

SILLIMAN UNIVERSITY MISSION STATEMENT

Silliman University was founded as Silliman Institute in 1901 by Protestant missionaries under the auspices of the then Board of Foreign Missions of the Presbyterian Church in the United States of America. It evolved into an institution of higher learning, receiving university status in 1938. The University's motto is "Via, Veritas, Vita."

The paramount and central goal of Silliman University is Christian education of the highest quality.

It is the mission of Silliman University to develop the whole person within the context of a Christian environment. Silliman University seeks to achieve the ideals of excellence for its students, faculty, staff, and administrators. It aims to develop persons for responsible roles for human and national development, to be sensitive to the realities of change, and responsive to the demands of social justice.

The following commitments guide Silliman University in fulfilling its mission:

1. As an institution of faith and learning, Silliman University is committed to provide opportunities for all members of the academic community to seek truth, justice and love. Christian values, therefore, permeate every facet of University life. Related to the United Church of Christ in the Philippines, Silliman University respects the religious freedom of all members of the community.
2. Believing in the integrity of Christian higher education, Silliman University is committed to the pursuit of excellence in every dimension of inquiry, learning, and teaching. It makes high quality education available to all students regardless of social and economic backgrounds. It is committed to an administration that is democratic and participatory.
3. Committed to an education for the service of others, Silliman University seeks to instill in all members of the university community, including all its integral parts, such as the SU Medical Center, the University Extension Program, the University Research Center, the SU Press, the SU Church Learning Center, and all other related entities, an enlightened social consciousness, a profound sense of involvement, and a genuine compassion for every person. It seeks to enhance national development and unity by making its life and programs relevant to the total environment.

BRIEF BACKGROUND OF SILLIMAN UNIVERSITY

Silliman University was founded as Silliman Institute, an elementary school, on August 28, 1901, by the Board of Foreign Missions of the Presbyterian Church in the USA under the terms of a gift from Dr. Horace Brinsmade Silliman, a philanthropist of Cohoes, New York. Its first president was Dr. David S. Hibbard.

The history of Silliman is a story of growth consistent with high standards. In its early years, it was a single college with various departments, some of which developed into colleges. In 1921, the Silliman Bible School (later to become the Divinity School) was established in cooperation with the American Board of Foreign Missions, representing the Congregational Churches of the United States. In 1936, the Philippine National Assembly passed a law establishing requirements for institutions to qualify for university status. Silliman won full recognition as a university in 1938.

Silliman continued to receive from the Presbyterian Board and the American Board (now the United Church Board for World Ministries) grants for land, buildings and equipment. In addition, these Boards provide the University with American faculty and staff personnel. Two other American boards have contributed personnel and funds: the Board of Missions of the United Methodist Church and the United Christian Missionary Society of the Christian Churches (Disciples of Christ).

In 1957, the United Board for Christian Higher Education in Asia (UBCHEA) in New York assumed responsibility for channeling all American aid to the University. The United Board is an international organization supported by ten Protestant mission boards. It assists and sponsors colleges and universities in Asia.

STUDENT SERVICES AND FACILITIES

OFFICE OF STUDENT AFFAIRS (OSA)

The University, through the Office of Student Affairs, exercises general supervision over all student activities outside the instructional and academic areas to ensure that students undergo a holistic college experience that facilitates the attainment of his/her full potential.

Students are encouraged to participate in various activities that provide opportunities for spiritual, cultural, athletic, and social growth. The activities are carefully selected and scheduled to provide adequate time for study to ensure good academic performance. Furthermore, students are urged to take active interests and involvement in university and community affairs, particularly, participation in the various committees and divisions created by the university for such purpose.

Coordinated by the Dean of Students, the following Divisions extend student-related services:

STUDENT SCHOLARSHIP and AID DIVISION

As a regular program of Silliman University, financial assistance to qualified students are awarded every year through the four major financial assistance programs: UNIVERSITY SCHOLARSHIPS; SPECIAL SCHOLARSHIPS and GRANTS-IN-AID; WORK GRANTS, and SHORT-TERM EMERGENCY LOANS.

Special Scholarships

Designated Scholarships

These are scholarships that carry a name and are awarded according to the stipulations set by the donor/s.

Undesignated Scholarships

These scholarships also carry a special name but are open to all students enrolled in any course in the University.

University Scholarships

A. Academic Honor Awards and Aid

Academic Honor Awards are available to all promising students in high school and college with high academic achievement.

An aid is a form of financial assistance given to qualified students to help supplement their financial requirements in the university. These are given to the most deserving cases and usually to a student/s who have been in Silliman for at least a semester. Consideration is given to a student/s with a QPA of at least "2.5" or better and who have made reasonable efforts to meet his/his financial needs through self-support. These are:

Aid to Athletics

Aid to Dance Troupe Members

Aid to Band Members

Aid to Children of UCCP Ministers

Aid to Children of AFP Personnel and Veterans (PD 277)

B. Grants-In-Aid

Portal Scholarship

Incoming freshmen belonging to the top ten percent of their graduating class who are economically challenged are given 75% free tuition. Provided they pass the Silliman University Admission and

Placement Examinations (SUAPE) with a rating of at least 75% or over. The grantee shall be required to serve a minimum of 10 hours a week as a student assistant to augment his/her assistance from the university. In addition to the grant, scholars are given priority in accommodation in cooperative dormitories (should the need arise) to help them maintain affordable living standards until they finish their degree. To qualify for the grant in the succeeding semesters the student must maintain a minimum QPA of 2.75. Priority courses to be awarded by the scholarship shall be determined by a university scholarship committee. Excluded from this scholarship are students enrolled in the Physical Therapy, Nursing and Medical Technology Programs.

Expanded Work Study Grant

The Expanded Work Study Grant is a scholarship aimed in allowing a qualified student/s to work his/her way through college following a 6-year curriculum. This enables the grantee to work 4 hours a day to augment their tuition cost while the university gives a counterpart in the form of a scholarship.

Fixed Grants

Are grants given to a qualified student/s for a semester to help augment their financial need through a fixed grant.

Foreign Student Exchange Program

Silliman University has maintained outstanding relations with international universities that promote foreign student exchanges through the Foreign Student Exchange Program. Each year a considerable number of students are selected for a maximum of a one (1) year's exposure to a foreign academic environment as well as immersion in its local culture.

C. Work Grants

Qualified students who have the desire to maximize their productivity during their vacant periods within the university are allowed to assist in various University offices and units upon issuance of a work grant permit from the SSAD office. Wages from these work assignments are applied to their school accounts of the current school term or to the next school term. Student assistants are eligible to work for a maximum of four (4) hours a day with a minimum load of 12 units and a maintaining QPA of at least 2.0. Students may withdraw excess wages after school account/s is/are fully paid. Work grants are renewable every semester including summer.

A student assistant is an automatic member of the SU Student Assistants Association (SUSAA) and must abide and uphold its constitution.

GENERAL REQUIREMENTS, POLICIES AND GUIDELINES OF UNIVERSITY SCHOLARSHIPS AND GRANTS

As a general rule, scholarships are awarded to those students meeting the criteria set forth by the University in coordination with the Scholarship Committee.

- General Statements
 1. A scholarship is a privilege and not a right. It carries with it certain responsibilities
 2. Students applying for scholarships should not make applications for a particular or designated specific scholarship
 3. No student should come to Silliman University with the expectation of enjoying a scholarship, a work grant, or any financial assistance from the university unless s/he has been formally accepted and has received official notification of the award
 4. Awards are made only to those candidates with demonstrated need and on the basis of academic merit while financial assistance is given on the basis of financial need
 5. Scholarships are subject to availability of funds, thus, every year the university determines the number of scholarships and aid that it will make available to incoming freshmen and continuing scholars on a first come first served basis.
 6. To maximize financial assistance to as many respondents as possible, awarding of a scholarship will be limited to one family member only, unless otherwise stipulated by the donor/s
 7. University scholars are chosen according to the rank and the number of scholarships available for the year.

- Guidelines
 1. Students who wish to apply for a scholarship grant must comply with the minimum requirements on the set deadline

2. Continuing scholars need to re-apply during the prescribed period. Non-compliance is automatic dropping from the Roster of Scholars.
3. Once the list is drawn up, late applicants who may fulfill the minimum conditions shall no longer be considered.
4. No student shall avail of two or more scholarships
5. Successful candidates are required to sign the Scholarship Agreement indicating their acceptance of the conditions of the scholarship.
6. With the exception of incoming freshmen, application for a scholarship will be considered if and only when the applicant has been in Silliman for at least a semester.
7. The education of the student is not the sole responsibility of the school. The student and his/her family are also expected to contribute (e.g. through earnings, assets, savings and even borrowings against future earnings) to the educational costs incurred during the student's study here in Silliman.
8. All INC's must be completed on or before the following semester's Midterm Week before any financial assistance can be considered.
9. All applications must be submitted on or before the designated deadline set by the SSAD Office.
10. Must maintain a QPA of 2.5 or more, (or a QPA of 2.75 for Portal Scholars) unless otherwise stipulated by the donor/s.

- Criteria
 2. belonging to a low-income family
 3. High School grade preferably 85% or more
 4. SUAPE rating is 75% or more
 5. willing to enroll in a priority course subscribed by the university
- Application Requirements

New Applicant/s:

1. Letter of application stating the need for a scholarship / financial assistance
2. Accomplished application form

3. Recent photograph
4. recent Income Tax Return or Certification from the Local BIR as a tax non-filer for both parents, and a declaration of assets
5. Photocopy of: SUAPE result, HS report card with corresponding grade average reflected on the card
6. (for transferees) Photocopy of Transcript of Records

Note: For new scholars, please pass to the SSAD office a day after official enrollment the following: class schedule, financial statement of current semester's charges, signed Scholarship / Grant Agreement

Continuing Applicants:

1. With the exception of incoming freshmen, applicants must have been enrolled in Silliman for at least a semester.
2. Daily Time Record reflecting the necessary data
3. Class schedule with official stamp of enrollment
4. Grade form reflecting all subjects enrolled in the previous semester with final grades, teacher's signature affirming the grade and computed QPA
5. Financial statement reflecting the previous as well as, the current semester's charges
6. Draft / Final letter enumerating previous semesters activities / salient moments worth sharing to your donor with a stamped envelope corresponding to the cost of destination
7. (for second semester only) A greeting card for donor with a stamped envelope corresponding to the cost of destination
8. recent Income Tax Return or Certification from the local BIR as a non-taxfiler for both parents, and a declaration of assets
9. Signed Scholarship / Grant Agreement

Other SSAD Programs and Services

- Short Term Emergency Loan

Emergency loans are extended to students for immediate school needs, such as medicines, school uniforms, purchase of textbooks, fieldtrips, partial payment of board and lodging (for coop residents only), and other course related requirements. The maximum amount shall be determined by the Student Aid Committee in consultation with the University Treasurer.

Student Emergency Loan forms are available at the SSAD Office. Applications shall be considered two (2) weeks after the start of classes and loans will end a month before final exams of the current semester. The loan should be paid on or before the release of the final exam permit.

· Glunz Endeavor Award

The Glunz Endeavor is an award given in recognition to a student assistant/s who has/have met the criteria set forth by the award (e.g. worked his/her way through college, likewise maintaining exemplary academic performance, evident leadership potential...)

INTERNATIONAL STUDENTS PROGRAM

Our International students have chosen to pursue their studies here in Silliman University because it provides them with the highest quality education that is acknowledged internationally. Being in a foreign country entails adjustment to the foreign environment. The International Students Program here in Silliman University aims to integrate our International Students into the academe as well as the local environment through university based programs that will hone their socio-psycho-cultural, academic and non-academic needs.

STUDENT HOUSING AND RESIDENCE DIVISION (SHRD)

Going away to college can mean major lifestyle changes for students who are living away from home for the first time. Dormitory living can make the transition easier, combining the opportunity for freedom and fun with reassuring comfort and security.

Residence life at Silliman University provides a balance between the educational and social needs of students, such as lectures and discussions, athletics, spiritual, social and cultural programs, and other experiences.

Silliman University operates regular and cooperative dormitories. These dormitories provide comfortable living conditions for approximately 700 students.

Regular Dormitories

There are three regular dormitories for women and two for men. These dormitories are directly supervised by dorm managers who are full-time staff of the University. Two identified regular dormitories provide accommodation for high school students: Davao Cottage for girls and Doltz Hall for boys. The regular dormitories are the following:

WOMEN

Edith Carson Hall

Larena Hall

Woodward Hall

MEN

New Men's Dormitory

Doltz Hall

Cooperative Dormitories

There are two cooperative dormitories for women and three cooperative dormitories for men on the main campus. Cooperative dormitories have advisers who are either University staff or selected graduate students.

The residents undertake housekeeping and the planning of the food. The adviser is authorized to collect the board money, which is payable two months in advance, and other incidental fees approved by SHRD and SPS. Lodging is paid direct to the Business and Finance Office.

The following are the cooperative dormitories on the main campus:

WOMEN

Azucena Cottage

Sampaguita Cottage

MEN

Ipil Cottage

Molave Cottage

Narra Cottage

Channon Hall – Now fully integrated with dorm system.

