals, books, and published research. EBSCO is an international company that provides leading research databases for academic libraries and is one of the leading providers of quality research content.

LCUP partnered with several colleges such as the Immaculate Concepcion I – College of Arts and Technology in Sta. Maria, Bulacan, La Consolacion College – Manila, and La Consolacion College – Pasig in offering graduate school programs for the 2nd Trimester of AY 2016 - 2017 through extension classes.

Under the innovative leadership of Sr. Imee, the University has radically changed several of its administrative practices and strategies to ensure job satisfaction and improve the performance of its employees. Salaries of administrators and personnel have been increased, service incentives and achievement awards were handed out to deserving employees, 100% graduate school scholarships were offered to all personnel, and significant renovations were implemented to several of the Institution's offices and facilities.

AY 2017 - 2018, meanwhile, started out strong, with a record-breaking 10,436 students enrolled for the school year. Overall, the SHS has seen a 112% increase in enrollees with a total of 5,649 registered students while the Graduate School experienced a 29% surge in enrollment with 2,313 enrollees.

On August 4, 2017, Sr. Imelda A. Mora, OSA, Ph.D. was officially installed as the 4th University President after 3 years of leading the Institution. The LCUP faculty and non-teaching personnel were at their best attires as they witnessed the Installation Rites and Investiture Ceremonies held at the Kalinangan Auditorium of the LCUP Main Campus. Several esteemed guests were present at the event, as well as representatives from the Augustinian Sisters of Our Lady of Consolacion (ASOLC) along with Sr. Imee's relatives and friends.

The College of Medicine (COM) officially opened its doors to LCUP's future doctors on August 14. This is considered another noteworthy achievement for the University, which is the first ever school in the whole province of Bulacan to offer a course in Medicine. To provide the best quality of education to the pioneering batch of Medicine students, LCUP hired competent and skilled doctors from renowned and established medical schools in Manila to serve as faculty. The facilities of the College of Medicine Building such as the laboratories, lecture hall, and library were likewise readily available to the new students at the start of the semester.

Two newly constructed buildings were also added to LCUP's infrastructures in the same year: The Kensho Building situated across the BarCIE International Center which is used as a venue for



Culinary Arts classes and institutional events, and the Padre Pio Building which houses 12 classrooms for the Junior and Senior High School students.

The research was likewise given top priority by LCUP, with the University aiming to be at par with the leading research institutions in the country, as well as achieving a 100% research output among its faculty and personnel. To realize this goal, the Research and Publications Office (RPO) has conducted monthly research seminars to equip the personnel with proper knowledge and skills on research writing.

Meanwhile, Dr. Alvin V. Nuqui, EVP/VPAA and Dean of Graduate School was conferred as a Doctor Fellow of the Royal Institute of Educators in Singapore during the 11th Global Congress and Conferment Ceremony held in Sabah, Malaysia on September 4 - 6 wherein outstanding academicians, achievers, entrepreneurs, professionals, and social workers were honored for their unparalleled contributions to their respective fields. Dr. Nuqui was likewise hailed as the 2017 Dangal ng Lipi sa larangan ng Edukasyon awardee, one of the highest recognitions given by the Provincial Government of Bulacan, on September 15 at the Hiyas ng Bulacan Convention Center, City of Malolos.

New graduate school programs were also offered by the University in response to the increasing number of enrollees. These are: Master of Science in Social Work (MSSW), Master of Science in Hotel and Restaurant Management (MSHRM), Master of Science in Psychology (MSPSY), Master of Science in Information Technology (MSIT), Master of Library and Information Science (thesis and non-thesis), Master of Arts in Education Majors in Physical Education and Sports, Cultural Education, and Teaching the Arts, as well as Doctor of Philosophy in English Language and Literature, and Doctor of Information Technology.

LCUP was given the honor to host the MACIPRISA Meet 2017 on October 4 - 6. The University dominated in the academic and cultural contests with 22 and 8 wins respectively, and was declared the overall athletic champion for 2017.

LCUP welcomed the AY 2018-2019 with a new leader in the person of Sr. Editha S. Zerna, OSA, Ph.D.

Sr. Edith, as she is fondly called, returned as University President to take over the management of the institution and to steer the University towards a new direction. With her expertise in the area of Organizational Development, she applied the principles of lean management re-engineering to gradually steer the institution through a tough transition period with a new set of administrators for the aforementioned academic year.

On May 30, 2018, LCUP partnered with Fu Jen Catholic University (FJCU) in Taipei, Taiwan. 36 delegates from LCUP participated in a 3-day benchmarking activity. In adherence to LCUP's and FJCU's belief in the globalization trends, both Catholic universities opened the opportunities for collaborative research between and among their faculty members, exchange students, and faculty projects, as well as student scholarships.



LCUP has once again proven itself as an institution committed to upholding quality and excellence when it passed the ISO Audit on April 5, 2018. LCUP's certification was updated from the previous ISO 9001:2008 to the new ISO 9001:2015 standard.

The University also affirmed its commitment to delivering quality publishable research with the creation of the Research Ethics Committee (REC) subject to the accreditation of the Philippine Health Research Ethics Board (PHREB). This is an independent unit in the institution which aims to review and implement quality control measures on all academic research papers by the faculty and students alike.

When the global pandemic struck, the University adapted to the new normal in education, with a Flexible Learning scheme using the Google for Education Enterprise that spurred the impetus to shift all learning and teaching activities, whether in a synchronous or asynchronous mode, to the virtual classroom. This was implemented across all year levels from Kindergarten to Graduate Studies.

Continuous enhancement of facilities and resources still remained in the University's goals and objectives. On March 5, 2021, the Agostino Farm was launched – which was recently a dump site turned into an institutional project that introduces and promotes organic farming and proper waste management. The Our Lady of Consolation chapel was reconstructed into an expanded two-story air-conditioned chapel. In addition, a revamped institutional Activity Center was also launched on the same day as the chapel's rite of blessing.

The restrictions of the CoViD-19 pandemic never set back the institution from its dedication to developing its Instruction, Research, and Extension. Linkages from local and across borders were forged. Globus Education and Research Association in India, Daegu Health College in South Korea, Al Salam Private School in Dubai, United Arab Emirates, Miami University in Florida, USA, and Guangxi University of Science and Technology in China were some of the partnerships formed through shared visions and goals. The university organized and hosted international conferences in research. The International Conference on Interdisciplinary Research Innovations (ICIRI) was held thrice and the 4th ICIRI will be held this coming December. In partnership with GE&RA, a Virtual Web Conference was held in July 2021 and another last April this year.

Presently, corridors and classrooms are being occupied once again as the academic year 2022-2023 welcomes back the students after two years of confinement in a virtual learning experience. Offices operate at full capacity to attend to the needs of face-to-face learning setup. We may not be able to see the smiles and laughter under each other's face masks, but the beam of light that reflects through our eyes shines an undying hope and resilience. This year marks another moment to celebrate strength, courage, and invincibility through the trying times, another juncture to commemorate our predecessors who paved the way for us to be where we are right now, and another chapter to dreaming bigger and setting foot on a journey in pursuing anything we set our minds to.

On December 4, 2022, LCUP stand firm on the same ground our foundresses stood joining each in celebrating the groundbreaking occasion. The La Consolacion University Philippines is in its 85th year of providing the best university experience at its finest.



## Part II FOUNDATIONAL STATEMENT

### A. ASOLC FOUNDATIONAL STATEMENT

#### OSA CHARISM

We, the Augustinian Sisters of Our Lady of Consolation (ASOLC), are called to incarnate with LIVING FAITH, the COMPASSIONATE CHRIST in a COMMUNITY OF FRIENDS and in HUMBLE, ENDURING SERVICE

to the needs of the Church especially the POOR through EVANGELIZATION.

#### VISION-MISSION STATEMENT OF THE AUGUSTINIAN SISTERS OF OUR LADY OF CONSOLATION

Moved by the Spirit of the Risen Christ, ASOLC as a community of women disciples, envision themselves to become prophetic witnesses by their life of action-contemplation.

In solidarity with the Filipino people, especially the poor, ASOLC commits themselves to Christ and His mission through renewed integral evangelization that will effect personal-communal conversion for the transformation of the world and integrity of creation towards the realization of the Reign of God.

#### VISION-MISSION STATEMENT OF ASAS (ASSOCIATION OF SCHOOLS OF the AUGUSTINIAN SISTERS)

ASAS envisions itself as a community of schools inspired by the Catholic schools' philosophy of education and the ASOLC charism, Vision-mission. Its prophetic and transformative mission is to promote renewed integral evangelization in the schools and larger communities contextualized in the religious, socio-cultural, economic, and political realities of the Philippines, Asia-Pacific, and the World.

In view of this Vision-Mission, ASAS is committed to:

- Assist its member schools to achieve their objective of guiding students towards their total human development with emphasis on maturity in faith that will deepen one's love of God and of neighbor; and
- Help member schools strengthen their academic programs with religion as the core of the curriculum through renewed integral evangelization in both contents and processes.

### B. LCUP FOUNDATIONAL STATEMENTS

#### EDUCATIONAL PHILOSOPHY

As a Catholic University, LCUP believes that a true Augustinian Marian student has a commitment to Christ-centered prophetic witnessing as manifested through his/her spirit of national and global concern for the Church, his/her country and for other persons.

The La Consolacion University Philippines, through its formal curricular as well as nonformal programs, aims





toward the holistic development of the individual inspired by the teachings of St. Augustine, the life of Our Lady of Consolation rooted in Gospel values.

#### **VISION STATEMENT**

Moved by the Spirit of the Risen Christ, La Consolacion University Philippines, envisions itself to become a catalyst for the wholistic transformational development of Catholic Augustinian Marian graduates rooted in Gospel values.

#### **MISSION STATEMENT**

To achieve the above vision, LCUP commits itself to generate and make available to its Augustinian Marian students, programs and services that will make them:

- exhibit academic and technical competence in their respective areas of discipline in the local and international environment;
- demonstrate their knowledge, critical thinking, and creativity by exploring the various avenues of learning and searching for truth;
- manifest their willingness to serve especially the marginalized sector of our society;
- demonstrate productivity in various areas of learning as responsible citizens of the society; and
- live the Gospel values in the varied aspects of their personal and professional lives

#### **INSTITUTIONAL GOALS**

- To provide basic and higher formal and innovative education programs that are nationalist/globalist in character and responsive to international standards of responsive excellence.
- To generate and diffuse knowledge in the broad range of disciplines relevant and receptive to the dynamically changing domestic and international environment.
- To broaden the access of deserving and qualified students to higher education opportunities.
- To optimize the social, institutional, and individual returns and benefits derived from the utilization of higher education resources.
- To develop and maintain professional and personal integrity among the members of the community that will equip the nation with responsible and accountable stewards.
- To promote the Catholic Augustinian Marian culture of commitment to charity, action, contemplation, and preferential option towards the marginalized sector of the society, and the promotion of justice and peace, creation spirituality, and gender equality.

#### **QUALITY POLICY**

- “Creating Quality Learning, Making Quality a Lived Experience”.
- “Quality Learning Doesn’t Just Occur, LCUP Makes It Happen”.
- “Serving Communities Live Faith, Life and Culture through Action-Contemplation”.
- “Continual improvement of the Quality Management System (QMS) to sustain customer satisfaction in accord with ISO standards and applicable statutory and regulatory



requirements”.

## **CORE VALUES**

### **Interiority**

Turning inward and returning to our inner self.

Encountering the reality of our self and its sinfulness, through prayer, reflection, and contemplative silence for us to transcend to an ultimate encounter with God.

### **Compassion**

Loving and extending our care for others by understanding their feelings, recognizing their needs, and responding to it. "What does love look like? It has the hands to help others. It has the feet to hasten to the poor and needy. It has eyes to see misery and want. It has the ears to hear the sighs and sorrows of men. That is what love looks like." (Source: Augustine of Hippo, Confessions)

### **Community-Orientedness**

Fostering a spirit of friendship, unity, and interdependence based on mutual trust and respect to create a socially responsive environment that would challenge each one to be united and committed in reaching a common goal.

### **Courage**

Fostering the ability to freely express our thoughts and ideas.

Bravely speaking the truth in a prudent manner.

Having the audacity to give and accept brotherly or sisterly corrections.

And doing the right thing that is based on Gospel values even other people are doing the other way around.

### **Humility**

We strive to accept our reality and the sacredness in us and of others. Allowing us to recognize and appreciate our strengths and limitations. Willingly accepting feedbacks and/or brotherly or sisterly corrections and taking the opportunity to transcend and learn from those. And for being grateful to God for uniquely creating us for a certain purpose.

### **Missionary Spirit**

Living a life that touches others. A life witnessing the examples and teachings of Christ. The boldness to respond to the call of time.

“The degree to which you are concerned for the common good rather than for your own, is the criterion by which you can judge how much progress you have made.” (Source: Augustine of Hippo, The Rule)



### **Part III**

#### **DEPARTMENTAL VISION, MISSION and GOALS**

##### **COLLEGE OF BUSINESS, ENTREPRENEURSHIP AND ACCOUNTANCY (CBEA)**

###### **Vision**

The College of Business, Entrepreneurship and Accountancy envisions itself to become a center of excellence in accountancy, business management and entrepreneurship education. It is committed to the delivery of relevant and effective accountancy and business education programs aligned with the demands of the dynamically changing local and international business environment to produce professionally competent graduates aware of their rights, duties and responsibilities as Christ-centered, stewards of the society, and imbued with Catholic, Augustinian, and Marian ideals.

###### **Mission**

The College of Business, Entrepreneurship and Accountancy recognizes the synergistic effect of every individual and every business process undertaken in the different academic and support units in our concerted effort to deliver quality education to our students. To effectively form and train our students toward professional competence, it must also be imbued by the College of Business, Entrepreneurship and Accountancy faculty and staff, as well as, all operational units the College is working in close coordination with.

The College recognizes that without adequate and appropriate support structures and methods, our human resources will not be sufficient to ensure the development of competent professionals. As such, the College, as an integral part of the university, has the responsibility of fostering an internal environment contributing to the holistic formation and development of all constituents, including faculty, staff and students, as a community of friends, guided by the Augustinian virtues of truth, charity and unity.

The LCUP College of Business, Entrepreneurship and Accountancy shall offer the different learners high quality education and services that are:

1. relevant and responsive to the needs of the dynamic business communities local and international;
2. affordable to all deserving learners, regardless of gender, origin, race, creed;
3. innovative in program-planning, instruction and research;
4. complementary in partnership with industries, institutions and other business stakeholders; and
5. Catholic in character and imbued with Augustinian spirituality.



**College Department**

**Goals**

1. provide Business and Accountancy education that is Catholic and Augustinian in character, compliant with local and international standards of quality and excellence, and responsive to the global challenges in the business environment
2. promote the development of critical thinking among students in the analysis of business, management, entrepreneurship, and accountancy concerns
3. train students to become agents of change in business organizations through research, knowledge development and technology transfer
4. assist in uplifting the economic well-being of adopted marginalized communities through the creation of short-term programs, activities and livelihood opportunities
5. link with professional and socio-civic organizations to serve as partners in co- and extra-curricular endeavors for the learning enhancement of our accountancy and business students.

**COLLEGE OF INTERNATIONAL TOURISM AND HOSPITALITY MANAGEMENT (CITHM)**

**Vision**

The College of International Tourism and Hospitality Management Program envisions itself to be the Center of Excellence in the Tourism and Hospitality Management Program in Region III.

**Mission**

Guided by the Catholic Augustinian Spirit, it commits itself to:

1. Provide quality and excellent programs and services responsive to the needs of tourism and hospitality business locally and internationally;
2. Collaborate with BarCIE International Center as training facility to provide the students the initial avenue for experiential learning;
3. Strengthen local and international linkages in tourism and hospitality industry to intensify the competitiveness of the students through continuous training and exposure locally and internationally;
4. Promote research studies that solely deals with the changing environment of the tourism and hospitality industry both locally and internationally; and
5. Promote Augustinian virtues of respect for human dignity and cultivate love for cultural legacy.

**Goals**

It is expected that graduates of the College of International Tourism and Hospitality Management Program would be:

1. Competent, dynamic and committed in the field of tourism and hospitality management;
2. Catalyst of change and development in tourism and hospitality organization; and
3. Well-rounded service providers in the tourism and hospitality industry imbued with the Augustinian core values and virtues.



## **COLLEGE OF ARTS, SCIENCES AND EDUCATION (CASE)**

### **Vision**

The College of Arts, Sciences and Education of the La Consolacion University Philippines envisions itself to be a provider of quality and academically excellent programs leading to a degree in the field of Arts, Sciences and Education with key areas of intellectual inquiry in natural and social sciences, mathematics, arts, humanities, languages and religious education.

Through innovative and 21st century instruction, exemplary research and extension services, the College aspires to nurture well-rounded, value-oriented, proactive, and globally competent graduates who are developed as socially responsible **Catholic-Augustinian-Marian** leaders and educators effecting relevant change in the 21st century work place.

### **Mission**

As part of the leading academic Catholic university, the College of Arts, Sciences and Education of La Consolacion University Philippines endeavors to:

1. Provide programs and services par excellence recognized by international standards of leading educational institutions;
2. Earn recognition as home to globally competent, value-oriented graduates in various fields of endeavor in the natural and social sciences, mathematics, arts, humanities, languages and religious education,
3. Develop relevant skills on effective communication, critical thinking, systematic and synergized decision-making;
4. Inculcate **Catholic-Augustinian-Marian** values in adherence to lifelong learning and compassionate service to the less privileged brethren in the community; and
5. Transcend a culture of responsible freedom, interest for common good, respect for diversity and human dignity, and service to mankind.

### **Goals on the areas of Arts, Sciences**

1. Demonstrate functional knowledge and skills in the fields of arts and sciences
2. Manifest critical thinking, effective communication skills and high degree of professional ethics and integrity
3. Practice research consciousness in dealing with educational issues and concerns
4. Manifest Filipino Catholic Augustinian- Marian culture of commitment to charity, action, contemplation and bias towards the service of the church to the poor and the promotion of the thrusts of Transformative Education

### **Goals on the area of Education**

1. Develop teachers with functional understanding of the foundations of education philosophical, psychological, sociological and humanities and integrity of the profession.
2. Become catalyst of change and development in schools and the larger community.
3. Practice research consciousness in dealing with educational issues and concerns.



**College Department**

4. Manifest Filipino Catholic- Augustinian- Marian culture of commitment to charity, action, contemplation and bias towards the service of the church to the poor and the promotion of the thrusts of Transformative Education.

**COLLEGE OF INFORMATION TECHNOLOGY AND ENGINEERING (CITE)**

**Vision**

The College of Information Technology and Engineering aspires to produce graduates imbued with Catholic, Augustinian and Marian values who are competent and responsible, committed to the highest ethical and professional conduct to be recognized as leader in global community for innovative, productive and research oriented with social responsiveness and environmental awareness

**Mission**

In accordance with the above vision, the College of Information Technology and Engineering commits itself to:

1. Offer quality relevant computing and engineering education that will prepare graduates to engineer, design, develop, support and maintain technical software applications and integrated computer-based system
2. Perform research in the areas of computational science and engineering, computer networks, intelligent systems, multimedia software, engineering and languages, theory and algorithm
3. Assist other schools and local communities relevant to system applications and technical support in sustaining extension services,

**Goals**

In pursuance of its mission, the College of Information Technology and Engineering embraces the following goals:

1. To prepare students with highly competent knowledge and skills in the context of engineering and technology theories and applications.
2. To provide latest trends in engineering and technology courses to acquire knowledge and suitable skills necessary requirements of the corporate world.
3. To train students in improving their analytical thinking, abstract reasoning and research capabilities
4. To imbibe the sense of leadership guided with Catholic, Augustinian and Marian values.



## **COLLEGE OF ALLIED MEDICAL PROFESSIONS (CAMP)**

### **Vision**

The College of Medicine and Allied Medical Professions envisions itself to center of academic excellence in the health professions rendering humble and generous service. It shall provide quality education for the development of graduates who are Catholic-Marian-Augustinian in spirit and who can demonstrate professional competencies with moral ethics for the effective practice of health professions in a growing local and global community.

### **Mission**

To realize this vision, the College commits itself to:

1. Provide quality and competitive educational programs in the area of Medicine and other allied medical courses;
2. Develop linkages with the different health professional organizations and other health agencies either in local, national and international levels;
3. Produce, disseminate and utilize resources to adapt to the changing global environment;
4. Serve as a catalyst for developing community health programs in the areas of Bulacan and in Region III; and
5. Exemplify the Augustinian values of enduring, humble and generous service, compassion and integrity in the practice of the profession.

### **Goals**

1. To render quality and relevant medical/health professions education that subscribe to the belief that national identity, cultural consciousness, moral integrity and spiritual values are vital components in the development of globally competent health professionals.
2. To provide relevant meaningful learning experiences based on the Augustinian philosophy and core values.
3. To produce graduates who can demonstrate clinical competence and are sensitive to the needs of the individual, family and community especially the underserved.
4. To participate in research activities that will promote academic excellence, improve health practices and services in both the community and hospital setting; and
5. To contribute to the improvement and quality of health services either locally or globally.

## **ALTERNATIVE EDUCATION (AE)**

### **Vision**

Provider of relevant and responsive tertiary education to mature, independent, and working non – professionals capable of furthering individual and social transformation in Christ- centered, nationalist environment.



## **Mission**

In a knowledge-based, rapidly changing and highly competitive environment, the **Alternative Education** is committed to:

1. generate and make available relevant, responsive, high quality and transformative learning system;
2. accommodate and assist individuals to acquire and use competitive knowledge, skills and attitudes, values and abilities to sustain individual and collective productivity;
3. offer opportunities that are relevant to the needs of schools and community; and
4. provide access to deserving clients.

## **Goals**

1. To design an innovative tertiary curriculum that fits the requirements of the target clientele;
2. To create and establish an alternative route for the attainment of a college degree to mature, independent, and working non-professionals;
3. To establish a modality or system in which experiential prior learning is accredited in a limited manner;
4. To practice research consciousness in dealing with current issues and concerns;
5. To connect learning theories and principles.