There are more non-divinity female residents there. It's considered a regular dorm except that a cook prepares the fixed board

Occidental Hall – a guest dorm that accommodates semi transients for foreign students on short term special courses as well as alumni, friends and parents.

Davao Cottage – Dorm for high school girls.

Meals for Cooperative Dormitories - Payments are accepted upon
entrance to the dormitory.

Additional Charges:

1. Dorm Application Fee – P100.00
2. **Aircon rooms plus actual electric consumption
3. Damage Deposit – 1,000.00 for Reg. Dorms and

(Refundable P500.00 for Coop Dorms)

4. Use of electrical appliances
5. All rooms w/fans plus 50.00/mo. Above the ordinary rooms

Schedule of Payments for Board & Lodging Fees

1. Downpayment -25% of the full payment + (100.00
processing fee if new applicant)
2. Prelim Payment -25% of the full payment
3. Midterm Payment -25% of the full payment
4. Final Term Payment -25% of the full payment

NOTE: Summer Term (full Payment) – 40% of the full payment

Admission Policies

Freshmen and sophomore students who are not from the city are given priority in accommodation. Limited accommodation slots are available for juniors and seniors. Admission is based primarily on good behavior with the final approval by the SHRD office. Reservation for vacancies must be made prior to enrollment.

A dormitory applicant must:

1. Submit a fully accomplished application form to the SHRD.
2. Be personally interviewed by the SHRD head and/or his/her representative.
3. Make the necessary down payment equivalent to 1/4 of the total semestral board and lodging fees and a processing fee of one hundred pesos (P100.00) at the Business and Finance.
4. Present the official receipt of payment to SHRD.

Advisory: For room assignment, residents are encouraged to see or call the dormitory manager on or before the enrollment period.

No student should come to Silliman University expecting reserved space in the dormitory unless he has gone through the process indicated above.

Student Resident Counselors

Student resident counselors are upper-class residents designated as Big Brods and Big Sisters in their dormitories who assist students, especially freshmen and new students. They are selected for their familiarity with campus and dormitory life, leadership experience, training, good academic performance and general desire to help students. Their responsibilities include helping freshmen with personal and academic problems, and other concerns that need action from the dormitory administration.

Dormitory Officers

Each dormitory is encouraged to elect officers in order to deliberate, decide and effect activities to enrich living experiences. The governing body for each dorm varies, but generally consists of a president, vice president, secretary, treasurer, social chairperson, and religious life chairperson. Dorm meetings, scheduled regularly throughout the school year, give residents a chance to become acquainted with one another, plan activities, discuss problems, and become acquainted with dormitory and campus activities.

All inquiries regarding dormitory service should be addressed to the Student Housing and Residence Division, Office of Student Personnel Services, at the Ground Floor, Hibbard Hall.

Schedule of Payments for Board and Lodging

1. Down Payment - 25 % of the full payment + (Php 100.00

- processing fee, if new applicant)
2. Prelim Payment - 25 % of the full payment
 3. Midterm Payment - 25 % of the full payment
 4. Final Term Payment - 25 % of the full payment
- Summer Term - Full Payment

Note: All rates are subject to change.

Withdrawal of Payments

Withdrawal from the dormitory for any reason other than sickness or physical injury should be done within the first week after the start of classes to avail of full refund of down payment less the processing fee. Students withdrawing after this period shall be charged as follows:

1. The amount paid or charged as down payment for withdrawals within 2nd to 4th week after the opening of classes
2. 50 % of the payments for withdrawal after four weeks of the opening of classes up to midterm period.
3. 100 % of the total fees for withdrawal after midterm period.
4. In summer school, 50 % of the payments will be charged for withdrawal within the first three days of classes, 100 % of the payments shall be charged after this period.

A student withdrawing his/her dormitory space by reason of sickness or physical injury must submit a medical certificate and a clearance endorsed by the dormitory adviser/manager and head of the SHRD and approved by the Dean of Students. For withdrawal of enrolment, a copy of the leave of absence endorsed by the dean or principal and approved by the Vice-President for Academic Affairs must be submitted to the Office of the Student Affairs.

The Office of Student Affairs shall not endorse the University Clearance Form of the student if the charges are not fully paid.

GUIDANCE AND TESTING DIVISION (GTD)

The guidance and counseling program at Silliman complements the instructional program and is geared towards fulfilling the academic, psychosocial or personal needs of students.

This unit of the OSA adopts the centralized set-up but a counselor is assigned and holds office in each of the University's academic unit. The GTD Head who holds office at the Guidance Center coordinates and supervises all activities.

Counseling

Considered the heart of the guidance program, individual and group counseling sessions are conducted to assist individuals arrive at self-understanding, make informed decisions and achieve wholesome adjustment.

Testing

Administered to either individuals or groups, psychological tests allow objective and realistic view of individuals. The following types of standardized instruments are available:

- A. General Intelligence or Scholastic Tests
- B. Aptitude Tests
- C. Personality Tests

Individual Inventory

Record of all pertinent information about students is kept in a cumulative folder. It is intended to enhance the understanding of individual students and improving the quality of decisions made by parents, teachers, counselors, and administrators.

Information

Every type of information students need in evaluating their environmental opportunities are provided. Information may be occupational, educational, or personal-social in nature.

Research and Evaluation

Systematic evaluation of guidance activities are carried out and studies conducted. Results are made available in order to provide information needed to develop, improve and upgrade guidance services.

Special Programs

1. Personality Enhancement Program (PEP)

PEP is a unified college program designed for all freshmen. Various activities are conducted which help students adapt more easily to college life and their new environment. PEP also makes use of inter-circle activities that allow interaction among students from other circles/groups.

2. Human Resource Training

The Guidance Team offers HRTs in such areas as human relationship skills, values, leadership, career development, conflict resolution as well as various human intervention strategies, academic-related training/seminars, enrichment training, and the like.

3. Peer Outreach Program

In order to harness the tendency of people to talk about private and/or personal concerns with peers and friends, corps of individuals who are willing to help their peers are organized and trained to equip them with competencies needed to effectively assist others.

4. Job Basic Entry Skills Seminar (JBESS)

Graduating students undergo a whole day activity and college-based follow up activities to learn competencies needed as they prepare for the world of work. Occupational opportunities are provided as well.

5. Academic Probation Program

Probationary students are followed up and assisted in identifying factors that cause poor academic performance. They are also helped to develop attitudes and skills needed to cope with academic requirements. Tutors or mentors are provided when needed.

Other Services

1. Community Outreach

Counselors establish linkages with government, non-government organizations and socio-civic clubs to render relevant services.

2. Consultation and Referral

Parents, faculty, staff and other professionals may confer with counselors on issues affecting mental health of students and other individuals. Counselors confer as well with other professionals to facilitate the assistance needed by students.

STUDENT ORGANIZATION AND ACTIVITIES DIVISION (SOAD)

Silliman University has a strong program of student activities. These activities vary from student organization to student publications, and from dramatics and music, to athletic groups.

Students are encouraged to participate in as many activities as possible provided these do not interfere with the greater goal of good academic work. Students are encouraged likewise to consult the SOAD on matters concerning student activities.

At the end of every year, the University gives awards to outstanding students who have contributed to enriching campus life. Awards for outstanding organization are also given by the Council of Student Organizations and the Student Government. The SOAD is actively involved in the mechanisms for these awards.

Student Affairs Committee

The Student Affairs Committee is the advisory body to the Dean of Students with regard to student activities. It considers matters affecting student activities brought before the attention of the Committee, studies and makes recommendations, and/or passes actions thereon. It approves the type of program or nature of entertainment to be presented as sponsored and/or co-sponsored by student groups. It considers all student activities on or off campus.

The STAFFCO is composed of representatives from the Student Government, the Council of Student Organizations, and the Office of Student Affairs

Student Center (SC)

SC is a facility provided by the university to the general studentry. It is a place where students can take time off to relax during their free time, study (individual or groups), practice group presentations, work on a project or entertain themselves with a variety of table games, newspapers and magazines or watch TV. Use of facilities is free for students but individuals or groups who may want to use the venue for specific activities pay a certain fee. Application forms are available at the Student Center for booking.

SCHEDULE

Monday to Friday 9:00 – 12:00 nn and 2:00 - 8:00 p.m.

Saturday

2:00 to 5:00 p.m.

STUDENT IDENTIFICATION CARDS (ID)

The ID should be carried with you at all times. It identifies you as a member of the Silliman academic community. It is necessary for a student's entry to the university as well as the utilization of campus services and facilities, such as the Student Center, the University Library, the swimming pool, gymnasium, and others. The ID enables students to avail of student discounts for university-sponsored events.

During the enrollment period, freshmen and new students should have their pictures taken at the 2nd floor of Hibbard Hall- SC ID Section. A temporary card is issued and is valid until the ID is available, which is four to five days. For continuing students, validation stickers are given at OSA upon submission of their enrollment printout and ID during their year-level enrollment. An additional service charge of twenty-five pesos (P25.00)/day will be collected for validation made after the last day of enrollment.

THE UNIVERSITY POST OFFICE

The Silliman Post Office is a mail distribution center located at the ground floor of Hibbard Hall. A limited number of Post Office (PO) boxes are available for rent to Silliman offices, faculty, staff and students. If you do not have a P.O. box, you may get your mail through your dormitory, college or directly from the postal clerk.

UNIVERSITY CHURCH

The Silliman University Church is strategically located at the heart of the campus for a purpose. It constantly reminds us of the central focus of the teaching-learning experience in Silliman — quality Christian education. The Christian character of this education is reflective of the Protestant evangelical and reformed traditions of the faith.

While Silliman University Church is an integral part of the United Church of Christ in the Philippines, she welcomes everybody in its corporate worship and common witness. The church aims "to proclaim Jesus Christ as Lord and Savior in the campus and the larger community, to invite all into a life of discipleship and dynamic witness."

Through the Youth and Campus Ministry Unit, Silliman University Church provides a wide range of opportunities for students to have a personal encounter with Jesus Christ, He who said, "I am the Way (Via), the Truth (Veritas) and the Life (Vita)." Through various programs students are invited to explore the challenges of the faith in the midst of a changing world within an atmosphere of openness in a discerning community

Programs initiated by the Church are open to everybody. One does not need to become a member to actively participate. There are various groups of the Church that cater to student needs: the Christian Youth Fellowship (CYF), the Young Adults Fellowship (YAF), the Camping Ministry, the Covenant Choir and the Pilgrim Choir among others. The Church connects spiritual disciplines and academic learning, thereby integrating holistic growth in body, mind and spirit.

Corporate worship services on Sundays are held at 6:30 a.m. Silliman Heights, 8:00 a.m. Udarbe Chapel, 10:00 a.m. Main Church, 4:00 p.m. Main Church, 5:00 p.m. Udarbe Chapel Lawn. There is a midweek service every Wednesday at 7:00 p.m. The Sacrament of the Holy Communion is celebrated every first Sunday of the month and on Wednesday after the first Sunday. While the Church Office is open during regular office hours, you can call any of the pastors all the time for assistance and counseling.

CAMPUS CHAPLAINCY CENTER

The Campus Chaplaincy Center, in coordination with Silliman University Church, commits "to PROCLAIM Jesus Christ, as Savior and Lord in Silliman community, inviting all to become Christ's DISCIPLES so that they may live a life of SERVICE to others."

The Campus Chaplaincy Center, serves the faculty, staff, and students in strengthening their spiritual lives. It also seeks to assist the various units in their religious life activities. The Center, which is guided by its three "S" goals, namely: (1) We SHARE the Good News (proclamation), (2) we SHAPE character (discipleship), and (3) We SERVE Others (service), offers the following services:

SHARE the Good News: Worship Services, Convocations, Devotions

SHAPE Character: Bible Studies, Leadership Trainings, Retreats

SERVE others: Pastoral Care & Counseling Mission Outreaches

The Center offers the Scheide Chapel, a prayer & peace sanctuary, for prayer and meditation anytime of the day. Religious organizations are encouraged to use the Chapel for religious activities in the evenings.

The Center also offers the Catacombs (back of SU Church) for everyone to hang out, relax, play, study over a cup of coffee. Interactive games are provided to build meaningful relationships.

Assisting in the implementation of the programs of the Center are the various church youth organizations of Silliman University Church such as: The Christian Youth Fellowship, the Pastors' kids Fellowship, and the Young Adults Fellowship 20's.

The Center also coordinates with the religious students organizations in the campus through the Council of Religious Students Organizations and the Religious Life Council of the SU Student Government.

UNIVERSITY LIBRARY

The Silliman University Library caters mainly to the research and instructional needs of its faculty, staff and students. It is considered one of the most notable libraries in the country having been awarded Most Outstanding Library for 2007 by the Philippine Association of Academic and Research Librarians (PAARL). It has a floor area of 5,973 square meters.

The library holdings consist of more than 200,000 volumes of books on various subjects in both the print and non-print formats, about 500 current periodical subscriptions, a fast growing electronic and audio-visual materials, as well as pamphlets, maps, clippings and other non-book resources. A special collection on environment, peace, women's studies, American studies, population, socio-economic development issues and of the Bible in different languages and versions are also available.

In keeping up with the development in information technology, the Library has expanded its services to include internet access through its Cyber Library. CD-ROMs are also available at the Reference and Information Services Section as well as facilities for listening and viewing. Computers for the On-line Public Access Catalog (OPAC) are found in every floor of the Library while those for encoding reports, term papers, feasibility studies, etc. are available at the second floor.

The Library houses the World Bank Knowledge for Development Center (KDC) which is a depository of all World Bank publications, reports, and other operational documents. It also contains non-World Bank publications on economic development.

Aside from the KDC, two additional special features of the Library are the American Studies Resource Center (ASRC) which provides a rich source of information on American studies and the Philippine-American Educational Foundation (PAEF) Satellite Advising Center that offers assistance to Filipinos who wish to explore post secondary educational opportunities in the United States.

The Library has been designated also as a depository of population materials by the Population Commission in Region VII and the publications of the Philippine Institute for Development Studies.

LIBRARY SCHEDULES

REGULAR LIBRARY SCHEDULE

Monday – Thursday	Friday
8:00 a.m. – 12:00 noon	8:00 a.m. – 12:00 noon
1:30 a.m. - 9:00 p.m.	1:30 p.m. - 7:00 p.m.

Saturday

8:00 a.m. - 12:00 noon

1:30 p.m. - 5:30 p.m.

Sunday

1:30 p.m. – 5:30 p.m.

LIBRARY SCHEDULE DURING FINAL EXAMS

Monday – Thursday

8:00 a.m. – 9:00 p.m.

NO NOON BREAK

Friday

8:00 a.m. – 7:00 p.m.

NO NOON BREAK

Saturday

8:00 a.m. – 12:00 noon

1:30 p.m. - 5:30 p.m.

LIBRARY SCHEDULE DURING SEMESTRAL BREAK

Monday – Friday

8:00 a.m. – 12:00 noon

2:00 p.m. – 4:30 p.m.

MEDICAL CARE – SILLIMAN MEDICAL CENTER

A bonafide student of the University automatically becomes a member of the Hospital Plan. Benefits and privileges under the Hospital Plan are administered by the University. Medical needs of students are served by the Silliman Medical Center, a major hospital located on campus. Benefits under the Hospital Plan are valid only when rendered at the Silliman Medical Center. To avail of the Hospital Plan

benefits, a student must present a validated student identification card to the Silliman Medical Center.

The benefits under the Hospital Plan are as follows:

1. Free annual physical examination (salaried doctor's services only)
2. Free hospital ward accommodation for a period of 30 days
3. Medical and surgical professional services including consultations (salaried doctor's services only)

Out-Patient = 100% discount on consultation (salaried doctor)

In-Patient = 50% discount on professional medical services (salaried doctor)
4. Free minor dispensary treatments (except supplies)
5. Fifty percent (50%) discount for x-ray, laboratory services, dental treatment, and other special treatment: (except CT Scan, Endoscopy/Colonoscopy, and its supplies)

Exclusions under the Hospital Plan are as follows:

1. Minor and major charges.
2. Dispensary consultations outside of office hours, except in cases of emergency.
3. Accommodation for private rooms except when a member of the plan pays for the difference between the private rooms and the allowable accommodation.
4. Psychiatric illness, cosmetic surgery or treatment, optometric services.
5. Normal obstetrical deliveries.
6. Medicines and supplies.
7. Medico-legal cases.
8. Suicide or intentionally self-inflicted injuries.

9. Hospital confinement for executive check-up, drug addiction or alcoholism and sexually transmitted diseases.

For those covered by PhilHealth, PhilHealth benefits will be applied first and exhausted before the Hospital Plan benefits are applied.

One is expected to pay in cash hospital bills not covered by PhilHealth or the Hospital Plan. As such, students will need to abide by the payment policies of the Silliman Medical Center.

THE SILLIMAN PRESS

The Silliman Press primarily serves the University and outside Silliman community. It also accepts orders for personalized letterheads, printed envelopes, birthday cards and/or invitations, souvenir programs, posters, tabloids, newsletters, calendars, textbooks, pamphlets, syllabi, brochures, flyers, receipts and invoices, binding of both private and public documents and manuscripts, and repair of old books.

CAFETERIA AND FOOD SERVICES

Aside from the main University Cafeteria, dining services are available at some dormitories, such as Edith Carson Hall, Doltz Hall, Larena Hall, Ethel Chapman Hall and Occidental Hall. These dining halls are under the supervision of the University Food Services. Questions, comments, or suggestions concerning food services may be brought to the attention of the Cafeteria Manager.

STUDENT PUBLICATIONS

Campus journalism and creative writing opportunities are available through various publications. The Weekly Sillimanian is one of only two weekly student papers in the country. Its creative outlet is the semestral Sillimanian Magazine. The High School Department puts out the Junior Sillimanian. The Sands

and Coral, a literary journal, is published in cooperation with the Department of English and Literature. Portal is the yearbook of the graduating class.

Key positions in these publications carry honoraria and are available to all students through competitive examinations. These publications are supported by the students through a publications fee. For more information, please see or contact the Director of the Office of Information and Publications, third floor, Administration Building.

Some organizations also put out their own magazines or newssheets.

STUDENT LIFE

UNIVERSITY CONVOCATIONS

Convocations are a means of enriching campus life at Silliman. Measures are done to make the convocation programs interesting and meaningful. Guest speakers are featured along with our own faculty members. Convocations are scheduled at 10:00 a.m. on Tuesdays and Thursdays, and otherwise announced for other days when there are special guests. Students are urged to attend the convocations.

COLLEGE ASSEMBLIES

Students are required to attend college or departmental assemblies. These are held on designated days. The college assembly features a wide variety of educational and entertaining programs that are usually sponsored by student groups within the college.

ATHLETICS

Silliman recognizes the importance of a strong athletics program in addition to physical education courses that are part of the General Education program. The Athletics Department supervises a full program of intramural sports in which all students are encouraged to participate. The program runs throughout the school year and includes all organized competitive sports.

The University's varsity teams often compete against teams from other educational institutions and participate actively in national competitions sponsored by the Department of Education, or the Commission on Higher Education (CHED).

THE CULTURAL AND ARTS PROGRAMS OF SILLIMAN

Silliman University offers a variety of cultural programs produced by the faculty and students. The Cultural Affairs Committee adds up to the fare with a season each semester, featuring university-based, national, and international talents.

Venues for the productions are the College of Performing Arts Music Sala, the Woodward Hall Little Theater, Munting Dulaang Katipunan, and the Luce Auditorium. Some sections of the Main Library are also used for art exhibits.

SILLIMAN UNIVERSITY STUDENT GOVERNMENT (SUSG)

The Student Government at Silliman serves to strengthen the bonds of fellowship among the students, promotes their interest, and provides them opportunities for training in the art and responsibilities of good citizenship. To carry out these objectives, the Student Government functions under a constitution and a set of rules and regulations. The Office of Student Affairs through the Student Organizations and Activities Division (SOAD) acts as the supervisory unit of the Student Government.

Under the present set-up the Student Government is divided into three branches: the executive, the legislative, and the judicial departments. The executive power is exercised by the president with the assistance of the Cabinet. The Cabinet is composed of the president, vice-president and the respective heads of the Executive Committee who shall be appointed by the president. The legislative power of the SUSG is vested in the Student Assembly. It is composed of elected representatives of the different schools and colleges. The justice committee exercises judicial power. It is composed of the prime justice and six other justices who shall be appointed by the president upon recommendation of the Committee on Appointments. Election of the Student Government officers is held before the close of the academic year.

Political Campaigns for Student Government Elections

1. Student political rallies may be held after securing the necessary permit from the SOAD Office, to be held at the Amphitheater or in other appropriate places as approved by the SOAD Office. A classroom-to-classroom campaign must be cleared and approved by the Vice-President for Academic Affairs and the Directors/Deans of the schools/colleges concerned.
2. Candidates and their leaders or sympathizers may speak before dormitory residents during devotional hours with arrangements made in advance with the head of the Student Housing and Residence Division and the dormitory managers. Dormitory room-to-room campaigning is not allowed.
3. The other rules and procedures of the election are set by the Commission on Elections (COMELEC) of the Student Government.

STUDENT GRIEVANCE CENTER

Scope and Limitation

The Office of the Student Grievance Center (SGC) serves as a receiving and facilitating center for complaints and grievances from students. It has neither recommendatory nor disciplinary authority, but it undertakes follow-ups on complaints and grievances referred to it.

The SGC screens and studies the complaints and determines whether they are valid or not before they are forwarded to the office concerned for appropriate action.

If there is a possibility of mediation, the office may take representations with the office concerned in order to settle amicably the complaint or grievance.

If the complaint is directed against the head of SGC, the student may directly report to the Dean of Students who shall then take the appropriate action.

Procedure of Complaint Processing

A complaint is brought before the office either by the student complainant or by the SUSG in behalf of the student alleging misconduct or infraction, abuse of authority, poor instruction or service, or any valid cause for complaint against a fellow student, a member of the faculty, staff, or administration.

1. The Head of the Student Grievance Center studies the validity of the complaint.
2. If the complaint is valid, the head shall make representations with the office concerned and endorse the complaint to the said office for appropriate action.
3. Once the complaint is brought to the proper office, the head of the SGC makes a series of follow-ups to insure that the action is done.
4. If no action is taken by the office concerned, the SGC head may bring up the matter to the higher office, this time, with an added complaint of inaction by the lower unit head concerned.
5. If the same inaction is present in said higher office, the SGC head brings up the matter to even higher offices with added complaints of inaction until it reaches the University President.

HONOR SCHOLARSHIPS

I. HONOR SCHOLARSHIPS FOR UNDERGRADUATE STUDENTS

This scholarship is awarded to entering college freshmen and to continuing students of the University who obtain high academic performance every semester.

A. ENTRANCE HONOR SCHOLARSHIPS

Valedictorian

Salutatorian

First and Second Honorable Mention

Requirements:

1. Application letter – duplicate copy.
2. Photocopy of the high school card (Form 138).
3. Certification from the High School Principal stating the honors obtained and the number of graduates.
4. Photocopy of SUAPE result.
5. Honor certificate signed by an alumni officer or UCCP minister (optional).

B. CONTINUING HONOR SCHOLARSHIPS

Class A Honors – must have a quality point average (QPA) of “3.50” and above (with no grade below “2.0” with no “INC” grade) with an academic load of not less than fifteen (15) units in the previous semester.

Class B Honors – must have a quality point average (QPA) of “3.25” to “3.49” (with no grade below “2.0” and no “INC” grade) with an academic load of not less than fifteen (15) units in the previous semester.

Requirement: Application letter addressed to the Registrar stating the quality point average (QPA), current year level and course in duplicate copy.

DEADLINE FOR SUBMISSION OF APPLICATION:

First Semester – on or before the fourth (4th) week after the start of classes.

Second Semester – on or before the sixth (6th) week after the start of classes.

II. HONOR SCHOLARSHIPS:

A ENTRANCE HIGH SCHOOL HONOR SCHOLARSHIPS:

These are elementary pupils who graduated with honors such as:

First Honors or Valedictorian

Second Honors or Salutatorian

Requirements:

1. Application letter addressed to the High School Principal signed by the student.

2. Certification from the Elementary School Principal stating the honors obtained.

B. CONTINUING HIGH SCHOOL HONOR SCHOLARSHIPS

1. High School Honors – students with general average of 90% and above in the previous year.

2. High School Class Honors – students with general average of 88% - 89.99% in the previous year.

Requirement:

Application letter addressed to the High School Principal and signed by the student stating his/her general average and class level in duplicate copy.

DEADLINE FOR SUBMISSION OF APPLICATION: On or before the fourth week after the start of classes.

CASH INCENTIVE

The amount will vary depending on the honors obtained by the student. The recipients of honor scholarship receive a corresponding amount that varies according to type or category the student belongs.

RECOGNITION OF HONORS

The University is vitally interested in stimulating students to a high level of scholastic achievement. Aside from awarding honor scholarships, the University each year makes official public recognition of

those college students who excel in scholarship. Grades considered for honors are those earned in the recent semester/s of residence by year level. The criteria for the awards of Class, College and University Honors are based on the Rules of Procedure published each year during Honors Day.

ACADEMIC POLICIES

REGISTRATION

Pre-registration

Students who wish to return to Silliman University the next semester may pre-register. This is doing early the initial steps of the enrolment procedure. It is not a complete enrollment. Pre-registered students must complete their enrollment at the start of the semester.

Registration

Silliman University will fully implement on-line registration and enrolment system. The system will allow student enrolment on-line from home, and need not come earlier than the actual start of classes.

Change of Registration/Withdrawal

Changing of courses should, as much as possible, be done during the regular enrollment period. However, changes of registration during the week following the regular enrolment period may be entertained provided these are properly endorsed by the Dean.

For a student to be given "W," dropping of subjects should be done before the two weeks immediately prior to mid-term week. However, if withdrawal at any time is due to illness or injury, the grade to be given shall be "W."