### **SCHOOL MOTTO**

Unity\*Charity\*Truth

### **LCUP HYMN**

Refrain: Beloved LCUP!

Alma Mater dear, we hail And we shall sing her praise, Sing her praise to the sky.  
As faithful sons and daughters, Your torch we'll carry  
As we shall raise your flag up high, Beloved LCUP!

Guiding star of our future, Give us strength forever more Guide us in our constant journey  
As we commit ourselves to oneness, A call for love...  
A call for justice... A call for peace... A call for freedom...  
Repeat Refrain Alma Mater dear.

We pledge to be true Consolanians.  
Your ideals will be our guide Where'er our searching may take us.  
Faithfully we'll proclaim The lessons of faith and love Imbided from your fountain  
Of truth and wisdom

Repeat Refrain





## **ALMA MATER SONG**

Through the years, the standard of you Guide us to goals, even higher and true Serving each day,  
guiding our way

Hail Alma Mater, dear LCUP. Chorus:

Hail Alma Mater, dear LCUP In hearts and soul;  
It will be our goal To serve thee faithfully  
Children of Carmel, praise thee always Hail Alma Mater, LCUP

Brightly beams in all of our dreams Your light of service guiding our way Though we may go,  
far far away We'll ne'er forget you, dear LCUP.

### **Part IV**

#### **ADMISSION POLICY**

All applicants for admission to the university must accomplish the Online Google form or Application form from the Admission Services Office. New enrollees are on probation for at least one (1) semester or one (1) school year as the case may be. They are obliged to obey the university rules and regulations and comply with other policies and requirements as may be deemed necessary.

#### **REQUIREMENTS FOR ADMISSION**

##### **College freshmen**

- 2X2 ID Picture (recent with white background)
- Report Card - Form 138
- Form 137
- PSA/NSO Birth Certificate (Original)
- SHS Diploma (Photocopy)
- Certificate of Good Moral Character

##### **College Transferees**

- 2X2 ID Picture (recent with white background)
- Transfer Credential /Copy of Grades
- TOR with remarks copy for LCUP
- PSA NSO Birth Certificate (Original)
- Certificate of Good Moral Character



**Note:**

*Students who submitted soft copies of admission documents shall be accepted and marked as temporarily enrolled for the semester. They shall accomplish the Affidavit of Undertaking prior to enrollment. Submission of hard copies shall be completed on or before the second week of September of the current year.*

*Parents of students with disciplinary cases, special needs, history of committed self-harm or psychiatric issues shall inform the Admissions Office during application at LCUP. Failure to disclose the abovementioned cases during application can be a ground for removal or non-acceptance of the student.*

**Student Returnee**

All students who have stopped or withdrawn from the roll and now wishing to re-enroll must comply with the following:

1. Secure Returning Student Slip from the Registrar's office.
2. Accomplish the Student Returning slip

**SCHOLARSHIP AND BENEFICIARIES**

Recipient of scholarship grants are required to:

1. Submit the certification of their being a grantee; and
2. Comply with the Admission Policies of LCUP.

**RESIDENCY**

1. The University shall apply residency requirements for all students. Students are given an additional one year grace period to finish his/her program. Thus, students enrolled in a two-year course are given three (3) years, four-year program are given five (5) years and in a five-year course are given six (6) years to complete the program.
2. Any student who exceeds the indicated length of residency will not be allowed to continue his/her program in the university.

**REGISTRATION**

1. Every student must comply with the requirements and must follow the enrollment procedure. His/her name will only be included in the official list submitted to CHED if he/she is officially enrolled.
2. The Registrar schedules adding/changing/ dropping of subjects two weeks after the opening of classes for the specific semester for valid reason only.
3. Students are required to observe proper sequencing of subjects. Pre-requisites subject/s must be credited/passed before the succeeding course/subject are taken otherwise both subjects will be invalidated.
4. A graduating student may be permitted to enroll an additional subject load of not more than two ( 2 ) subjects or six academic units, in excess of the normal load specified in the curriculum.
5. In exceptional cases, a non- graduating student may be allowed to re-enroll for a failed subject in addition to the normal load to regain the regular status.
6. Shifting to another course needs the approval of the Department Dean and the Registrar.



## **ENROLMENT PROCEDURE**

### **Walk-ins:**

#### **New Students**

1. Proceed to the Admission Office for the submission of admission requirements.
2. Proceed to the Dean/Program Head office for the assessment and advising for registration form. (Official CHED-approved curriculum for every semester, indicating the courses and the corresponding units)
3. Proceed to the Finance Office for the payment of the required down payment.

#### **Continuing Students**

1. Proceed to the Dean/Program Head office for the assessment and advising for registration form. ( Official CHED-approved curriculum for every semester, indicating the courses and the corresponding units)
2. Proceed to the Finance Office for the payment of the required down payment.

#### **Student Returnee**

All students who have stopped or withdrawn from the roll and now wishing to re-enroll must comply with the following:

1. Secure Returning Student Slip from the Registrar's Office;
2. Accomplish the Student Returning Slip and secure clearance and signatures from the different offices indicated in the Returning Student Slip;
3. Proceed to the Discipline office for interview and signing of Behavioral Contract;
4. Present the clearance of the Office of the Registrar's Office
5. Proceed to the College Dean for re-evaluation, assessment and advising of subjects (Official CHED-approved curriculum for the semester, indicating the courses and the corresponding units);
6. Proceed to the Finance Office for the payment of the required down payment.
7. Note: Returning student shall use the same student number previously issued to him/her of the required down payment.

#### **Cross Enrollees**

Students are allowed to cross enroll if there is a recommendation coming from the dean of the applicant. The Office of the Registrar will issue a permit to enroll and the student will be responsible for submitting the certified true copy of grades.

## **ENROLMENT PROCEDURE**

**For Online: you can check the Link below.**

<https://sites.google.com/email.lcup.edu.ph/lcupenrollment>



**ACADEMIC POLICY**

**GRADING SYSTEM AND PROCEDURE**

The students’ grades are based on the results of the formal examination. This also includes the following requirements: recitation, projects, quizzes, assignment and general conduct in class. The bases or marks of grade in a subject and their corresponding weight are as follows:

**Class Participation**

(Unit test, quizzes, book reports, oral tests, assignments, term paper, project and general conduct in class) .....3/5

**Required Periodic Examinations**

(Prelims, Midterms, and Final Examinations).....2/5

Marks or grades in a subject consisting of lectures and laboratory are weighed accordingly and expressed as complete mark or grade. The professor gives separate grades or marks in lectures and laboratory respectively.

Numerical grades with their equivalent percentage are used to gauge a student’s progress, according to the following system:

Numerical Equivalent	% Equivalent	Descriptive Equivalent
1.0	98 – 100	Excellent
1.25	95 – 97	Superior
1.5	92 – 94	Very Good
1.75	89 – 91	Good
2.0	86 – 88	Very Satisfactory
2.25	83 – 85	Satisfactory
2.5	80 - 82	Fairly Satisfactory
2.75	77 – 79	Fair
3.0	75 – 76	Passed
5.0	74 - below	Failed

**Marking Procedure**

1. The averaging system of computing final mark grade is used. The final grade in a subject is the average of the three periodic grades. (Prelims, Midterms and Finals)
2. The final rating is the aggregate average of the three terms not lower than 3.0.
3. The Faculty concerned may grant a final rating which shows no credit and as such, a student may be given the mark NG (No Grade) or NC (No Credit) when a student did not take the Final Examinations or did not satisfactorily perform in the subject.



**College Department**

4. A student who fails to take the periodic examination on schedule should take the examination within two weeks, otherwise, he/she gets a failing mark for the exam not taken (please see Rules governing Completion Test).

**POLICY ON ACADEMIC DEFICIENCY/DELINQUENCY, DE LOADING AND RETENTION**

The Dean/Program Head shall remedy academic delinquency by implementing the following measures:

- Verbal Warning – any students who obtained a failing in one (1) subject shall receive a warning from the Dean/Program Head. Verbal warning shall be documented through the consultation form. (For students enrolled in the board courses, refer to the below)
- Written Warning – A student who failed due to absences or obtained failing grades in two (2) or more subjects shall be placed under academic contract to serve as written warning and subject to probation for the succeeding semester. His/her load shall be reduced as determined by the Academic Head/Deans.
- Academic Probation – Any student on probation who failed due to absences or obtained failing grades in one (1) subject shall be advised to shift to another course, subject to the approval of the Head/Deans and the Vice President for Academic Affairs.

A shiftee borne out of the probationary proceedings shall be placed on probation for one (1) school year. A student on probation shall not incur a failing grade in one (1) subject during the probation period.

In case of circumstance not mentioned in the policy, the status of the shiftee shall be decided by the Dean/Program Head and by the Vice President for Academic Affairs.

Permanent Disqualification – A student who accumulates 24 academic units of failing grades (except for health/medical, family related and financial reasons) is disqualified to continue his/her studies in the university. However, if there were only 48 academic units left before graduation, the student would still be allowed to enroll provided a de-loading of six (6) academic units is made to allow for a better academic performance during the semester.

**Note:**

**Education Courses under College of Arts, Sciences and Education**

Any student who obtains a grade of 3.0 in any of the subjects enrolled in the semester will be automatically advised to transfer to another program.



## **College Department**

### **Bachelor of Science in Accountancy under the College of Business Administration**

Any student who obtains a grade below 2.5 in any of the major subjects shall be advised to either re-enroll in the subject or to transfer to BSBA or to another program.

### **College of Allied Medical Sciences**

Any student who obtains a grade of 3.0 in any of the subjects enrolled in the semester will be automatically advised to transfer to another program.

### **Grounds for Change of Grade**

Change of grade is allowed on the following reasons:

- Error in the entry of scores or grades
- Error of computation

### **Allowable Period for Change of Grade**

- ✓ A change of grade is allowed within three weeks from the date of the final submission of grades to the department concerned to give time for the student to question entries of faculty and for the committee to deliberate. Once the grades are encoded in the school automate system and verified by the Dean to the Registrar, the faculty can no longer change the marks at his/her discretion. The submitted grades are no longer within the faculty member's control. They are now outside of his/her authority or jurisdiction to change or revise them. To effect the change, the teacher must go through the procedure as listed below.

### **Procedure**

1. The complainant (student, faculty, dean or parent) submits a written complaint addressed to the teacher concerned with copies furnished to the department chairperson, dean, and Registrar's Office.
2. Upon receipt of the letter of complaint, the department chairperson shall convene a committee composed of all the faculty members of the department and the dean. The student shall be invited to attend committee meetings.
3. Investigation shall include scrutiny and discussion of all entries of grades or scores up to the final exam. These data should be given to the committee prior to the meeting to allow time for the members to study.
4. If accepted, report of the change of grade addressed to the Registrar noted by the dean shall include a written explanation by the teacher who allowed a change of grade, supporting papers and a statement of the committee action.
5. Any petition for change of grade will no longer be accepted when the report on promotion have been submitted by the Registrar to CHED.



### **Incomplete Grades**

“INC” (Incomplete) mark indicates that the student has not completed all course requirements due to excusable reason, such as, sickness, emergency, or accident. (Section 109, Article XXII, MORPHE, p. 553.)

The student must complete the requirements within one school year from the semester and school year the subject course was taken. Otherwise, the grade automatically becomes “NC” for “No Credit” or 5.00 with verbal equivalent of FAILED.

Highest grade for subjects marked as INC shall be 1.25.

### **ON NO GRADE**

#### *Allowable Period for Change of Grade*

A change of grade is allowed within three weeks from date of the final submission of grades to the department concerned to give time for the student to question entries of faculty and for committee to deliberate. Once the grades are encoded in the school automate system and verified by the Dean to the Registrar, the faculty can no longer change the marks at his/her discretion. The submitted grades are no longer within the faculty member’s control. They are now outside of his/her authority or jurisdiction to change or revise them. To effect the change, the teacher must go through the procedure as outlined below. NO Grades shall be changed within one semester following that in which the subject course was taken.

No grade shall be changed without the approval of the University Registrar.

### **POLICY AND REQUIREMENTS ON EXAMINATIONS**

1. There are three (3) major periodic examinations during the semester, which every student is required to take (Prelims, Midterms and Finals).
2. Permit to take the examination is required for each periodic evaluation. The Finance Office issues examination permit to students who have paid their fees for the month required. However, students who have fully paid their fees will automatically be issued the permit from the Finance office.
3. For the Final exams, the Finance Office issues a permit to students who have settled all their accountabilities to the school. (Before taking the Final Examination, a student should accomplish the Student Clearance Form.
4. No student is allowed to take periodic examination earlier than the scheduled test unless any of the valid reasons are presented- the student needs to travel abroad; needs medical attention before the scheduled date of the exam and all other unavoidable yet valid reasons supported by documents including an approved letter from the department dean and the registrar. However and as possible, exams taken before the regular schedule must be advised to the dean - a 1-week ahead of the early exam schedule.
5. Parents/Guardians of students who are unable to take the exams on schedule, due to valid reasons, must inform the Department Dean of the situation immediately.
6. Any student who fails to take the periodic examination for no valid reason/s will be given



## **College Department**

a failing mark in each subject for that term or period. However, he/she may be given a special examination after having submitted an official medical certification from the doctor or a valid document signed by the proper authority indicating the reason for the absence.

7. A special examination fee of P300 shall be collected.
8. Only the Department Dean has the authority of scheduling special examinations, which will be administered by his/her representative.
9. No special quizzes are given to students.

### **BEHAVIOR DURING EXAMINATION**

1. It is expected that examinees report to the testing room/classroom punctually.
2. Examinees are expected to be in complete uniform, including the I.D.
3. Every examinee is expected to maintain silence during the examination. He/she must listen and obey all instructions given by the teacher or proctor.
4. Examinees are expected to observe honesty during examination. Any evidence of cheating will be confiscated. The instructor/proctor must submit a written report to the Department Head who in turn, will conduct the summary investigation.
5. No student is allowed to leave the examination room before he/she has completed the test. It is necessary that all personal necessities be done before the examination starts (The penalties for cheating are included in the Table of Sanction)

### **POLICY ON HONORS AND AWARDS**

#### **ACADEMIC AWARDS**

College students who obtained over-all excellence in collegiate performance are awarded honors during graduation. These are:

With Merits	-	Academic Distinction
With Honors	-	Cum Laude
With Higher Honors	-	Magna cum Laude
With Highest Honors	-	Summa cum Laude

To determine a student's general weighted average, the number of units is multiplied by the weighted equivalent of each subject. Sum of the product is then divided to the total number of units earned.

The required average comprises merely part of the academic criterion which doesn't include non- academic subjects such as NSTP, Theology, and IS Subjects. However, aspiring students should still maintain a minimum grade of 2.00 in all subjects and a minimum weighted average of 1.75.

Candidates for Summa Cum Laude should meet a general weighted average of not less than 1.25





## **College Department**

and should have no grade lower than 1.5 in any subject, provided, that all units required for the completion of the course were taken at the La Consolacion University Philippines.

Candidates for Magna Cum Laude must have a general average of 1.5 with no grades lower than 1.75 in any subject and with residency of at least three (3) years at the La Consolacion University Philippines

Candidates for Cum Laude must have a general average of 1.75 with no grades lower than 2.0 in any subject and with residency of at least three (3) years at the La Consolacion University Philippines

### **Academic Distinction Award**

Academic distinction awardees should have earned the following qualifications:

1. With a residency of at least two (2) years
2. With no grades lower than 2.0 in all major subjects
3. Earned not more than one 2.25 rating in all minor subjects.

\*For transferees to qualify for merit or honors, he/she should comply with the minimum qualifications. The review of grades shall cover earned units from previous institutions and of the La Consolacion University Philippines subjected for review of the University Registrar upon the recommendation of the Department Dean and the approval of the Vice-President for Academic Affairs.

### **DEAN'S LISTER**

For a student to qualify in the Dean's List the following criteria must be strictly followed:

1. He/she must likewise meet residency requirements of two (2) consecutive semesters or one year;
2. Grades for two consecutive semester will be computed for student's to qualify in the Dean's lister;
3. The student must obtain a grade of 2.0 or higher in all major and minor subjects;
4. Only final grades for each subject/s shall be considered for the computation of the general weighted average;
5. A student who obtained an INCOMPLETE (INC) grade in any of her major or minor subject/s shall be disqualified from the roll;
6. A student must not have repeated any of his/her major/minor subject in any other educational institution;
7. A student transferee can qualify in the Dean's lister provided all parameters set are met, however, grades obtained from the previous institution shall not be included as basis for the Dean's lister. In case the student transferee is about to graduate, grades



from the previous educational institution shall be considered;

**Note:**

The Office of the University Registrar shall release the list of all qualified students once all subject grades are encoded and verified. The list shall then be forward to the VPAA and University President for signing and approval. Once approved all department heads shall be given a copy for information dissemination to qualified students. The Official list shall be limited to the name of student, and the rank obtained. Any other information shall be requested personally by the student or parent in compliance to RA 10173 or the Data Privacy Act of 2012.

Discount privileges are given to students who have earned a satisfactory grade for two (2) consecutive semester based from the requirements stipulated below:

1. 100% - an average grade not lower than 1.25 and with no grade lower than 1.50
2. 50 % - an average grade not lower than 1.50 and with no grade lower than 1.75
3. 25% - an average grade not lower than 1.75 and with no grade lower than 2.0

Beginning this **SY 2023-2024**,

- a. All qualified undergraduate students for the Dean's List shall be given a certificate bearing the GWA for the semester. Students are NO LONGER required to apply for the Dean's List. The Office of the University Registrar shall generate and release the official list.
- b. He/she must be REGULAR (paying or LCUPFAP) student, and currently enrolled for the semester meaning having full load (18 units and above- depending on the stipulated curriculum) in all courses scheduled for his/her section/year level and shall likewise meet residency requirement of at least two (2) consecutive semesters or one year to qualify for the application. Only students from 2<sup>nd</sup> year to senior year shall be entitled to this list;
- c. Grades for one semester will be computed for students to qualify in the Annual/Semestral Dean's Lister. Only academic subjects are included in determining the student's GWA but NSTP, Theology and IS subjects are included in the second criteria in determining the lowest subject grade;
- d. The student must obtain a grade of **1.75** or higher in all major and minor subjects without any failing mark in any subject including NSTP, Theology and IS subjects;
- e. Irregular students are NOT qualified for the Dean's list;
- f. He/ she has not been academically dismissed (*lose the ability to pursue their major of choice if they don't meet the Program's requirements or have failed too many major subjects*) from any program;
- g. Official list of Semestral Dean's lister shall be issued by the Office of the University Registrar every after each semester provided that all faculty members have encoded grades on time.



## College Department

Students with INC (incomplete) or NG (no grade) marks on their subjects shall be disqualified from the roll;

- h. For SHS completers of ASAS schools (Valedictorian), they shall receive a tuition fee discount for their 1<sup>st</sup> year first semester at LCUP, provided that they can submit a Certificate of Ranking (batch strand including the number of students/graduates in the school). The discount shall be determined by our Finance Office;
- i. Dean's Lister are not allowed to have advanced subjects/summer classes unless prescribed in the regular curriculum;
- j. Students with behavioral issues, misconduct or any pending case with LCUP shall be disqualified from the list.
- k. Students marked with NO GRADE (NG), blank (No grade encoded) and submitted the correction/change of grade form at the Office of the University Registrar after the date of release of the official list shall not be entertained and considered.

### **PRESIDENT'S ACADEMIC EXCELLENCE (for tuition fee discount)**

- a. To qualify for the President's Academic Excellence, a student must at least obtain a GWA of 1.20 to 1.00 and a grade not lower than 1.75 in all major and minor subjects;
- b. The basis of grade computation is the last 2 consecutive semesters (1<sup>st</sup> and 2<sup>nd</sup> semester);
- c. A student who qualified for the President's Academic Excellence shall maintain his/her grade for the succeeding semesters otherwise, he/she will be disqualified from the roll;
- d. Discount privileges for the President's Academic Excellence Awardee:
  - 100% - with a GWA of 1.06 – 1.00 and with no grade lower than 1.25 in all major and minor subjects
  - 50% - with a GWA of 1.13 – 1.05 and with no grade lower than 1.50 in all major and minor subjects
  - 25% - with a GWA of 1.20 – 1.12 and with no grade lower than 1.75 in all major and minor subjects
- e. President's Academic Excellence Awardee shall also receive a Certificate of Recognition bearing the current GWA for his/her excellence performance
- f. LCUPFAP's grantees may opted to choose between the discounts privileges of a President's Academic Excellence awardee or remain a LCUPFAP grantee. Once the grantee chose the discount privilege of President's Academic Excellence, he/she cannot return to the scholarship program of LCUP;
- l. President's Academic Excellence awardee shall maintain the grade requirement every semester to maintain the tuition fee discount (for each semester). Tuition fee discount is applicable for one semester and the succeeding semester shall be evaluated using the above-mentioned criteria to avail of the tuition fee discount.

In addition to the above-mentioned policy, we would like to clarify that the said policy/guideline for the Dean's Lister is **applicable for 1<sup>st</sup> year students of AY 2022-2023** across college programs, while



**College Department**

current 2<sup>nd</sup> year to 4<sup>th</sup> year shall be covered by policies of the Student Handbook Revised 2020. And in lieu of medals, we will be providing certificates to all qualified students.

**NON-ACADEMIC AWARDS**

**LEADERSHIP AWARD**

A Leadership Award is an honor granted by the university to graduating students who meet the following criteria.

1. He/she must have established four (4) consecutive semesters of residency in the university.
2. He/she must be graduating, not necessarily with honors, but with good grades with no failing marks including grades acquired from previous academic institution (for transferees)
3. He/she must be outstanding in leadership abilities (co-curricular and/or extra-curricular.)
4. He/she must be an active participant in implementing the OSA educational thrust and LCUP institutional goals.
5. He/she must have shown exemplary behavior during his/her entire stay in the university.

**LOYALTY AWARD**

This is given to graduates who have been at LCUP or any of the OSA schools from

1. Grade one to Grade 12
2. Grade 12 to College
3. College to Graduate School  
Graduate School to Post Graduate School

Awardees must have shown exemplary conduct otherwise, they will be subject for disqualification.