A student who withdraws or is withdrawn from the University for any reason other than sickness or physical injury shall be charged fifty percent of tuition and other fees if he or she withdraws after the four weeks of the opening of classes and up to mid-term. He shall be charged one hundred percent after mid-term week.

AUDITORS

A student wishing to audit a course must register for the course. He must also obtain the permission of the instructor of the course he wants to audit.

An auditor takes part in all class activities, but he does not receive credit for the course.

GRADING SYSTEM

Quality Marks	Numerical Ratings
Excellent	4.0, 3.9, 3.8
Superior	3.7, 3.6, 3.5, 3.4, 3.3
Good	3.2, 3.1, 3.0, 2.9, 2.8
Above Average	2.7, 2.6, 2.5, 2.4, 2.3
Average	2.2, 2.1, 2.0, 1.9, 1.8

Below Average	1.7, 1.6, 1.5, 1.4, 1.3
Passing	1.2, 1.1, 1.0
Failure	0.0

Numerical points are weighted by the number of units assigned to a course in computing QPA. The Registrar sends parents or guardians the grade reports of their students at the end of each semester.

A grade of "INC" (Incomplete) indicates the student has not completed the course requirements.

The student must complete all requirements within the term following the semester in which the course was taken. Otherwise, the grade automatically becomes "NC" (No Credit) or "NG" (No Grade).

A student cannot drop or change a course without the written consent of his dean. Otherwise, he gets an "F." If he does not attend his classes or does not submit his class cards to his instructors, or both, he will also get an "F" at the end of the term.

The letter "W" (Withdrawn) shows the student has dropped a course with the written permission of his dean or director. If a student drops a course without written permission, he automatically gets an "F." "Withdrawn with failure" or "WF" means the student has officially withdrawn from – but was failing – in the course.

ACADEMIC PROBATION

A student who does not get the required QPA of 2.0 is placed on academic probation during the succeeding semester with these conditions:

1. The student may be required to repeat certain subjects, or carry a reduced load to improve or earn quality points.
2. The student must not incur any unexcused absences from regular classes, his college's assembly or the University convocation.
3. The student is ineligible to represent the University in any public performance or activity, or hold any major office without his Dean's permission.

A student on academic probation must attain the minimum QPA in the following semester. If he cannot get the required QPA, he would be dropped from the University. This action is automatic unless the college, or faculty, or the designated committee decides to extend the probation period.

EXAMINATION

All students are expected to take the preliminary, mid-term and final examinations at the time scheduled by their respective Dean's Office. If the student fails to take these exams for no justifiable reason, he is fined P60.00 for each examination missed. His Dean shall determine if the reason is justifiable or not.

ATTENDANCE

Students are expected to attend all classes. Work covered during any absence, excused or unexcused, is incurred only for valid reasons. The teacher concerned will determine the validity of the absence. three unexcused absences may be incurred and the rest of the 20 per cent allowed by the Commission on Higher Education (CHED) must be excused, incurred only for valid reasons.

Permission to leave the campus for activities must be secured in advance from the Dean, and, if the student lives in a dormitory, from the Office of Student Organizations and Activities Division (SOAD) and the Student Housing and Residence Division, Student Personnel Services. Otherwise, excuse for such absence immediately preceding or following holidays can be secured only from the Dean. If excused or unexcused absences are already excessive, the instructor may recommend to the Dean that a student be

given a grade of "F." Students must attend first class sessions in any course at the beginning of the semester and classes immediately before and after long vacations.

RECOGNITION OF CREDITS EARNED ELSEWHERE

Generally, credits for work done elsewhere are accepted, provided the student obtains the minimum average grade required for the program. Students claiming advanced standing must submit a complete copy of their school records long before the start of the semester in which they wish to enroll. In some cases, advanced credits are accepted only after passing a validating examination that usually covers English, Biology, Chemistry, Logic, Physics, Mathematics, and Accounting.

SUMMER STUDY IN OTHER INSTITUTIONS

Students must obtain permission from their respective Deans before taking summer courses in other institutions. When credits are desired for major courses, they must also secure approval from the department chairman. Only students with a minimum cumulative QPA of 2.0 will be allowed to transfer summer credits from schools whose educational standards are considered at par with Silliman standards.

Permission to take summer courses elsewhere will be granted only for courses not offered in Silliman University.

APPLICATION FOR DEGREES

Application for graduation must be filed with the Registrar's Office in the first semester of the senior year. Application forms are available at the Office of the Registrar & Admissions or at the

Directors/Deans Offices. A student with "INC" grades prior to the semester in which he expects to graduate cannot be considered a candidate for graduation. Any "INC" grade in the student's final semester which is not removed before commencement will bar him from graduation.

LEAVE OF ABSENCE

A petition for leave of absence must be filed with the student's Dean. A copy of the petition must also be furnished the Registrar. Before the petition can be granted, tuition and all fees must be paid for the entire semester in which the leave is sought. Clearance from the university is also required. No leave of absence for an indefinite period will be granted.

Requests for leave of absence are granted only in cases of illness. Fees paid for the interrupted period will be applied in the semester immediately following plus the difference.

COURSE LOAD

Regular students in undergraduate courses must take the full load or number of units prescribed for a particular term, except for:

1. Students with either work grants or assistantships;
2. Students on academic probation, who may be made to carry no less than 15 units a semester.

A regular student who drops almost all courses, either officially or unofficially, retaining a load of less than 15 units will be allowed to finish the term. However, he will be refused admission in the succeeding semester.

In the case of students failing in courses that are a pre-requisite to the other courses and who may not be allowed by the college to proceed with their studies until those deficiencies are removed, these

students should be made to cross-register for courses in other colleges in the university so that they may be able to comply with the minimum requirement of 15 units per term.

Overload or extra units may be allowed to a candidate for graduation only during the last term of his/her course. A graduating student requesting for an overload must meet the grade requirement of the department. A letter request for overload must be filed addressed to the Commission on Higher Education through the Registrar with the approval of the Dean.

These policies are also the bases for determining whether a student should be allowed to continue living in any of the university dormitories.

GRADUATION HONORS GUIDELINES

1. Only numerical grades shall be used for graduation honors. Letter grades already given shall be transposed into numerical points.
2. In computing for the Quality Point Average (QPA), the subjects shall be weighted according to their respective units. In determining the QPA, computation should be carried to the hundredth's place and rounded off to the tenth's place. In rounding off, if the digit dropped is 5 or greater, the preceding digit should be increased by 1. If the digit dropped is less than 5, then the preceding digit should be unchanged.
3. Students who complete four or five-year curricula with the following QPAs shall receive the corresponding honors on graduation:

QPA	Graduation Honors
3.3	Cum Laude
3.6	Magna Cum Laude

4. Only students who carry a minimum load required by the course per semester shall be considered for graduation honors.
5. No student with a grade below 2.0 should be considered for graduation honors.
6. No student with more than one (1) INC per semester is considered for graduation honors unless incompletes are incurred due to emergency reasons like death in the immediate family, hospital confinement of student, etc.
7. No student who drops a course or courses four weeks after the start of classes in a term, except for emergency reasons, is considered for graduation honors.
8. No student shall be considered for graduation honors unless he finishes his course within the number of years of schooling prescribed by the curriculum, i.e., four years of schooling for a four-year curriculum, five years for a five-year curriculum, etc.
9. If a student repeats a subject the average of the grades shall be considered in the computation of the QPA.
10. Questions raised, especially regarding Rules 4 and 6, should be deliberated and decided upon by the faculty of the discipline to which the student belongs.

TRANSFER CREDENTIALS

Transcript of Records

Student records are issued upon written request of the student or of the appropriate institution. A minimum transcript fee is charged for handling of the records. Extra fees may be charged for additional attachments. Documentary stamps at P15.00 are required for every release of transcript of records. Transcripts are released only when a student has filed a university clearance with the University Registrar and has paid the above fees to the Business and Finance Office.

Honorable Dismissal

On written request, the Registrar may issue a transfer credential (honorable dismissal) to a student. The credential indicates that the student is in good standing when he/she leaves the university.

UNIVERSITY REGULATIONS

AND DISCIPLINARY PROCEDURES

Silliman University believes that student behavior and conduct is developed by example, counseling, guidance, and obedience to university policies and regulations. Rules are designed primarily to achieve the educational mission of the university and to promote health, safety and security of the members of the Silliman community.

Members of the University community are expected to observe honest conduct and professional demeanor. Violations of the standards of academic conduct and University policies and regulations are reported to and acted upon by the staff/faculty member, Department Chairperson, College/School Dean, or Dean of Students.

LIBRARY RULES AND REGULATIONS

CONDUCT

1. Entrance and Exit. Every student entering the Library is required to present his or her identification card to the Control Officer on duty at the entrance and to deposit his/her bags, large envelopes and folders, portfolios, etc. at the Courtesy Counter. Further, upon leaving the Library, every student is expected to present his or her things for inspection.
2. Proper Attire. Students entering the Library are expected to be properly attired in accordance with the dictates of good taste and decency.
3. Silence. Students should, at all times, observe maximum silence in the Library.
4. Order and Cleanliness. Students should push their chairs quietly against the tables after using and should use the trash cans in disposing of waste papers and others.
5. Eating and Smoking. Smoking and eating are not allowed in the Library.
6. Mutilation and Vandalism. No student is allowed to clip or otherwise mutilate any book, magazine or newspaper in the Library. Anyone found violating this rule shall be made to pay a sum equal to the full value of the material mutilated and shall forfeit all library privileges for two months. If the material clipped is returned, the said rule still applies.

Likewise, anyone found writing on posters, notices, or making marks or carvings on tables, chairs and walls shall be made to pay the total cost of the damage.

7. Stealing Library Property. Anybody caught stealing any library property will be reported to the University Disciplinary Board with a copy of the report to be given to the Dean of the College and the Department where the student belongs. The immediate penalty for this offense is suspension of all library privileges for the rest of the current semester for college students, and for the rest of the current year for high school students and elementary school pupils.
8. Hiding Books. A student found or caught hiding or intentionally misplacing books from any section will be sent a written warning by the University Librarian. A copy will be furnished to the Office of the Student Affairs, the College Dean, and the Department Chair during the first offense. For the succeeding offenses, his/her library privileges will be suspended for one month.
9. At the Control Section. No one is allowed to stand by at the Control Section desk.

To give sufficient warning to the library users to be ready for closing time, the library buzzers are simultaneously sounded thrice at five-minute intervals at fifteen minutes before closing time.

10. On Identification Cards. Identification cards are non-transferable. Identification cards that are not validated for the current semester shall not be honored. A student caught allowing his/her ID to be used by another person may be subject to the following:

a. Both the owner and the borrower shall be charged a fine of P200.00 and his/her borrowing privileges including the use of the Cyber Library facilities shall be suspended for one month. This is in the case of a Silliman student lending his/her card to another fellow student or borrowing the ID card of another fellow student.

b. The owner shall be charged a fine of Ps500.00 for the offense and his/her borrowing privileges including the use of the Cyber Library facilities shall be suspended for two (2) months, in the case of a Silliman student lending his/her ID card to a non-Silliman student.

Note: In both cases, (a & b), the Office of Student Affairs, the College Dean, and Department Chair where the student belongs shall be properly informed.

CIRCULATION, FINES, AND LOSSES

Circulation Books

Graduate and undergraduate students are allowed to check out ten (10) circulation books for two weeks at any given time, renewable for the same period.

Overdue Materials

a. Charges. If books and other library materials are not returned on the specified due date, recall notices will be sent to effect return of said materials. In this case, fines shall be computed until such time the book is returned or declared lost.

b. Schedule of rates for overdue fines is as follows:

Circulation Books

Students — Ps1.00 per day per book

Reserve Books

Students — Ps2.00 per book for the first hour and Ps1.00 per book for the succeeding hours. A fraction is con-

sidered an hour.

Lost Library Materials

- a. Charges. When a book is lost, the borrower is charged the current list price of the book plus the fines up to the time the loss was reported, plus the processing fee to defray the expenses for ordering and processing. A replacement, however, is preferred provided the book is in equally good condition and is an exact copy of the one lost. At the same time, the borrower shall be charged the processing fee and the computed fines up to the time the loss was reported.
- b. Refund. The payment for a book reported lost shall be refunded if said book is found or returned within six months, following these specified rates: 75% if book is returned within the first three months; 50% if returned within the last three months provided that the book is still in good condition.

USE OF THE DISCUSSION ROOM

1. In order for a group to be allowed to use the discussion room, it shall be composed of at least five students.
2. Requests for the use of the discussion room are to be made with the Circulation Section Librarian.
3. The use of the discussion room is limited to only one hour. However, the group may request for extension, provided that there is no standing request for the next hour.
4. The key to the discussion room is available at the Circulation Desk. Only the Circulation Section staff on duty is authorized to open the discussion room.
5. Eating and smoking are not allowed in the discussion room.

USE OF THE LAPTOPS AND CELLULAR PHONES

1. Students who will use laptops inside the Library may use the Discussion Room 2 and the area along the windows of the southern portion of the Circulation Stacks.