**FIDELITY AWARD**

This is an award given to any graduating student who studied at LCUP or any of the OSA schools from Grade one to College. Awardees must have shown exemplary conduct otherwise, they will be subject for disqualification.

**MOTHER RITA BARCELO AWARD**

This is a special award granted to any graduating student for his/her active, dedicated and exemplary services rendered to the community, making concrete LCUP's option for the less privileged members of the outreach communities based from the recommendation of the Dean and the approval of the Head of the Community Extension Services.



### **ACADEMIC EXCELLENCE AWARD**

Awards for excellence are given to deserving college students in the different college programs based on the following criteria:

- No grades lower than 2.0 in all major subjects
- With a residency requirement of at least two consecutive years.
- With no disciplinary infractions.

### **SPECIAL AWARDS**

1. Best in Feasibility Study
2. Best in System Design
3. Best in Hardware Design
4. Best in Capstone Project
5. International Exposure
6. Outstanding Student Teacher
7. Campus Ministry Service Award
8. Journalism Award
9. Best in Performing Arts (Singers, Teatro, Dance, etc.)
10. Athlete of the Year
11. Best in Practicum
12. Special Service Award
13. Other awards which departments deemed necessary under the circumstances, and because of students' exemplary performance (e.g. for CBEA - Best in Accountancy, Best in Financial Management, Best in Marketing Management, among others)

#### **Note:**

Recipients of the different special awards should have exemplary conduct and have never been involved in any form of violation of the university rules/regulations and policies. Otherwise, students will not be qualified for any special awards including Service, Loyalty, and Fidelity awards.

### **APPLICATION FOR GRADUATION**

As a general rule, no student will be allowed to graduate unless he/she completed the following requirements:

1. Obtaining a passing grade in all subjects indicated in the curriculum;
2. All candidates for graduation must have cleared all subject deficiencies and requirements of their currently enrolled subjects prior to the set deadline of the University Registrar;



## **College Department**

3. Compliance with all NSTP requirements;
4. Submission of all admissions requirements (Diploma/F138, TOR, PSA Birth Certificate, PSA Marriage Contract, 2pcs 2x2 latest ID picture);
5. Settlement of all financial and property obligations at the Finance Office of the University;
6. Submission of duly accomplished application for graduation;
7. Approval of the eligibility for graduation by the Academic Council;
8. No student shall graduate unless he/she pays his/her graduation fee; and
9. No additional student will be allowed in the final list of candidates unless an addendum approved by the Academic Council and President will be presented.

### **SCHOLARSHIPS AND OTHER PRIVILEGES**

#### ● **FULL SCHOLARSHIP**

- A Senior High School who received with Highest Honor among a minimum of 100 students in their batch (98-100 grade average) award shall be granted full scholarship (100% tuition fee discount) for one semester. The scholarship is renewable every semester if the student maintains a general average not lower than 1.25 with no grade lower than 1.50.

#### ● **PARTIAL SCHOLARSHIPS**

- A Senior High School who received with high honors among a minimum of 100 students in their batch (95-97 grade average) shall be given a seventy-five percent (75%) discount on tuition fees. The scholarship is renewable if the student maintains a general average not lower than 1.75 with no grade lower than 1.50
- A Senior High School who received with honor among a minimum of 100 students in their batch (90-94 grade average) shall be granted partial tuition fee discount of 25% for one semester, which is renewable if he/she has not obtained a grade not lower than 2.0 with an average grade not lower than 1.75

#### **Note:**

A maximum of 15 units maybe enrolled every trimester for the first year, 18 units for the succeeding years.

### **DISCOUNT PRIVILEGES**

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 married faculty or permanent non-teaching personnel.
- One hundred percent (100%) discount on tuition fees for only one (1) niece/nephew of a tenured single 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.



**College Department**

- Thirty percent (30%) discount on tuition fees is given to any student who belongs to a Religious Congregation.
- Discount on tuition fees for Varsity Players.
- Students with disabilities and children of solo parents are entitled to a 20%tuition fee discount.

**OTHER SCHOLARSHIPS / DISCOUNT PRIVILEGES**

**Institutional:**

1. PGMA Loan Program
2. ASAS Discount
3. LCUP STMF

**Government:**

1. CHED StuFAP
2. CHED TDP
3. CHED TES

**STUDENT-AID PROGRAM**

This program is granted for financially poor but deserving high school graduates of OSA schools and other schools who want to pursue a college education. There are two kinds of recipients of this program. The first is entitled to free board and lodging at LCUP as an intern. The second refers to those who live outside of the school as externs.

The following criteria should be followed:

- The applicant should carry a maximum academic load of 18 units.
- A minimum of 15 units may be accepted.
- Scholastic grades are evaluated every semester.
- The student-grantee should maintain a grade of at least 2.50 for the whole course.

Every student is obliged to observe and exercise proper decorum at all times towards the sisters, administrators, faculty members, personnel, and his/her fellow students. As an LCUP Student, he/she is responsible and accountable for his/her actions.

**LCUP FINANCIAL ASSISTANCE PROGRAM  
( Formerly STMF )**

**GUIDELINES**

**I. RATIONALE**

There is a tight market for the student enrollment population in private HEIs as an aftermath of the government's increased privileges is accorded to the public education sector. It was



**College Department**

imperative that private HEIs must implement strategies to increase, or at least sustain the student base. Under this premise, LCUP launched the LCUPFAP program in SY 2018-2010. It has served as an effective promotions strategy as the University was able to increase the volume of student enrollment.

Over the years, however, the sustainability of such a strategy strained the financial operations of the institution upon careful analysis of the responsibility accounting system. The financial projections then had been optimistic for some programs, which unfortunately missed the projected enrollment targets. From Php10, 000 in SY 2018-2019, this was increased to Php15,000, excluding laboratory fees, by SY 2019-2020. The revenues and cost allocations still showed how financially draining it is to operate pertinent programs. especially for those classes having less than 10 students or so. Moreover, there are pertinent courses that are heavy on their laboratory requirements, that a one-size-fits- all pricing strategy was not deemed operationally efficient in the long run. This necessitated a careful analysis of the operational costs incurred for each program to determine its financial sustainability. For this underlying reason, amplified with the declining student population exacerbated with the current pandemic adversely affecting the economy, the LCUPFAP subsidy rates are proposed to be revised accordingly as follows:

The La Consolacion University Philippines Subsidized Tuition and Miscellaneous Fees Program is a partial grant that requires the student grantees to pay the amount of P15,000.00 for students enrolled in BSED, BECED, AB Psych, AB Comm, BS Accountancy, BS Business Administration, BS Hospitality Management, BS Tourism Management, and P20,000 for students enrolled in BS Information Technology, BS Computer Engineering, BS Industrial

Engineering, BS Nursing, BS RadTech, and BS MedTech throughout the entire course, excluding the summer term, OJT or RLE, and laboratory fees, if all requirements are faithfully fulfilled by the grantees. The abovementioned program is awarded to deserving incoming first-year students upon the recommendation of a select committee tasked to evaluate the applicant's academic standing and financial challenges.

## **II. QUALIFICATION REQUIREMENTS**

To qualify for the program, the applicants must comply with the following requirements:

1. must be a Filipino citizen.
2. must be a senior high school graduate who has not taken any course/s from other universities before application.
3. must have an average of at least 85% if applying for board-related courses and at least 80% average remark for non-board-related courses.
4. must have a combined annual gross income of both parents/legal guardians not to exceed Five Hundred Thousand Pesos (P500,000.00). In highly exceptional cases where income exceeds Php500,000.00, the Committee shall determine the merits of the application.





## College Department

5. must get at least an average or a passing remark in the entrance examination if applying for board-related courses and at least a below-average remark if applying for non-board-related courses.
6. must indeed need financial assistance as determined by a committee tasked to evaluate the applicants; and
7. must never be involved in any behavioral, criminal, civil, or administrative cases.

### III. DOCUMENTARY REQUIREMENTS

- a. LCUPFAP Online Application Form
- b. 1pc latest 2x2 Picture
- c. Photocopy of Grade 12 First Semester Card (for Evaluation) and Grade 12 Second Semester Card (for Approval)
- d. At least an Average or passing mark in the LCUP Entrance Examination (P400.00)
- e. Photocopy of PSA Birth Certificate
- f. Certificate of Good Moral Character from the previous school
- g. Certificate of Residency from the Barangay 8. External and Internal photos of the residence.
- h. Most Recent Utility Bill with complete address of the applicant
- i. Anyone (1) of the following:
  - Latest Income Tax Return (ITR) of parents or guardian
  - Monthly Payslip
  - Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR), Certificate of Indigency from their Barangay.

Note:

*The parent/s should execute under oath that their combined income is below 500k*

### IV. PROCEDURE

1. The applicant accomplishes the LCUP Online Application Form.
2. The applicant is referred for the Entrance Test at the College Guidance Office.
3. The applicant presents the Entrance Test Results to the Admissions Office.
4. The Admissions Office issues to the applicant the LCUP FAP Application Form together with the list of scholarship requirements If the following initial qualifications are met:  
LCUP Entrance Test Result, Weighted **GPA is at least 83 for board bound courses and 80 for non-board related courses**, based on the high school Report Card presented and parents' or guardian's ITR or certificate of tax exemption to the Marketing and Promotions Office for review.



**College Department**

5. The applicant submits all other LCUPFAP requirements to the MPO.
6. The concerned MPO personnel interviews the applicant and review the submitted credentials/ requirements and give the recommendations on the application.
7. The Members of the Scholarship Committee explain the terms and conditions of the scholarship agreement to the recipient and his/her parent/s or legal guardian.
8. The recipient and his/her parent/s or legal guardian indicate their acceptance of the terms and conditions of the Agreement by affixing their signatures in the CONFORME part of the Agreement together with the University Representative.
9. The VPAA recommends all qualified applications for the President's Approval.
10. The University President approves the applications of the grantees.

**LCUP FINANCIAL ASSISTANCE PROGRAM (LCUP-FAP) AGREEMENT**

**1. LCUP FINANCIAL ASSISTANCE PROGRAM AMOUNT.**

- The university will provide the recipient a partial scholarship on tuition and miscellaneous fees. Under the program, first year student will only pay P15,000.00 per semester if they will enroll in the following programs, BSED, BECED, AB Psych, AB Comm, BS Accountancy, BS Business Administration, BS Hospitality Management, BS Tourism Management and P20,000 per semester if they will enroll in BS Information Technology, BS Computer Engineering, BS Industrial Engineering, BS Nursing, BS RadTech, and BS MedTech for the regular semester. The summer term, OJT and RLE, and laboratory fees are not covered by the LCUPFAP program. Thus, these fees will be on top of the base fee. The scholarship is renewable per semester provided that all provisions of this agreement is met.

**2. ENROLLMENT.**

Recipients must be enrolled as a regular full-time student at LCUP, taking all the subjects required for the semester. Application and approval to the program shall only be in the First Year of the student, immediately following SHS Grade 12.

- **Transferees and shifters are disqualified to avail of the program.**

**3. SATISFACTORY ACADEMIC PERFORMANCE.**

- The recipient for non-board courses, must maintain a Grade-Point Average (GPA) not lower than 2.25 (83-85) with grades not lower than 2.50 (80-82) in every semester including summer.
- The maintaining (GPA) for board related courses should not be lower than 2.00 (86-88) and grades not lower than 2.25 (83-85).



**College Department**

- If the grade requirement is not met, the student will be disqualified of the program and will not qualify to reapply within the duration of his/her stay in the university. Thus, the student will be shouldering fees based on regular assessment.

**4. COMPLIANCE WITH UNIVERSITY RULES.**

- The recipient agrees to abide by the rules, regulations, and guidelines of the University and to provide a cooperative and supportive attitude toward university programs. Infraction of any school policies, rules, and regulations and/or any anecdotal record on discipline shall be a ground for forfeiture of the above-mentioned privileges. Furthermore, recipients agree to perform faithfully and industriously, using the necessary abilities and talents to perform all the duties that may be required by and to the satisfaction of the University. The Recipient shall maintain the highest standard of conduct on and off campus, reflecting a Christian lifestyle, decorum, and morality. The recipient must be a campus leader and in good standing with the college in all areas (may not be on probation for any academic or non-academic reasons)

**5. TERMINATION.**

- This agreement may be terminated by the recipient no later than fourteen (14) calendar days prior to the first day of classes. The University may terminate this agreement if the proposed recipient does not reply by the offer deadline, or if the recipient does not comply with the provisions of this agreement. The matter is to be communicated to either party in writing in case termination has to be implemented.

**6. VOLUNTARY WITHDRAWAL.**

- If the student opts to voluntarily withdraw from the program due to reasons excluding health, the student will be required to pay the remaining fees based on the original assessment of the course, year, and level he or she is enrolled to. Further, if the student opts to avail of other grants after the semester and decide to withdraw from the in program, the student will not be qualified to renew his/her grant.

**7. TRANSFER OF RIGHTS.**

- Neither party shall have the rights to assign its interests in the Agreement to any other party.

**8. RECIPIENT OBLIGATIONS.**

The Recipient shall strictly comply and abide by the obligations of this agreement.

**9. OTHER PROVISIONS.**

- Other fees are not covered by the discount. The discount privilege cannot be used in conjunction with any other offers, discounts, or promotions. The discount is not convertible to other privileges or grants. The discount will be forfeited if other discounts offered by the university will be availed by the grantees.

**10. REVERSAL OF GRANT.**

- The scholarship may be revoked automatically if the student did not comply with the



## College Department

obligations of this Agreement or if he/she transferred to other programs or other academic institutions. The Grant will automatically be forfeited upon the approval of the student to the Tertiary Education Subsidy of the Commission on Higher Education.

### LCUP-FAP POLICY AND PROCEDURES

1. The **LCUP FINANCIAL ASSISTANCE PROGRAM** is renewable every semester and is subject for review every end of semester/ term. Application and approval to the program shall only be in the First Year of the student, immediately following Grade 12.
2. After each semester, the recipient is required to present to the Director of Student Affairs and Services his/her fully accomplished clearance and a certificate of grades indicating the GPA earned in the previous semester. The certificate of grades may be requested from Registrar's Office.
3. The Director of Student Affairs and Services shall endorse recipients who qualify for the continuance of grant.
4. Qualified recipients shall present to the President's Office all documents for the issuance of the Certificate of Scholarship for the incoming semester/ term.
5. The recipient shall present the Certificate of Scholarship to the Finance Office upon payment of fees for the incoming semester/ term.
6. LCUPFAP privileges may be withdrawn from the student who falsifies information without prejudice to other penalties that may be imposed by the University.
7. All information furnished by the student will be treated with strict confidentiality and will be utilized exclusively by the University for this program.
8. Decision on financial assistance is exclusively the decision of LCUP, and subject to the availability of funds. LCUP can suspend the program due to financial constraints

### POLICY ON TUITION FEE DISCOUNT AND BENEFITS FOR VARSITY PLAYERS AND PERFORMING ARTS MEMBERS

#### I - Varsity Players

1. Exempted to attend Physical Education as long as he/she is an active member of the varsity team.
2. A Student-athlete is officially excused from the class, if the training schedules conflicts in the class hour.
3. A Varsity player who received (Regional Meet):
  - **GOLD** – 100% tuition fee discount, exemption in Physical Education subjects
  - **SILVER** – 50% tuition fee discount, exemption in Physical Education subjects
  - **BRONZE** – 25% tuition fee discount, exemption in Physical Education subjects



## **II – Performing Arts**

1. Exempted to attend Physical Education subjects

### **CODE OF CONDUCT FOR COLLEGE STUDENTS UNDER NEW NORMAL SITUATION Netiquette Guide for Virtual Classes/Activities**

#### **SECURITY**

Remember that your password is the only thing protecting you from troubles or more serious harm.

1. Don't share your password with anyone.
2. Change your password if you think someone else might know it.
3. Always log out when you are finished using the system

#### **GENERAL GUIDELINES**

When attending virtual classes/activities, you should always:

1. Treat your instructor and classmates with respect in email or any other mode of communication.
3. Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms. / Sir or Ma'am.
4. Unless specifically invited, don't refer to your instructor by first name.
5. Use clear and concise language.
6. Remember that all college level communication should have correct spelling and grammar.
7. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you".
8. Use standard fonts such as Ariel, Calibri, or Times New Roman and use a size 10 or 12 pt. font.
9. Avoid using the caps lock feature **AS IT CAN BE INTERPRETTED AS YELLING.**
10. Limit and possibly avoid the use of emoticons like or :).
11. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
12. Be careful with personal information both yours and other's.
13. Do not send confidential information via e-mail and the like.

#### **EMAIL NETIQUETTE**

When you send an email to your instructor or classmates, you should:

1. Use a descriptive subject line.



## **College Department**

2. Be brief.
3. Avoid attachments unless you are sure your recipients can open them.
4. Avoid HTML in favor of plain text.
5. Sign your message with your name and return e-mail address.
6. Think before you send the e-mail to more than one person. Does everyone really need to see your message?
7. Be sure you REALLY want everyone to receive your response when you click, “reply all.”
8. Be sure that the message author intended for the information to be passed along before you click the “forward” button

### **MESSAGE BOARD NETIQUETTE**

When posting on the Discussion Board in your virtual class, you should:

1. Make posts that are on topic and within the scope of the course material.
2. Take your posts seriously and review and edit your posts before sending.
3. Be as brief as possible while still making a thorough comment.
4. Always give proper credit when referencing or quoting another source.
5. Be sure to read all messages in a thread before replying.
6. Don't repeat someone else's post without adding something of your own to it.
7. Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point.
9. Always be respectful of others' opinions even when they differ from your own.
10. When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
11. Do not make personal or insulting remarks.
12. Be open-minded.

### **PSYCHOSOCIAL SUPPORT POLICY**

The school environment has experienced one of the greatest threats brought about by the COVID 19 crisis. Educational institutions are facing a tremendous challenge to adapt to the changes and requirements of the new normal. The months of community quarantine has affected the lives not only of the students but also their parents, teachers and school personnel. Even in normal situations, good mental health is critical to students' success in personal and school life. Mental health is not simply the absence of mental illness but also encompasses social, emotional, and behavioral health and the ability to cope with life's challenges. Left unmet, mental health problems may result to negative outcomes and most serious problems.



Alongside with the new normal approaches in the teaching-learning process, the Student welfare Services of La Consolacion University Philippines defined strategies that would respond to the psychosocial needs primarily of students and their parents. In addition, specific actions are planned to provide assistance and support to the teaching and non-teaching personnel as well. Psychosocial support helps people cope up with a crisis that disrupted their lives. The basic premise is, if people are empowered to understand and care for themselves and others, there will be improved self-confidence and strengthened ability or capability to deal with the current and future challenges. The target will be to help the individuals develop resiliency in the face of the pandemic and other challenging life situations.

To assist the students, parents, teachers and non-teaching personnel, the SWS unit will provide services centered on curative and preventive approaches. These would involve the following:

1. Initial engagement through routine checking of physical and psychosocial states

Initial activity would involve a conduct of individual routine check interviews to determine current states and needs – physical, familial, social, daily functioning, coping mechanisms .and general well-being.

- a. On line routine check interviews targeting all students
- b. On line routine check interviews targeting the parents of the students
- c. Routine interviews of school personnel

2. Need assessment, identification of at risk individuals and interventions needed

From the initial engagement, needs, nature and level of assessment will be determined. Persons will be categorized according to level of coping or non-coping. Specific guidance or psychological interventions will be scheduled and implemented.

- a. The Student Welfare Services personnel will continuously review documented responses from each student to identify particular concerns of students/parents.
- b. Students’ responses will be categorized according to their specific needs to assure that those at risk will be given necessary interventions.

3. Formation of a social support system

Support groups (family, friends’/classmates’ circle, school) will be created. This group support will enable the affected individuals to get on with their daily tasks and demands. Social networking may also be used to follow up teachers, personnel and students’ daily routine and monitor their psychosocial needs.

- a. The Student Welfare personnel will work closely with the advisers and parents to guarantee the efficiency of the program thru interaction with the people involved in the daily routine of students.
- b. The unit will conduct a weekly follow up system from advisers and parents to identify improvements and achievement in every conducted follow up.



#### 4. Conduct of online (or face to face if already permitted) individual and group counseling sessions

Counseling is necessary to probe the overt feelings, perceptions, fears and anxieties. Its aim is to put into surface the suppressed emotions and other conflicts that the counselees may have failed to recognize. This is also to ensure that persons with concerns will be observed (if face to face) or monitored (on-line) and given the necessary action/s.

- a. The SWS will prepare pre counseling activities that will make the students and parents develop rapport and get more engaged in the activity.
- b. The SWS will review categorized documented routine interview results to identify particular approach suitable to a particular person or group of persons.
- c. Enough time for processing should be observed to maintain good relationship with students/parents/personnel.

#### 5. Referral of serious cases to external mental health professionals

Individuals who have pre-existing psychological disorders, exhibited severe personality disorders or have manifested strong and very strong reactions to the crisis will be assessed and referred to psychologists or psychiatrists.

- a. Guidance counselors will identify persons who need assistance from mental health professionals based on individual assessments
- b. Consent of the concerned person will be solicited whenever referrals are deemed necessary

#### 6. Follow up activities

Constant monitoring and periodic follow up will be done to ensure improvement in the psycho-social well-being of the target individuals. (students, parents, faculty and personnel).

- a. All SWS personnel will maintain updated monitoring and follow up records.
- b. Follow up will be a continuous activity for all.

#### 7. Conduct of Online Psycho-social Education/Webinars

Periodic inspirational on line webinars will be made available to all based on the expressed needs.

#### Notations:

1. **Strict confidentiality** in all transactions and services made will be ensured for all.
2. The services identified will be provided in coordination with the University Health Services unit who will look into the medical conditions, physical and mental health of the individuals. Their advices and recommendations will also be considered.





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

### **WITH PARENTS**

Parent's 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.