2. Laptop users who wish to use Discussion Room 2 shall log in at the Circulation Section.
3. Laptop users occupying the said room shall only be allowed for one hour use. They may be allowed to extend if there are no pending requests.
4. Single users may be allowed to use the general reading area, provided their laptops are battery-operated and that no other students will mill around.
5. The clientele of ASRC, KDC, Filipiniana, Reference, Periodicals, and Reserve/Graduate Collection, including those of the branch libraries can use their laptops in the respective designated areas of the said sections or branch libraries.

Personal cellular phones are to be set on silent mode when one is inside the Library premises. Specific areas have been designated for cellular phone calls within the Library building. Charging of personal cellular phones, using any of the library electrical outlets is strictly not allowed.

USE OF THE KNOWLEDGE FOR DEVELOPMENT CENTER (KDC)

AND THE AMERICAN STUDIES RESOURCE CENTER (ASRC)

1. The resources and facilities of these two centers are not only open to Silliman students, alumni, faculty, and staff, but also to the general public free of charge.
2. Silliman students are required to present their identification cards every time they use the Centers' resources and facilities.
3. Every user is required to deposit his/her things, except valuables at the Courtesy Counter in the Control Section.
4. He/She is required to fill out a log-in form before using the KDC and ASRC resources and facilities.
5. All materials are for room use only.
6. Requests for photoduplication of materials done by phone, e-mail or postal mail, will be charged the photocopying and mailing costs, including a service fee of P100.00 which must be paid in advance.
7. Cyber Library policies shall apply to the respective internet facilities of ASRC and KDC. As provided for in the Cyber Library policies, computers for internet access can be used for forty (40) minutes but may be extended for as long as there is no standing requests to use the same.

8. The internet facilities are strictly for research use only, hence chatting is not allowed and, will be available on a first-come first-served basis.

9. KDC and ASRC service hours are as follows:

Monday – Friday

8:00 a.m. – 12:00 noon

2:00 p.m. – 6:00 p.m.

Saturday

8:00 a.m.-12:00 noon

2:00 p.m. – 5:00 p.m.

Sunday

2:00 p.m. – 5:00 p.m.

USE OF CD-ROM, MINI-MULTIMEDIA CENTER, CD-WRITING AND MICROPRINTING FACILITIES

A. CD-ROM/DVD-ROM FACILITY

1. Only bonafide students of Silliman University are allowed to use the CD-ROM/DVD-ROM facility.
2. Only one user will be permitted to use a computer unit at a time who will be allowed to use said facility for thirty (30) minutes, but may be allowed to extend until printing is done.
3. For security reasons, using personal CD-ROM/DVD-ROM is not allowed.
4. Printing should only be done directly from the CD-ROM/DVD-ROM format. A minimal cost is charged for printing.
5. Users caught changing computer settings will be subjected to disciplinary action which is generally suspension of library privileges for one month plus P500.00 penalty.

B. MULTIMEDIA EQUIPMENT AND RESOURCES

1. Requests of students for the use of A-V equipment, such as television, VCD and VHS players, audio-cassette recorders and multimedia materials shall be class-related and necessitates a written note from the teacher concerned.
2. The use shall be limited to small group viewing/listening with a maximum of five persons at a time.
3. Personal video tapes/CDs and DVDs may be allowed to be shown/played only for class-related purposes, but the viewer(s)/listener(s) should secure a note from the teacher concerned.
4. A microprinter is available to view library resources in microfiche and microfilm formats.
5. A minimal amount is charged for every copy printed.
6. The library offers CD-writing services. It charges a minimal fee for every CD burned or written, exclusive of the blank CD. However, writing or burning using LIBRARY CD-ROMS for personal purpose is generally not allowed.

USE OF THE CYBER LIBRARY

1. Only bonafide students, faculty and staff of Silliman University are allowed to use the facility. Alumni and university guests who want to avail of the facility need to get authorization from the University Librarian consistent with University Library rules.
2. In consonance with the Internet Code of Conduct and other policies of the University, use of the Internet must be in support of education and research.
3. The "No ID, No Use" policy shall be strictly implemented. Only current and duly validated IDs shall be honored.
4. To avail of the Internet services, a prospective user shall register at the designated log in station.

5. Students are allowed 40 minutes at a time to browse/surf the Internet for free. They may be allowed to go beyond 40 minutes if there are no other users waiting or if they are downloading a site/file, provided that they shall immediately vacate the workstation once they are through.
6. Use of the facility is on a first-come, first-served basis.
4. Faculty and staff members follow the same guidelines as that of the students except that their use has no time limit.
5. Alumni may be allowed to use the facility of the University Library provided they have an alumni ID and are willing to pay Php60/hour of use or a fraction thereof. Otherwise, a special library fee of P300.00 per semester plus P200.00 shall be charged for the use of the Cyber Library. The same rules and guidelines for students, faculty and staff shall also apply to alumni.
6. Outsiders (not students, faculty, staff, nor alumni of Silliman) are allowed to use the Cyber Library facility during summer terms only.
7. Block time is allowed in seminar-related activities. However, this type of activity should be cleared at least one week before the actual use with the Cyber Library Supervisor and approved by the University Librarian. Seminar participants shall be charged P60.00 per hour per workstation as well as overtime pay of the staff.
8. Encoding projects, letters, assignments, reports and term papers are strictly not allowed.
9. Printing and downloading services are available only at the Supervisor's terminal.
 - a. Printing charges are at Ps3.00 per sheet for short and long size papers.
 - b. Disks are available at the Supervisor's desk at minimal cost.
 - c. To prevent computer viruses from affecting the system, diskettes shall be thoroughly virus scanned by the Cyber Library Supervisor.
 - d. Charges and fees are subject to change following the result of periodic review and consultation with concerned parties.
13. Only one (1) person is allowed per computer/workstation.
14. Loud conversations are not allowed. Courtesy to the other users is required.
15. Eating or bringing food inside the Cyber Library is not allowed.
16. Misuse of the computer or software, stealing of computer peripherals and office supplies are strictly prohibited.

17. The Cyber Library administration reserves the right to restrict or terminate Internet access at any time to prevent unauthorized activity. It has also the right to monitor activity in any form that it sees fit in order to maintain the integrity of the system.

18. Consequences of violating these policies and procedures shall include, but not limited to:

- a. Suspension of internet access
- b. Revocation of internet access
- c. School suspension
- d. School expulsion
- e. Legal action and prosecution by the authorities

19. Such other policies, guidelines, rules and procedures of the University Library and those of the University as a whole which are applicable to the Cyber Library shall form an integral part of the Cyber Library's policies and procedures.

INTERNET CODE OF CONDUCT

All users of the Internet resources are expected to use them in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow the rules and regulations of the University providing these resources. The Internet Code of Conduct indicates some prohibitions and sanctions for certain violations:

Prohibitions include, but are not limited to the following:

1. Sending or displaying of offensive messages or pictures (e.g., pornographic materials) and intentionally downloading/receiving pornographic materials
2. Using obscene language or profanity
3. Harassing, insulting or attacking others
4. Engaging in promoting violence
5. Engaging in racial, gender or other slurs
6. Receiving or transmitting information pertaining to dangerous instrumentalities (e. g. bombs, explosive devices)

7. Damaging computers and/or modifying and damaging computer systems or computer networks
8. Violating copyright laws
9. Using others' passwords
10. Trespassing in others' folders, work or files
11. Intentionally wasting limited resources
12. Employing the network for commercial purposes
13. Accessing chat servers (unless authorized by the administrator)
14. Utilizing the facility and network in a way that would put the University in a bad light.

Sanctions for violations of the Internet Code of Conduct are found in item No. 18 under Use of the Cyber Library.

EDUCATIONAL FIELD TRIPS

A field trip is defined as one initiated by the instructor as a regularly scheduled part of the class work. If it is necessary to schedule these trips at times when the student has other regularly scheduled classes, excuses may be granted from these classes provided regulations have been complied with. It is of course understood that the student must make up for any work missed.

Rules and Regulations

1. Supervision The college dean or principal shall have supervision and control of all field trips and shall keep a calendar thereof. He/She has the prerogative to evaluate the relevance of the field trip to learning.

Before endorsing field trips for approval, he/she shall see to:

2. The specific academic objectives of the field trips as approved and endorsed by the Department Head;
3. Expenses (transportation, accommodation and meal arrangement included) which should not unduly tax the students' parents;

4. Safety consideration with respect to transportation and the peace and order situation in the place to be visited;
5. Number of days the trip will take and classes that will be missed;
6. The adequacy of chaperonage and/or guidance for the number of students involved;
7. The written approval or invitation of companies and institutions to be visited.
 - a. Scheduling. Field trips for the entire semester should be scheduled at the beginning of the semester and distributed evenly throughout the term.
 - b. Announcement. Notification of the proposed field trip should be made to the Dean at least three weeks in advance so that it may be cleared with the other teachers. Permit forms must be submitted to the Student Organizations and Activities Division or Student Personnel Services not later than one week before the scheduled trip.

Checklist of Requirements

1. The written approval from parents/guardians of the students going on field trips should be filed with the Dean's Office before departure.
2. Clearance from Business and Finance regarding school obligations.
3. The faculty member in charge of the trip is expected to brief the group before departure. Besides the academic objectives of the trip, students should also be oriented in such matters as:
 - a. Behavior during the trip, especially while visiting homes, offices, companies or institutions;
4. After every field trip, the faculty member in charge should report to the Dean with the following particulars:
 - a. Log of the field trip
 - b. Attainment of the objectives and other learning benefits
 - c. Justification of costs

d. Other related accomplishments which were not in the schedule/program/objectives of the field trip

e. Instances of breach of discipline and other untoward conduct by any participant of the trip.

The Office of the Vice-President for Academic Affairs gives the final approval for field trips.

Additional Guidelines

1. Trips to Manila are not encouraged because of the expenses involved. Suggested destinations: Cebu, Cagayan de Oro, Iligan or Bacolod.
2. Trip is limited to three class days, but still preferably on weekends.
3. Permits from parents shall be submitted together with the application.
4. Application for field trips must be submitted to the Student Organizations and Activities Division (SOAD) or the Student Personnel Office not later than one week before the trip.
5. Expenses for students should be limited to transportation, board and lodging, plus a 10% contingency fund.
6. Chaperon expenses should not be charged to the students.
7. Each student participant must submit a report to the adviser after the field trip. The adviser makes a report to the Dean.

RULES AND REGULATIONS ON STUDENT ACTIVITIES

The Activities Calendar

The Activities Calendar was devised for the purpose of keeping a record of all activities sponsored by Silliman University students, faculty, and campus organizations, whether on or off-campus. The Activities Calendar also contains all activities held on campus by non-Silliman University groups. The record is kept so that these activities may be properly spaced; rooms and equipment as needed are

provided and available; and the events may be given the appropriate publicity through SU Calendar, the Weekly Sillimanian, and posters.

The Activities Calendar is kept in the Student Organizations and Activities Division of the Student Personnel Services, and final arrangements for holding any activity or series of activities are made there.

Scheduling of Activities

The Student Organizations and Activities Division reviews the program of the student organization reserving a date or a number of dates. All planned activities of registered campus organizations are expected to be scheduled in the Activities Calendar at least two weeks in advance. These include benefit activities, programs, contests, formal and informal dances. Other activities should be scheduled at least one week in advance. These include picnics, excursions, service projects, etc.

Recognized student organizations are entitled to protected dates. Protected dates are dates in the Activities Calendar reserved exclusively for a certain organization or dates when student activities are not allowed. Protection will be granted on the basis of the nature of the program and the degree of student involvement.

A long-range protected reservation is tentative and must be re-confirmed by the entity two weeks before the activity; otherwise the date will be made available to other groups.

Requests should be made in writing. Reservations for protected dates will be on a first-come, first-served basis, except when the date proposed coincides with the date of an important University-wide activity, in which case the latter takes precedence.

Weekends scheduled for University or special church programs, the week before and during the final examinations, are protected.

Processing of Permits for Activities

All activities sponsored by registered student organizations shall have the place, date and chaperon approved in advance by the Student Organizations and Activities Division. CSO member organizations should first submit their application to the CSO for recommendation before submitting it to the SOAD for approval. Application forms to hold an activity are available at the SOAD and the CSO offices.

It is expected of all registered student organizations to assign one member, preferably the president or secretary, to prepare and follow up applications to hold activities. Applications to hold activities should be submitted to the SOAD not later than one (1) week before the scheduled activity. Exceptions to accepted procedure are referred to the Dean of Students.

Student groups are required to observe the following in securing permits for activities held inside and outside the campus:

1. Secure an application form in quadruplicate at the CSO Office for CSO member organizations or at the SOAD.
2. The form should be signed by the following persons: president and adviser of the group or organization; dean/principal of the college/school; person in charge of the activity or place/building, chaperons; and the CSO, if a CSO member organization.
3. Submit the form to the SOAD office for approval. For off-campus and fund-raising activities, submit the form to the SOAD office for endorsement, to the VPAA and to the Office of the President for final approval.
4. If the application is approved, furnish one copy to the SOAD office, one for the CSO, one for the University Security Office, and one for the organization.

Cancellation of Scheduled Activities

If plans of an organization change and the activity is not held as scheduled, the group should notify the Student Organizations and Activities Division of the change at once, so that the activity may be cancelled on the Activities Calendar and made available for another group.

Picnics, Excursions and Delegations

Sunday picnickers are permitted to leave the campus only after the second morning worship service and must return to the campus not later than 5:00 p.m.

There should be one chaperon for every thirty-five students or a major fraction thereof. Class/group advisers are not considered chaperons.

All University students who wish to join a university delegation must secure written permission from the matron or a person in charge of the university dormitory if they are campus residents or from their parents or guardians, if externs, to be submitted together with the insurance and the permit of the activity. In case of the interns, the permission to be granted by the dormitory matron or manager will be based on their parents' specific instructions as expressed in the questionnaires mailed to the parents by the dormitory management at the start of the school year. Hence, if there are no such questionnaires duly answered and signed by the students' parents, written permission from the home will still be required only for off-campus trips or activity.

Members of athletic teams, if minors, must comply with this requirement in order to qualify for participation in athletic meets.

Dances and Parties

The following rules apply to all dances held by any college, unit or entity of the university and to any parties on and off-campus initiated or sponsored by students of the University.

- 1) All social affairs must be scheduled with the SOAD office at least one week before the affair is to be held.
- 2) The head of the entity sponsoring the dance, chaperonages, finances, and compliance with other regulations must be included.
- 3) No permission shall be granted unless the dean or adviser signifies that such meeting will be held. By such signification, it shall be understood that the dean/adviser/commandant in the case of CAT or ROTC unit shall be present in the affair and shall further assume responsibility for the conduct of the said affair.

Formal Dances

Formal dances or formal social affairs in any approved hall or home with more than 30 persons in attendance may be sponsored or held by a college, or any duly registered campus organization.

Each college or school organization is allowed one formal dance in a school year. This includes the CAT or ROTC units. Colleges may combine in holding such dances.

These dances are usually held on a night before a holiday or on a weekend night when there are no classes or University activity the following day, in an approved hall or residence. No dances, however, will be allowed within two weeks before the close of the semester.

No student may be compelled to contribute any amount if he cannot afford the same or does not want to attend the activity. Any violation of the spirit of this understanding may result in the forfeiture of future privileges of the college or entity responsible.

No contract of agreement involving financial obligation shall be entered into without consent of the college or ROTC or CAT commandant or the organization adviser and the University comptroller or his representative. In no case should a contract be executed prior to approval of the holding of the said activity by the SOAD.

A careful accounting of income and expenses (or receipts and disbursements) should be made in accordance with accounting procedures prescribed by the Student Affairs Committee.

Informal Dances

Informal dances are informal social gatherings where the program is mainly dancing, with no more than 30 persons in attendance. It is understood that the adviser of the entity sponsoring the activity is present throughout such activities and should share the same responsibility with the officers and members for the proper conduct of the activity.

Parties

These are private informal activities in which dancing may also be held. Usually not more than 30 persons would be in attendance and these would be held in the home of a faculty or a friend who would be responsible for such activities.

All large parties are expected to be held on Friday night or Saturday and on the eve of a holiday.

Chaperonage

For formal and informal dances on campus, there shall be at least one faculty/staff adviser of the entity sponsoring the activity. Every gentleman is expected to call for and escort his date to the dormitory after the activity.

When the social activity is held off-campus, another faculty/staff member is required other than the adviser and the host and hostess who have formally signed up to take the responsibility for the proper conduct of the activity.

All social activities held on campus should end not later than 11:45 p.m. to allow off-campus students and guests to leave the campus before the gates close. If the activity is held off-campus, dormitory residents are expected to leave the activity early enough to be on the campus before the gates close at 11:00 p.m., except upon the prior arrangement with the proper authorities.

The student inviting a non-Sillimanian guest will be held responsible for the latter's conduct during the activity.

All students are expected to show courtesy and thoughtfulness for others and to maintain proper decorum during any social activity.

REGULATIONS ON STUDENT ORGANIZATIONS

Silliman provides its students with opportunities for the development and expression of skills through membership in student organizations. These vary from interest groups and course-related or professional societies/organizations to service-oriented groups. These organizations provide valuable exposure to democratic action and opportunities for sharing experiences with persons of like interests.

Membership

1. Only bonafide students are qualified to become members of student organizations. Advisorship in these organizations is limited to full-time faculty or staff members of the University.
2. Elementary and high school students, college freshmen, and students on academic probation are not eligible to join any organization except class, dormitory, and/or one interest group related to their field of study.
3. A student cannot be a president or vice-president of more than one organization in addition to his class, dormitory, or interest groups.
4. An officer of any organization should carry an academic load of not less than 12 units and should have a minimum cumulative grade point average of 2.5 (term QPA) which must be maintained during his term of office.
5. A student under strict disciplinary or academic probation cannot be elected to any office.

Supervision and Coordination

The supervision and coordination of student organizations are undertaken by the Office of Student Organizations and Activities Division (SOAD). Appropriate penalties are imposed upon the officers or leaders of any organization who function without recognition or prior approval from the SOAD.

Recognition

The Student Affairs Committee holds meetings at the end of the registration period of each semester and decides on the recognition of each of the registered organizations.

Recognition of student organizations is held every semester and based upon semestral performance. Application forms and information on requirements for new and reapplying organizations are available at the SOAD office.

To be officially recognized, student organizations must meet the following criteria:

1. Uphold and preserve the ideals and traditions of the University as embodied in the University Statement of Aims and Purposes, in particular:
 - a. Service organizations must contribute to the welfare of the campus or community;
 - b. Interest groups must promote the development of an approved skill or creative interest;
 - c. Course-related groups must encourage scholarship and further academic interests and excellence in particular fields.
2. Promote academic excellence on the campus.
3. Develop campus-wide friendships and fellowships that transcend race or region.
4. Comply with the semestral and other requirements of the Student Organizations and Activities Division.

College, class or dormitory organizations are not considered for recognition.

Religious-oriented organizations shall be eligible for registration in addition to the above mentioned criteria. Official recognition shall be given to organizations:

1. That, in a Protestant University, shall embody the Christian principles and adherence to the ecumenical interpretation of faith as propagated by the World Council of Churches;
2. That are officially recognized and related to the National Council of Churches in the Philippines (NCCP).

After thorough examination of the constitution and by-laws, list of officers and members, and program of activities, using the above qualifications, the organization shall then be endorsed by the University Religious Life Council (URLC) to the SOAD for official recognition.

Existing religious organizations that are officially recognized and have been part of the campus spiritual life in the past are granted registration without undergoing the process of recognition. However, the programs and activities of the organizations are still subject to review and appraisal by the URLC and the SOAD. The following organizations are on active status and are granted the exemption:

1. Campus Crusade for Christ
2. Young Life Philippines
3. Student Alliance Lay Movement of the Philippines
4. Inter-Varsity Christian Youth Fellowship
5. Christian in Action
6. St. Thomas Moore Guild

Privileges

- a. To hold social functions and other activities during the semester;
- b. To compete for awards given to organizations which have contributed most to campus life during the year;
- c. To be included in the list of organizations in the Student Handbook or in other official University publications;
- d. To enjoy special rates for the use of University facilities and other privileges

Organizations which are not recognized or registered do not have the rights or privileges of registered organizations. The new and re-applying organizations may be allowed to function for one semester on a probationary basis.

Registration

Organizations must be registered within the first three weeks after the start of each semester. Only organizations registered with the SOAD may become members of the Council of Student Organizations (CSO).

Progress Reports

The president or head of every student organization is required to submit to the Student Organizations and Activities Division and Council of Student Organizations a written report on the progress of the organization's program at the end of every semester.

Financial Reports

Each organization is also required to submit two copies of a financial report of each activity that involves payments and/or contributions from non-members not later than one week after the date the activity is undertaken. A financial report covering all the organization's activities must be submitted in duplicate not later than three weeks before the final examinations during the first semester, and not later than three weeks before the student organizations' award day in the second semester. Failure of the organization to comply with this requirement may result in the withdrawal of recognition.

Initiation

Student organizations should conduct initiations in conformity with the Christian ideals of the University. Organizations are encouraged to emphasize service and productive work projects as part of initiation requirements. All forms of hazing are strictly forbidden. No form of physical punishment or indignity such as paddling is allowed. It is understood that no freshman students are eligible for initiation into fraternities/sororities or other service-oriented organizations.

All student organizations that intend to hold initiation for new members should submit to the SOAD and the Student Affairs Committee a full description of the entire initiation program and procedures with a list of neophytes, recruits or prospective members of the organization (See Requirements for the Conduct of Initiation or Acceptance Rites).

Each organization is allowed to hold only one ceremonial initiation rite, except when the number of neophytes, recruits or pledges require more. In no case should a neophyte, pledgee or recruit undergo more than one ceremonial initiation.

All initiation sessions must be held on the campus proper. The adviser of the organization must be present at all initiation proceedings. In the final initiation program, two additional faculty or staff members of the University must be present in addition to the group advisers.

Members of fraternities shall not be permitted to participate in the initiation of sister sororities or vice versa. In cases of organizations which have both male and female members, the male members shall not be allowed to initiate any of the female recruits, neophytes or pledges, and female members shall not be allowed to initiate the male neophytes or recruits.

Each organization's set of officers, the advisers, and the University representatives are responsible for the physical welfare of every individual neophyte, recruit or pledgee, as well as for the regular members of the organization.

The whole initiation period should last no longer than three days.

All initiation expenses should be kept within reasonable limits, bearing in mind the capacity of each recruit, neophyte or pledgee.

Any violation of these rules and regulations shall constitute grounds for the immediate suspension of the offending organization and disciplinary procedures for erring students.

Requirements for the Conduct of Initiation or Acceptance Rites

1. All duly recognized student organizations (except course-related organizations) are required to file a permit for initiation or acceptance rite at the Student Organizations and Activities Division office.
2. The initiation and acceptance rite permit must be processed and approved seven days before the conduct of such initiation or acceptance rite.
3. All forms of hazing that inflict physical harm to the recruit, neophyte, or applicant as defined under R.A. No. 8049 are strictly prohibited and are considered illegal.
4. The following are the requirements that must be submitted to the SOAD office for the initiation or acceptance rite:
 - a.) Approved initiation or acceptance rite permit.
 - b.) A written notice of initiation or acceptance activities of the recruit, neophyte, or applicant, which includes detailed programs and schedules of the initiation or acceptance rite. Initiation or acceptance activities shall not exceed three (3) days.
 - c.) The specific venue of the initiation or acceptance activities.
 - d.) A complete list of all recruits, neophytes, or applicants and their corresponding application forms.
 - e.) A list of the two (2) University representatives excluding the organization's advisers, approved by the SOAD office and the organization.
5. The University representatives, the organization's advisers, and the organization's president shall submit a complete list of newly accepted recruits, neophytes, or applicants not later than three days after the activity.
6. Only the names of the newly accepted recruits, neophytes, or applicants duly certified by the University representatives shall be recognized and registered by the organization and the SOAD office.
7. Violations of the guidelines shall be dealt severely.

Solicitation of Funds, Prizes and Sponsors

Only recognized organizations, with approval from the office of the University President, may be authorized to raise funds, solicit prizes, sponsors or patrons.

All applications for money-raising projects must be accompanied by a budget of expected income and expenses, as well as details of the purpose of holding the money-raising activity. Permission will be given only if the money to be raised is intended for a worthy cause. The SOAD will issue the necessary forms and will also give instructions on the proper keeping of records. Tickets must be sold on a cash basis only.

Publicity on Campus

Student organizations are urged to use the University bulletin boards. Department and dormitory bulletin boards may not be used by the students unless permission is first secured from the department or dormitory concerned.

Unauthorized bulletin boards and billboards are not allowed on any campus property. Bulletin boards which are properly authorized may be set up in designated places in the University campus.

Posters on the University bulletin boards shall in no case exceed 16 inches by 11 inches (1 cartolina) in size. No poster shall be posted without the approval by the SOAD Office. Posters must be removed immediately after the termination of the announced activity by the organization sponsoring the activity. No posters or announcements may be posted on trees or walls on the campus. Any violation of the provisions shall cause the removal of the posters by authorized persons.

Announcements regarding activities of organizations must first be cleared with the SOAD office to insure that these activities have been duly approved.