### **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.



### **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.

### **RELATIONSHIP BETWEEN THE DEPARTMENT AND THE STUDENTS**

The contract for enrollment between the university and the students is imbued with public interest. While the student has the right to freely choose his/her field of study subject to existing curricula and continue his/her course therein up to graduation, he/she is obliged to comply with the University's academic requirements, as well as its rules and regulations.

Enrollment at LCUP is contractual in nature. Upon applying for admission to any of the departments, the student binds himself to; "...recognize, accept and comply with the university rules and regulations, policies and requirements laid down by competent authority on all matters involving admission and enrollment, the use of the libraries, laboratories, services and facilities, payment of tuition fees, in and off campus activities and classroom conduct, conduct inside and outside the university, class attendance, changing/dropping of subjects and other requirements as stated in the handbook, bulletin of information and papers of the department..."

### **POLICY ON HANDLING STUDENT COMPLAINTS**

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

1. The student presents the complaint in writing to the class adviser.
2. If the student feels that the necessary action on the complaint was not obtained, a written complaint against the classmate can be submitted to the Department Dean.
3. The Dean informs the Student Affairs and Services Director / Student Development Services Coordinator of the complaint.
4. The Discipline Officer interviews the student about the complaint; and the concerned students to discuss and to verify the complaint against them, following proper protocol/ due process. (The Code of Conduct in the Student Handbook serves as the reference for any student violation.)
5. The Discipline Officer makes a report about the discipline infraction and recommends its



corresponding sanction.

6. After reviewing the report and the supporting evidences, the SDS Coordinator forwards the report to the Director of Student Affairs and Services for approval of the sanction.
7. If the decision needs to be undertaken by the Grievance Committee, the SAS Director consults the Vice President for Academic Affairs.
8. The Grievance committee ensures that due process is applied in the hearing and in deciding on the case, and recommends to the University President the sanction to be given to the students being complained.
9. The President approves or gives comments on the decision of the committee.
10. The SDS Coordinator prepares and issues the notice of sanction to the student offenders.
11. The SDS Coordinator notifies the student and parent on the action done relative to the complaint.

### **B. Against Faculty**

1. The student presents the complaint in writing against a Faculty member to the Dean.
2. The Dean invites the concerned Faculty for a conference to discuss, verify the complaint, and to decide the action to be taken.
3. The Dean makes a report and submits it to the VPAA.
4. The VPAA may decide if there is a need to convene the Grievance Committee. It is composed of the Director of Student Affairs and Services / SDS Coordinator, Director of Human Resources, Dean, Faculty Club President, and the VPAA as the chairman.
5. The committee ensures that due process is applied in hearing and deciding on the case.
6. The committee recommends the action to be taken to the University President.
7. The President approves or gives comments on the decision of the committee.
8. The Director of HRD prepares and issues the notice of sanction to the faculty member being complained.
9. The Dean notifies the student and parent on the action done relative to the complaint.

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

1. The student presents the complaint in writing to the Director of Student Affairs and Services / SDS Coordinator.
2. The SAS Director informs the Director of Human Resource Department about the complaint.
3. The Director of HRD invites the personnel being complained for a conference, together with the SAS Director, to discuss and verify the complaint.
4. The HRD Director makes a report and submits it to the VPAA.
5. The VPAA may decide if there is a need to convene the Grievance Committee consisting of the SAS Director, SDS Coordinator, HRD Director, Faculty/NTP club President, and the senior administrator/personnel.
6. The committee ensures that due process is applied in hearing and deciding in the case.
7. The committee recommends the actions to be taken to the University President.
8. The President approves or gives comments on the decision of the committee.
9. The Director of HRD prepares and issues the notice of sanction to the administrator, staff,



and/or NTP concerned.

10. The SAS Director / SDS Coordinator notifies the student and parent on the action done relative to the complaint filed.

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

1. 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, to be presented to the Principal/Dean.
2. The Principal/Dean invites the concerned Faculty for a conference to discuss, verify the complaint, and decide the action to be taken.
3. The Principal/Dean makes a report and submits it to the VPAA.
4. The VPAA may decide if there is a need to convene the Grievance Committee. It is composed of the Director of HRD, the Principal/Dean, the Faculty Club President, and the VPAA as the chairman.
5. The committee ensures that due process is applied in hearing and deciding on the case.
6. The committee recommends the action to be taken to the University President.
7. The President approves or gives comments on the decision of the committee.
8. The Director of HRD prepares and issues the notice of sanction to the Faculty member being complained.
9. The Dean notifies the class on the action done relative to the complaint.

**Note:**

*Anonymous complaints will not be entertained for violation of due process, except when it involves violations of the Safe Spaces Act*

### **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:

1. To uphold the academic integrity of the university protecting at all times its name, reputation, and ideals.
2. 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.
3. To participate in religious, civic, and social activities/ programs/ projects approved by the university.
4. To keep away from establishments of ill repute, such as gambling joints, sauna parlors, drinking place, pot session dens, and other similar places; and to avoid associating with persons of questionable character and conduct.
5. Not to use, without prior notice and authority, the name LCUP in any ticket invitation,



**College Department**

program announcement, or similar printed matters.

6. 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:

- a. In case of violations of university policies or regulations occurring in connection with a school-sponsored off-campus activity.
- b. In case where the misconduct of the student involves his status as a student and/or affects the integrity, name, or reputation of the university

**POLICY ON LOCAL OFF-CAMPUS ACTIVITIES**

(Reference: **CMO** <https://ched.gov.ph/wp-content/uploads/2017/10/CMO-63-s-2017.pdf>)

Any department, club or organization that plans to go on local off-campus activities must follow the necessary procedures on the conduct/participation to off-campus activities. Students who receive the privilege of representing the school in local off-campus activities are obliged to live up to the expectations of the university and is bound to comply with the provisions set by the CHED Memorandum Order No. 63, s. 2017 (Policies and Guidelines on Local Off-Campus Activities).

Off-campus activities are official activities and a student may be held accountable for any violations during the activity. Student can be held liable for his/ her acts outside of campus, even if it is not an official school activity, if the acts or omissions of the students and the surrounding circumstances shall tarnish the good reputation of LCUP

Furthermore, it is mandatory for all groups who will be conducting and/or participating in local off-campus A.)Curricular (Educational tours/ Field trips, Participation and/or attendance in degree program-relevant events, Field study/Experiential Learning/ related learning Experience) and B.) Non-Curricular (Mission Based Activities-Recollection/ Retreat, Convention, Seminars, Conference, Symposiums, Training, teambuilding, Volunteer work- peer helper programs/relief operations/community outreach/immersion, Advocacy Project/ Campaigns, Sports activities, activities initiated by recognized various student groups, inter school competitions/tournaments, Culture and Arts Performances/ Competition) should comply with the following:

1. A letter of information to the students' respective parents and/or guardians should be distributed at least one week before the scheduled activity. The letter should clearly state the objective of the activity, possible expenses, number of participants, number of faculty members who will join the activity, time and place of the activity, departure and arrival details, itineraries and possible risks, contact details of the faculty in charge and Parent Consent Form (PCF - from the office of the SDS).



**College Department**

2. To ensure safety and proper guidance amongst student participants, one is to twenty (1:20) ratio of faculty/adviser to students shall be observed during local off-campus activities.
3. For activities that would require physical activities such as but not limited to - Sports, Team building, and field trips. A medic/first aider shall be required to be present during the local off-campus activity. Moreover, A risk assessment and ocular visit to the site of the local off-campus should be done prior to the conduct of the activity.
4. All students should be medically cleared before the local off-campus activity.
5. All local off-campus should not be treated compulsory to the students and that should be approved by proper authorities from the Office of the Student Affairs and Services, Office of the Vice President for Academic Affairs, and of the Office of the University President.

**POLICY ON STUDENT UNIFORM**

The university uniform represents the institution. It is required that all bona fide students wear the proper uniform in the following prescribed dates:

**For Mondays, Tuesday, Thursdays and**

**Fridays: TYPE A**

- Male:            White Polo Barong  
                     Plain White shirt (inner clothing)  
                     Black Pants (Slacks)  
                     Black Leather Shoes
- Female:        White blouse, long sleeves with eight pin tacks on both sides  
                     Dark blue necktie  
                     Dark blue skirt (at least two inches below the knee)  
                     Black-Closed shoes

**Note:** All OJT students are required to wear their future professional attires. Prescribed professional attires are as follows:

- |                   |   |
|-------------------|---|
| CAMS              | (Regular Nursing, PT, MedTech and RadTech Uniforms) |
| CBEA              | (Corporate-Business Attire)                         |
| CASE - Education. | (Student Teacher’s Uniform)                         |
| CITHM             | (Corporate-Business Attire)                         |
| CITE              | (Corporate-Business Attire)                         |
| CASE-Com          | (Smart Casual)                                      |
| CASE-Psych        | (Psych Uniform)                                     |

**For Wednesday:**

- Type B for male and female:  
 Strictly white, institutional or organizational and departmental shirts only.



**College Department**

(Civilian clothing are not allowed)  
Jeans, Denims, etc. (SHORTS AND SKIRTS are prohibited)  
Shoes (Flip-flops and other kinds of slippers are not allowed)

**Note:**

Only students with P.E. Classes will be allowed to enter the campus in P.E. uniform. However, they are not allowed to change and use casual clothing (Printed Shirts, Jeans, etc.) after their respective P.E. classes. Thus, they are required to wear a Complete P.E uniform for the rest of the day.

**Prescribed P.E. uniform:**

Institutional Shirt  
Jogging Pants and  
Rubber Shoes

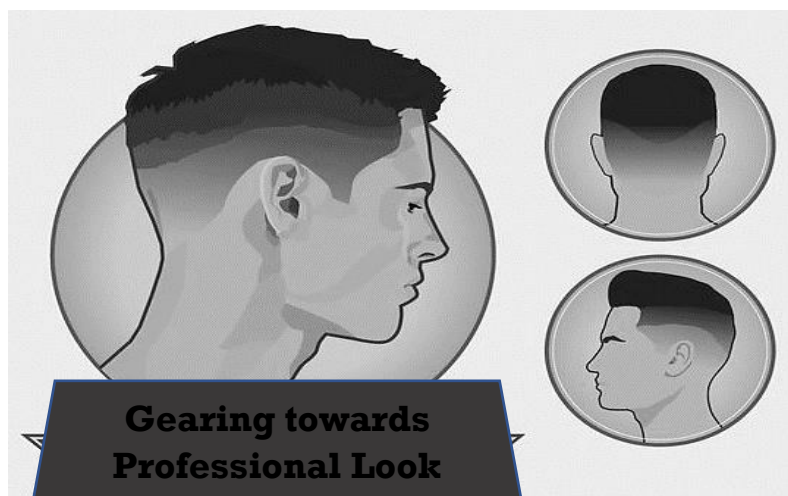
**For Saturdays: DECENT CIVILIAN CLOTHING**

All students are encouraged to wear decent clothing.  
Shirts with offensive prints are prohibited.  
Spaghetti straps, sleeveless shirts, crop tops, and the like are prohibited.  
Jeans, Denims (shorts and mini skirts are prohibited).  
Open or Closed Shoes (Flip-flops and other kinds of slippers are not allowed)

\* Ripped-style jeans and shirts are allowed provided that an inner clothing is worn.