Students' Rights and Responsibilities

1. Students and student organizations enjoy the right to freely examine and discuss all issues of interest and to express opinions publicly or privately.
2. It is the responsibility of all students to obey all duly approved university policies, rules and regulations, and those of their respective colleges/departments as well as local and national laws. Violations may result in a variety of sanctions.
3. It is expected that all students will strive to foster academic excellence and integrity both inside and outside the classrooms.
4. All students may participate in curricular and extra-curricular activities without being discriminated against on the basis of race, creed, national origin, religion, gender, age, disability, marital status, or sexual orientation.
5. Students may pursue educational, recreational, social, and cultural activities in an atmosphere that challenges and promotes their intellectual and personal growth and development.
6. Students have the right to seek personal, emotional, social, and academic counseling and guidance.
7. The students have the right to a university environment that is characterized by safety and order.
8. Students have the right to privacy. Students have the right to access their own scholastic, personal, and college records. Students have the right to examine, request for corrections of records which are inaccurate in the presence of a faculty or staff member. The University will not permit access to, or the release of student records, or personally identifiable information contained therein, other than public information, without the written consent of the student.
9. Students have the right to assume responsibility or liability for their conduct and/or behavior. Responsibility and liability rest with the students' inherent attributes as mature individuals and as members of the academic community
10. Students have the right to inquire and discuss matters related to their study and their performance with their teachers. They have the right to be evaluated solely on the basis of their academic performance, not on the opinions or conduct in matters unrelated to academic standards. They have the right to be protected through established procedures against unfair academic evaluation.
11. The university shall handle disciplinary cases in a fair and most expeditious manner in accordance with the established procedure.
12. The authority to impose disciplinary measures involving suspension of more than 10% of the total academic days of the school year, dismissal, and expulsion upon the recommendation of the University Disciplinary Board (UDB) lies on the President of Silliman University.

Students subjected to disciplinary hearings have the following rights:

- a) the right to be informed officially of the charges and of his/her rights;
- b) the right to notice of the time, date and place of hearing;
- c) the right to present witnesses and evidence;
- d) the right to have an adviser;
- e) the right to know the names and titles of the members of the University Disciplinary Board (UDB);
- f) the right to know the names of the complainant and other respondents if any, and to confront witnesses that testify against them.

Violations of Academic Rules and Standards

1. Cheating, which may take, but are not limited, to the following forms:
 - a. Looking at another's answers/works during examinations;
 - b. Showing or disclosing answers during examination period;
 - c. Using notes, notebooks, or textbooks, audio or visual recording, or other materials which are not explicitly authorized by the professor for student use during examination.
2. Plagiarism which is the act of taking ideas, writing the works from another and passing them off as one's own, or using the work of another without giving due credit to the source.
3. Other forms of intellectual dishonesty such as knowingly furnishing false information, distorting or omitting data that would provide the necessary and required information to the Registrar, the instructor/teacher, university and college offices for any academic-related purposes.
4. Violations of academic conduct also relate to stolen tests, falsified records, vandalism of library, laboratory, and instruction materials, and breach of computer security.

VIOLATION OF UNIVERSITY POLICIES AND REGULATIONS

Disciplinary sanctions are imposed for violations of university policies and regulations committed by students or student groups within and outside the campus, adversely affecting the reputation of the University or the status of the student in school, which include, but are not limited to, the following:

Minor Offenses

1. The possession and drinking of liquor and alcoholic beverages inside the campus.
2. Intoxication within the university.
3. Misuse of or tampering with the university's electrical system, telephone service, fire safety equipment and other security devices.
4. Malicious dissemination of false reports, threats of fire, explosion or other emergency.
5. Failure to comply with the lawful directions of university officials including law enforcement or security officers, acting in good faith and in the performance of their duties..
6. Unjustifiable or deliberate interference or disruption of the academic functions and university activities which tend to create disorder, breach of peace, or serious disturbance.

The following are considered offenses/violations under this provision:

- a. Disruption of regular classes, research, administration, disciplinary procedures and other institutional activities inside the classrooms or offices without the permission of those concerned.
- b. Disruption of co- and extra-curricular activities which include convocations, symposia, fora, and other cultural presentations or shows.
- c. Demonstrations or rallies accompanied by force, violence, and/or coercion.

7. Display or distribution of materials deemed offensive to public morals within the University.

Major Offenses

1. In case of second and subsequent violations of the same minor offense shall be considered a major offense.
2. Malicious damage, misuse, or theft of university or personal property.
3. Vandalism to university and property belonging to other persons.
4. Possession or use of firearms or deadly weapons, and dangerous chemicals of any kind or description.
5. Unauthorized possession of fireworks, explosives or other highly combustible, radioactive, toxic materials.
6. Unauthorized entry to or use of any university building, office or private property within the campus.
7. Disregard and/or willful violation of established policies, rules, and regulations of the University.
8. Unauthorized solicitation, extraction, or collection of money, cheques, and other instruments with monetary equivalent in connection with matters pertaining to the University
9. The sale, use, or possession of prohibited substances such as shabu, marijuana, and other illegal or regulated drugs or drug paraphernalia in violation of law or ordinance.
10. Violations of academic integrity such as, but not limited to:
 - a. Plagiarism
 - b. Forgery
 - c. Falsification
 - d. Fraudulent alteration, unauthorized access to, disclosure of, or use of any university document, record, or identification papers, including but not limited to, identification cards, electronic software, data, and records.

11. Assault, physical, electronic, or verbal abuse, intimidation, threats, harassment, coercion or other conduct that threaten or endanger the health, safety, and/or taint the moral and/or professional standing of any person.
12. Hazing or any practice by a group or individual that is contrary to the Anti-Hazing Law (Republic Act No. 8049). The consent of those hazed shall not be considered a defense.
13. Acts of immorality, including but not limited to:
 - a. Acts deemed offensive to public morals such as indecent or obscene conduct or behavior
 - b. Any act that is sexual in content, including but not limited to voyeurism, obscene phone calls or texting
 - c. Prostitution and solicitation of sexual favors
 - d. Exhibitionism resulting to public scandal
14. Sexually related crimes such as rape, acts of lasciviousness, seduction, corruption of minors, and statutory rape.
15. Sexual harassment as defined under the Anti-Sexual Harassment Law (Republic Act No. 7877).
16. Any other act committed by students or student groups within or outside the campus, which in the judgment of the duly constituted bodies of the university adversely affect the reputation of the university or the status and/or safety of its students.

DISCIPLINARY PROCEDURE AND DUE PROCESS

- A. Any member of Silliman University and the community or the university itself may file a complaint or charge against a student.
- B. The complaint or charge must be submitted in writing to the following offices:

- a. Dean of Students
- b. Dean of College
- c. Department Chairperson
- d. Student Grievance Center
- e. Dormitory Manager; and
- f. Student Government

C. All complaints and grievances received from the abovementioned offices must be submitted to the College Dean concerned for initial processing and evaluation.

D. In cases where it involves minor offenses, academic violations, or the penalty is not suspension of more than 10% of the total academic days of the school year, dismissal, or expulsion, the aforementioned offices will submit the complaint or charge to the Office of the College or School Dean or Director where the student/s belongs for appropriate disciplinary action which includes but not limited to possible settlement or dispute/conflict resolution. The Office of Student Affairs must be furnished written information on all resolutions for record purposes.

E. Processing of disciplinary cases at the college or school level:

The Dean or Director will compose and appoint a College or School Discipline Committee of not less than five (5) but not more than seven (7) members of the faculty including the College or School Governor or President.

1. Upon receipt of the charge against a student, the Dean or Director or his/her authorized representative shall inform the student concerned of the nature of the complaint against him or her and the possible penalties. The student charged shall answer the complaint in writing, within (3) academic days from the time he/she receives the written notice of the complaint. Failure to answer may cause a declaration of default against the student in which case the complaint shall be decided by the Dean or Director or his/her representative on the basis of the evidence presented by the complainant.

2. Within five (5) academic days upon receipt of the answer, the Dean or Director or his/her representative shall summon the complainant and the respondent to appear before him/her. The purpose of the meeting is to determine if reasonable grounds exist to support the charge, whether the

case can be elevated to the University Disciplinary Board, and/or if the charge can be disposed of administratively by agreement of the parties and the Dean or Director.

3. If reasonable grounds exist, the College or School Discipline Committee shall be convened to hear the case the soonest possible. The hearing shall be conducted in accordance with the following procedure:

a. Parties will be given notice of hearing at least three (3) academic days prior to the hearing date.

b. The opportunity of either having a hearing on the charges or waiving the right to a hearing and accepting the penalty to be imposed.

c. The opportunity to present evidence and witnesses.

d. Notice of findings and sanctions imposed; and

4. Within five (5) academic days from the day the hearing is completed, the College or School Discipline Committee shall submit its decision to the Dean or the Director for recommendation. The Dean or Director shall then submit the recommendation within five (5) academic days to the Vice-President for Academic Affairs (VPAA) for approval. The VPAA will review the decision and render the same which affirms, denies, or modifies the recommendation within seven (7) academic days. The decision of the VPAA is final.

F. If the nature of the violation requires a penalty of suspension of more than 10% of the total academic days of the school year, dismissal, or expulsion, the case shall be elevated to the University Disciplinary Board. The complaint or the charge is submitted to the Office of the Dean of Students and the following procedure shall be followed:

1. Upon receipt of the charge against a student, the Dean of Students or his/her authorized representative shall inform the student concerned of the nature of the complaint against him or her and the possible resulting penalties. The student charged shall answer the complaint in writing, within (10) academic days from the time he/she receives the written notice of the complaint. Failure to answer may cause a declaration of default against the student in which case the complaint shall be decided by the Dean of Students or his/her representative on the basis of the evidence presented by the complainant.

2. Within five (5) academic days upon receipt of the answer, the Dean of Students or his/her representative shall summon the complainant and the respondent to appear before him/her. The purpose of the meeting is to determine if reasonable grounds exist to support the charge and/or if the charge can be disposed of administratively by agreement of the parties and the Dean of Students.

3. If violation will result in suspension, dismissal, or expulsion, the case must be heard by the University Disciplinary Board.

4. While it is generally acknowledged that disciplinary proceedings in institutions of higher learning need not observe the same requirements of due process in courts of law, Silliman University ensures that the rudimentary requirements of due process are followed in all disciplinary cases. These are:

a. Notice of the complaint or charge and of the possible penalties to the respondent student within a reasonable period of time;

b. The opportunity to answer the complaint or charge within at least ten (10) academic days from receipt of the notice;

c. The opportunity of either having a hearing on the charges or waiving the right to a hearing and accepting the penalty to be imposed;

d. Notice of the time, place and date of hearing at least three (3) academic days in advance;

e. The opportunity to present evidence and witnesses;

f. Notice of findings and sanctions imposed; and

g. The opportunity to appeal.

5. The conduct of the hearing:

a. The parties will be introduced by the presiding member of the University Disciplinary Board (UDB);

b. The presiding member will state the charges against the student;

c. The student has the right to be accompanied by an adviser/counsel. The adviser/counsel will only advise the complainant or respondent during the hearing. The adviser/counsel is not allowed to participate in the hearing unless invited to do so;

d. The student charged will plead responsible or not responsible;

e. The hearing will be closed to all who are not directly involved in the case;

f. Witnesses are subject to the cross-examination by the members of the University Disciplinary Board;

g. Witnesses are to be examined separately and will leave after testimony is taken;

h. Matters deemed confidential by the University Disciplinary Board should be accorded utmost confidentiality.

6. The University Disciplinary Board shall determine, on the basis of the clear and strong evidence presented whether the student is responsible or not responsible of the complaint charged. In imposing sanctions, the Board may take into account the student's disciplinary record. The decision must be submitted to the University President within ten (10) academic days after the hearing is completed.

7. Decisions of the University Disciplinary Board (UDB) shall be automatically reviewed by the Vice-President for Academic Affairs (VPAA) except for dismissal and expulsion by the University President within seven (7) days from receipt of the decision, and the decision of the matter is final.

8. The decisions of the University Disciplinary Board (UDB) shall be automatically reviewed by the University President when involving dismissal and expulsion within seven (7) academic days upon receipt of the decision. The decision of the matter is final.

9. In case of expulsion, the decision of the University President will be reviewed by the Commission on Higher Education (CHED).

10. Only the following grounds can be made as a basis for an appeal or review:

a. severity of the penalty

b. procedural error

c. new evidence

11. The student may appeal on the basis of the aforementioned grounds in writing to the University President within five (5) academic days from the receipt of the decision.

12. The University President will act on the student's appeal within ten (10) academic days upon receipt of the appeal. The University President may uphold or modify the decision of the UDB, or grant a rehearing of the issues raised in the appeal.

COMPOSITION OF THE UNIVERSITY

DISCIPLINARY BOARD

The University Disciplinary Board shall be composed of the following:

1. Presiding Chairperson (appointed by the President)
2. Dean of Students or his/her representative,
3. Two (2) Members from the Dean's Conference, who are not from the college where the respondent belongs (appointed by the Vice-President for Academic Affairs).
4. One faculty member, preferably the chairman of the department to where the student belongs;
6. Dormitory manager or matron (if the student is a resident in the dormitory);
7. One student representative from the Student Government.
8. SUFA Representative (under existing Collective Bargaining Agreement).

PENALTIES

Copies of the sanctions may be filed in the student's file at the Office of Student Affairs, the Office of Admissions and Registrar, and at the student's academic college. The following sanctions may be imposed for violations of university rules and regulations:

Warning

The student receives notice that he or she has violated university rules and regulations and is warned that future violations by him/her shall be dealt with more severely.