**Note:** Students are required to wear the prescribed uniform when in campus. On days they can wear civilian clothing, the students are expected to wear decent attire on campus

**PRESCRIBE HAIR CUT (MALE)**





**College Department**

**\* BOTH MALE AND FEMALE, OVERLY LOUD HAIRCOLORS** (*bright, bold, and attention-grabbing hues that stand out in a design or composition, high saturation and can be considered to be eye-catching*) **ARE PROHIBITED.**

**IDENTIFICATION CARD**

A student enrolled in the university is issued an official identification card by the respective deans duly signed by the Office of the Registrar.

1. I.D. card is a part of school uniform and is required upon entering the campus.
2. I.D. card should always be worn inside the school premises. It should also be free from trimmings and unnecessary stick-ons.
3. Lost I.D. should be reported at once. To secure a new one, ID reapplication fee will be charged to the students.

**POLICY ON CLASS ATTENDANCE, TARDINESS AND ABSENCES**

1. LCUP students are expected to be punctual in attending classes and university activities. In case a student absent, he/she must present an excuse letter signed by his/her parent/guardian, noted by the Dean, to the concerned subject teacher. When a student accumulates three absences, he/she is required to go to the Discipline Officer for a conference. A conference with the parent/guardian will also be scheduled.
2. For working students, a letter from his/her employer is necessary. The student is responsible for all assignments/lessons taken during his/her absence.
3. When a student has been absent due to contagious disease, he/she must present a doctor's certificate and secure the necessary permit from the school physician to be allowed to attend classes upon return.
4. Once the number of hours of permissible absences is consumed, the student shall be automatically dropped from the subject and given a mark of FA (Failure due to Absences).

Number of Units per Subject	Number of Hours per Semester	Number of Hours per Week	Set-up A (Once a Week)		Set-up B (Twice a Week)	
			Number of Hours per Meeting	Number of Allowable Absences	Number of Hours per Meeting	Number of Allowable Absences
1	18	1	1	1	N/A	N/A
2	36	2	2	4	1	7
3	54	3	3	4	1.5	7
4	72	4	4	4	2	7
5	90	5	5	4	2.5	7
6	108	6	6	4	3	7





## College Department

5. The student may no longer drop or withdraw from the roll after FA has been earned.
6. Final responsibility of recording student absences rests on the faculty member, who in turn must furnish the Discipline Office, the Dean's office, and the Registrar a copy as the case may deem it necessary.
7. Only the department dean, in consultation with the faculty concerned, gives consideration in exceptional cases.
8. Student who leaves the class after the attendance has been checked, for about fifteen minutes and comes back later without any valid reason is considered absent.
9. Absences during official school functions/affairs/activities are considered absences. Activities being held within the class period are considered official and thus requiring attendance for the students. Professors shall monitor the students' attendance.

### TARDINESS:

1. Anyone coming to class beyond fifteen (15) minutes is considered late.
2. Tardiness should be closely monitored by the respective faculty.
3. 30-minute tardiness would mean absence from class. However, the student may still be allowed to sit in.

### DEFINITION OF SANCTIONS:

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

1. **VERBAL WARNING** – A verbal 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.
2. **WRITTEN REPRIMAND** – A written reprimand is a formal letter or notice to the student concerning his/her violation of the University rules and regulations. The student, in turn, will submit a letter of explanation regarding his/her acts.
3. **CONFERENCE WITH THE PARENTS/GUARDIANS** – This is a conference in which the parent/guardian of the student is informed and asked to have an appointment with the Coordinator of Student Development to discuss the matters concerning the student.
4. **RENDERING OF COMMUNITY SERVICE** – This is an agreement between the parent/s and the school discipline officer that holds the erring student to render obligatory service in the offices or wherever the place within the school campus as designated by the Discipline Officer. The number of hours to be rendered depends solely on the degree of the infraction made.
5. **BEHAVIORAL CONTRACT** – Behavioral Contract is a written contract issued to a student who is found to have committed infractions as stipulated in the Student Handbook. The Behavior Contract indicates the offense/s committed by the students and is issued as a final warning. Thus, committing another infraction of similar nature or another offense would prompt the school to impose a graver penalty or not to readmit the student after the process.
6. **PREVENTIVE SUSPENSION** – A student under investigation in a case involving the penalty of expulsion may be preventively suspended from entering the University



**College Department**

premises, if the evidence of guilt is strong and the Principal (or Executive Vice-President) is morally convinced that the continued stay of the student during the period of investigation constitutes a distraction to the normal operations of the University, or poses a risk or danger to the persons or property within the University.

- 7. COMMUNITY SERVICE** - An appropriate intermediate sanction for delinquent behavior in schools. Community service as a disciplinary disposition might consist of weekend supervised work within a school building, such as cleaning, polishing, or painting, or a similar service in the local community/ school premises under the supervision of school employees.

**Note:** Final Actions involving no. 6 are subject to the approval of the Vice President for Academic Affairs and University President.

**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



**College Department**

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



**College Department**

6	Bringing and using of toys not related to school activities like playing cards, pellet guns, and other harmful objects	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
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	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>						
9	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	
10	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
11	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	



**College Department**

12	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
13	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	
14	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	
15	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 25 hours	Conference with the Parents/ Guardians  Community Service for 80 Hours, None admittance for next Sem/S.Y	
<b>IMPROPER BEHAVIOR:</b>						
16	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	
17	Bullying, instigating troubles, quarreling and participating in rumbles	Conference with the Parents/ Guardians and Community Service for 5 hours	Conference with the Parents/ Guardians and Community Service for 15 hours	Conference with the Parents/ Guardians, Behavioral Contract and Community Service for		



**College Department**

				20 hours		
18	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		
19	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	
20	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	
<b>CHEATING DURING QUIZZES AND EXAMINATIONS:</b>						
21	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		



**College Department**

22	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		
23	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		

**INDECENCY:**

	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	Conference with the Parents/ Guardians and Community Service for 80 Hours	Conference with the Parents/ Guardians and None admittance for next Sem/S.Y	
24	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		
25	Public display of affection or indecent/ scandalous acts which lead to dispute the school community and contribute to	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		



College Department

	unbecoming of students in a Catholic Institution			next Sem/S.Y		
26	Demonstrating, drawing and performing any malicious and sexual acts	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		
27	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	<div style="border: 1px solid black; padding: 5px;"> <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</i></p> </div>		
28	Getting pregnant out of wedlock, causing the pregnancy during the course of stay in the school	None admittance for next Sem/S.Y				
29	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			





**College Department**

30	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				
31	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>						
32	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		
33	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 be forged; furnishing false information in connection with official	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			



**College Department**

	documents, publishing, circulating or disseminating false information about the school administrators, faculty members, personnel and students					
34	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		
35	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>						
36	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			
36	Threatening, coercing, intimidating, compelling, encouraging or convincing any student to be absent from	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	



**College Department**

	class or to participate in any unauthorized activity.					
37	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		
39	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		
40	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		



**College Department**

41	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			
42	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		
43	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	
44	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
45	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	



**College Department**

46	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			
47	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			
48.	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	
49	Patronizing indecent or questionable places or activities, doing acts that lead to public scandal and disrepute to the university and its faculty/	Written Reprimand and Conference with the Parents/ Guardians	Conference with the Parent/s, Behavioral Contract and Community Service for 60	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	



**College Department**

	students/ personnel.		Hours		next Sem/S.Y	
50	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	
51	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
52	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	
53	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	



**College Department**

<b>POSSESSION, BRINGING, USE OR SALE OF GAMBLING PARAPHERNALIAS, PROHIBITED DRUGS/SUBSTANCES, ALCOHOL/LIQUOR, AND DEADLY WEAPON:</b>						
54	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		
55	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 30 hours and Behavioral Contract	Conference with the Parents/ Guardians and Community Service for 80 Hours, None admittance for next Sem/S.Y			
56	Possessing / using gambling paraphernalia inside the school premises	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		
57	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			



**College Department**

58	Bringing in and/or dispensing liquor or any intoxicating beverage, or coming to school under the influence of the same, bringing or taking alcoholic drinks during out-of-school related activities	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			
59	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				
60	Membership 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				





**College Department**

61	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			
62	Any student with a pending case in court.	Conference with the Parents/ Guardians and Preventive suspension				
63	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				

- 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.

**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; Subject Teacher, 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 typhoon/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 were 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



**College Department**

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 test. 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:

(c) 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/2017/10/CMO-No.-22-s2013.pdf>

### **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 complimented 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 the 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 the 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 follow:
  - a. Co-Curricular Organization
    - i. These academic organizations represent a specific collegiate discipline which aims to:



**College Department**

1. complement the learning experiences with relevant activities;
  2. aid the students in their holistic professional development.
- b. General Co-Curricular Organizations
- i. These academic organizations represent a specific collegiate program which aims to:
    1. complement classroom experiences with relevant activities;
    2. aid the students in their holistic academic development; and
    3. establish an avenue for students to showcase their academic competence and contribute to the growth of their respective associates.
  - c. Extra-Curricular Organizations
    - i. These non-academic organizations aims to:
      1. have a venue for students to nurture non-academic competencies which are relevant to their holistic formation; and
      2. 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 General Co-Curricular and Extra-Curricular organizations are open to all interested students who would like to enhance their potentials, 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 excluding Officers of the SCB-Collegiate Council.
  5. Students are allowed a maximum of three (3) memberships in recognized organizations of the University.
  6. Students may apply for membership in any organizations by filling-out a form provided by the Office of the 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.



**College Department**

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 and be submitted:
  - a. An application letter addressed to the Director of the 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.
3. 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.
4. LCUP being a Catholic institution sets religious activities that must be participated by all students and personnel.
5. Activities scheduled during or within a class period requires the attendance of all concerned. Absence from the activity will automatically mean absence of the student from the particular class.
6. 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.
7. Notice to Parents are required for activities that are held outside of the school and outside of school days.
8. 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.
9. All school activities should be in accord with the regulations of the university and of CHED.
10. 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.
11. 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 the Student Affairs and Services.

12. 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 due to 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 in writing 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. Letter sent to the written address are considered delivered.



## **College Department**

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 services of the library is only for duly enrolled students or reviewees.
2. Every student/ reviewee is required to apply for a Master Card 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 five o'clock pm and should be returned 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 during Mondays to Fridays, and 7:00 am to 6:00 pm on Saturdays.
10. The student a benefit from the Wi-Fi connectivity upon supervision with proper instructions.

#### **THE GUIDANCE CENTER**

Guidance Center is an integral part of the educational program of LCUP. It is designed not only for those who have problems but also 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 persons.

#### **THE REGISTRAR OFFICE**



## **College Department**

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. The 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**



## **College Department**

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 the 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. In Barasoain, the Laboratory serves the college students only. Proper SOP's are observed when it comes to the use of materials and equipment in the laboratories.

### **CARTHAGE STUDENT ACTIVITY HUB**

The open-air stage would be the best place from which 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.



COLLEGE STUDENT HANDBOOK REV. 2023

**La Consolacion University Philippines**

Bulihan, City of Malolos, Bulacan

[www.lcup.edu.ph](http://www.lcup.edu.ph) | [www.facebook.com/LaConsolacionU](https://www.facebook.com/LaConsolacionU)