Probation

Students on disciplinary probation are not in good standing with the university for a period of time. Certain restrictions may accompany the probation status, such as disallowing membership in student organizations or participation in non-academic activities for the duration of the probation status. A subsequent violation of the university's rules and regulations, even if minor, may result in the suspension or expulsion of the student.

Loss of Privilege

Denial or loss of privilege including the use of University facilities for a specific period of time consistent with the violation committed.

Eviction

The sanction requires the students to be removed or evicted from the dormitory facilities and other University facilities. Application and other fees inherent to the use of the facilities will not be refunded.

Restitution

The sanction requires the student to pay the university, persons or groups for damages incurred as a result of the violation. This may be imposed separately or with other sanctions.

Immediate Suspension

The College or School Dean/Director has the right to suspend the student when upon the appraisal of the Dean of Students, the suspension is necessary to maintain order in the campus, interferes with the rights, health or safety of any person, and damages of the university properties. The student under immediate suspension shall be entitled to a hearing within three (3) academic days upon receipt of the notice of suspension. The College or School Discipline Committee or the University Disciplinary Board shall recommend to the Dean or Director or Dean of Students whether the suspension be lifted or the suspension be continued until the resolution of the case.

Educational Experience

The sanction is intended to create a constructive activity that is assigned to students as a redemptive sanction. It is designed to enhance a student's ability to learn from the disciplinary experience and promote learning that will lead to responsible decision making in the future.

Suspension

The student is prohibited from attending classes or any event in the university and from being present in the campus during his or her period of suspension.

Dismissal or Non-readmission

The student is dismissed from the university and is never re-admitted thereto. However, he or she may still secure a certificate of honorable dismissal from the university.

Expulsion

The student is dismissed dishonorably from the university and is never again admitted to the university.

Other Sanctions

Other sanctions may be imposed at the direction of the University Disciplinary Board (UDB) such as restricting the movement of dormitory residents found to have violated dormitory or university regulations or campus and community services. Those who are responsible for acts of vandalism may be required to clean or restore the vandalized property to its former condition. Redemptive options of campus and community services in which the parents and guardians shall be made a party in the process to determine the most appropriate sanctions.

Repeated or aggravated violations of university regulations may result in suspension or dismissal or other more severe disciplinary measures.

Misconduct or violation of university rules by student organizations may include the revocation or denial of recognition or registration in addition to other appropriate sanctions which may likewise be imposed upon those committing misconduct or violations.

REPUBLIC ACT NO. 7877

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Title. - This Act shall be known as the "Anti-Sexual Harassment Act of 1995."

SECTION 2. Declaration of Policy. - The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or

education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SECTION 3. Work, Education or Training -Related, Sexual Harassment Defined. - Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

(1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

(2) The above acts would impair the employee's rights or privileges under existing labor laws; or

(3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

(1) Against one who is under the care, custody or supervision of the offender;

(2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

(3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

SECTION 4. Duty of the Employer or Head of Office in a Work-related, Education or Training Environment. - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

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

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

SECTION 5. Liability of the Employer, Head of Office, Educational or Training Institution. - The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

SECTION 6. Independent Action for Damages. - Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. Penalties. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than ten thousand pesos (P10,000) nor more than twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8. Separability Clause. - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9. Repealing Clause. - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10. Effectivity Clause - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

REPUBLIC ACT NO. 8049

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREOF

SECTION 1. Hazing, as used in this Act, is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term "organization" shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corp of the Citizen's Military Training and Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

SEC. 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

SEC. 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

SEC. 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.

2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.

3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.

4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.

5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.

6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.

7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.

8. The penalty of prison correccional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

(a) when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

(b) when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;

(c) when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;

(d) when the hazing is committed outside of the school or institution; or

(e) when the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from

occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts punishable herein.

Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

SEC. 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

SEC. 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

SEC. 7. This Act shall take effect fifteen (15) calendar days after its publication in at least two (2) national newspapers of general circulation.

UNIVERSITY POLICY ON SEXUAL HARASSMENT

I. POLICY

It is the policy of Silliman University to establish and maintain an environment in which the dignity and worth of all members of the institution are protected. The University affirms its commitment to provide a safe and, comfortable learning and working environment for students, faculty and staff free of sexual harassment and all forms of sexual intimidation and exploitation. Sexual harassment in any situation is reprehensible and will not be tolerated. It subverts the mission of the University and threatens the careers of students, faculty and staff. Sexual harassment as defined herein, constitutes grave misconduct, conduct prejudicial to the best of the services, or simple misconduct as the case may be, under the University Rules and Regulations. Individuals who violate this policy are subject to disciplinary action which includes dismissal, expulsion or other appropriate sanctions.

II. DEFINITION OF SEXUAL HARASSMENT

Students, teachers, administrators, faculty and staff members may be held liable for sexual harassment offense. Specifically, the act of sexual harassment as committed by an administrator, manager, /director, supervisor, teacher coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favors from a subordinate or any student of the University regardless of whether the demand, request or requirement for submission is accepted by the object of sexual harassment.

In a work-related or employment environment, sexual harassment is committed when:

a.) The sexual favor is made as a condition in the hiring or in the employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

- b.) The above acts would impair the employee's rights or privileges under existing labor laws; or
- c.) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

In a training environment, sexual harassment is committed:

- a.) Against one who is under the care, custody or supervision of the offender;
- b.) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- c.) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
- d.) When the sexual advances result in intimidating an apprenticeship.

III. EXAMPLES OF SEXUAL HARASSMENT

The following are some examples of behavior the courts have found to constitute either quid pro quo or hostile atmosphere sexual harassment. The list is not inclusive of all behaviors that may be considered acts of sexual harassment. Most sexual harassment may either take any or a combination of any two or all of the following forms:

A. Verbal – any continual or repeated abuse of a sexual nature despite victim's warning to the offender, including but not limited to:

- Sexual innuendos, comments and suggestive remarks about clothing, a person's body,
- Asking intimate questions on his or her sexual activities;
- Touching oneself sexually or rating other students as to sexual activity in front of others;
- Spreading rumors about or rating students as to sexual activity or performance;

- Suggestive or insulting sounds;
- Whistling in a suggestive manner;
- Staring or leering;
- Persistently telling smutty jokes (dirty jokes) to someone who has indicated he or she finds them offensive;
- Making obscene or offensive phone calls (text or voice);
- Sexual propositions, invitations, or other pressure for sex; and
- Implied or overt threats

B. Physical – unwelcome touch on the victim’s body that may include but is not limited to

- Patting, pinching; feeling or any other intentional inappropriate touching;
- Brushing against the body;
- Making obscene or offensive hand or body gestures;
- Attempted or actual kissing;
- Fondling; and
- Sexual intercourse

C. Written or visual – continual use of the following objects or pictures directed to a specific individual or when the people cannot reasonably avoid seeing them when shown (list is not inclusive)

- Pictures or drawings of a sexual nature;
- Sexually derogatory pin-ups, posters, cartoons, magazines, or calendars;
- Messages, words, comments, rhymes, or other writing of sexually derogatory or suggestive nature.

IV. RELATIONS BETWEEN INDIVIDUAL FACULTY

MEMBERS AND STUDENTS OR EMPLOYEES

Those who supervise or evaluate the work of others, both in academic and employment settings, must base their decisions on the merits, and must deserve the trust of persons affected by these decisions. To be effective, they must be perceived to make their decisions fairly and without favoritism. There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions (such as teacher and student, supervisor and employee, or student resident and the individual who supervises the day-to-day living environment). Such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in the positions of authority that, in their relationships with students, there is always an element of power with which they are entrusted.

Officers and other members of the teaching staff should be aware that any romantic involvement with their student who is under their direct supervision makes liable for formal action against them if a romantic involvement is initiated by a student. Even when both parties have consented to the development of such a relationship, it is the officer or instructor who, by virtue of his/her special responsibility, will be held accountable for unprofessional conduct. Because graduate students or tutors may be less accustomed than the faculty members to thinking of themselves as holding professional responsibilities, they would be wise to exercise personal care in their relationships with students whom they instruct or evaluate.

In a personal relationship between an officer and a student for whom the officer has no current professional responsibility, the officer should exercise professional conduct and be sensitive to the constant possibility that he or she may unexpectedly be placed in a position of responsibility for the student's instruction or evaluation.

The University has no formal policy prohibiting consensual or sexual relationships among faculty, staff or students. But the relationship in which the party is in a position of review to the work or influence the career of the other may provide grounds for complaint when that relationship gives undue process or advantage, restricts opportunities, or creates a hostile and unacceptable environment for others.

Furthermore, circumstances may change and conduct that was previously welcome, may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct.

Thus, the faculty member who enters into sexual relationship with a student (or a supervisor with an employee) when a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged or filed, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

GUIDELINES AND PROCEDURES FOR THE IMPLEMENTATION OF THE UNIVERSITY POLICY ON SEXUAL HARASSMENT

With the duly constituted Committee on Decorum and Investigation of cases of sexual harassment, students, administrators, faculty and staff members are encouraged to discuss freely any problem related to cases constituting sexual harassment. The University Committee on Decorum shall designate employees and students who shall act as advocates for the complainants.

These guidelines provide a variety of options, both formal and informal, for resolving sexual harassment complaints.

Definitions

As used in this policy, the following terms shall mean:

1. "Student" refers to one who is currently enrolled in the University.
2. "Faculty" or "faculty member" refers to one who teaches at Silliman University including librarians, guidance counselors, graduate students under the Graduate Teaching Fellowship Program of the University and undergraduate students who have status as interns or student teachers.
3. "Staff" refers to a non-teaching employee of Silliman University.

Investigation Procedure

A. Investigation of the reported act of sexual harassment shall be facilitated by the chosen advocate of the complainant with the immediate head of the alleged harasser. The latter shall convene both the complainant and the respondent for a conference, purpose of which is to clarify the commission of the offensive act of the respondent as perceived by the complainant. Except in cases where the respondent is accused of giving favor to student/subordinate in exchange of sexual favor such as grades or higher academic/work requirement OR accused of committing an act that engages sexual intercourse, sexual foreplay, rape and any sexual attack regardless of the place where the incident occurred, the conference shall be used as a venue in conciliating both parties after the respondent has been made aware of his/her unwanted act and has also been warned to refrain from committing the same act in the future. The warning has to be made in writing, copy furnished HRD Office who shall keep the document in the 201 file of the respondent.

B. Formal Procedure

Should the complainant file a formal charge against the respondent a subscribed sworn complaint is required stating among others the following:

- a. the full name and address of the complainant
- b. the full name and address of the respondent
- c. a specification of the charge or charges
- d. a brief statement of the relevant and material facts

The complainant shall file the written complaint with the office of the respondent's immediate supervisor with the assistance of his/her chosen advocate within one (1) year from which the act of harassment was committed. The concerned officer shall upon receipt of the complaint, determine whether probable cause exists before giving due course. The officer concerned shall inform the respondent of the complaint and shall require the latter to submit a written explanation within 72 hours upon the respondent's receipt thereof.

Where the complaint is not under oath, the complainant shall be summoned by the committee to swear to the truth of the allegations of the complaint. In support of the complaint, the complainant may submit any evidence she or he has, including affidavits of witnesses, if any, together with the complaint.

The investigation shall be conducted by the Adjudication Committee that will be composed of the following:

1. Union representative to be appointed by the Union President
(* SUFA representative if the respondent is a faculty member)
(* SUSA representative if the respondent is a staff member)
2. Administration representative to be appointed by the President
3. Representative chosen by both Union and Administration

Functions of the Adjudication Committee

1. Shall notify the Committee on Decorum regarding the complaint once the investigation has commenced.
2. Shall determine the validity of the complaint based on the merits of the documents received from both parties and also based on the information gathered pertinent thereto.
3. Shall recommend to the University President the preventive suspension of the respondent when there is prima facie evidence against the latter.
4. Shall determine the appropriate sanction that will be meted out to the respondent in accordance with the penalties set in this guideline.
5. Shall have jurisdiction and decide on cases involving simple or disgraceful misconduct.

A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation of the case.

In instances where the Adjudication Committee finds the complaint not valid, the respondent shall be exonerated. Consequently, both the complainant and the respondent shall be notified by the Committee regarding termination of the complaint.

Manner of Answering a Complaint

The written, signed and sworn reply of the respondent shall contain a specific admission or denial of the charge or charges and a statement of the relevant facts constituting his/her defense.

In support of the answer, the respondent shall submit any evidence he or she has, including affidavits or witnesses, if any, together with the answer. Unless otherwise directed by the Committee, failure of the respondent to file an answer or to appear in the investigation shall be considered as a waiver to present evidence on his or her behalf.

Hearing the Case

After all the pleadings have been submitted, the Adjudication Committee shall conduct a hearing not earlier than five (5) days nor later than ten (10) days from the date of receipt of the respondent's answer or complainant's reply if any, and shall terminate such hearing within thirty (30) days from the filing of the charges.

The Adjudication Committee shall prepare a report within fifteen (15) days after the conclusion of the investigation or hearing and shall submit the report and its recommendations to the University Committee on Decorum and Investigation.

Should decision be not acceptable to either party, an appeal can be submitted to the University Committee on Decorum and Investigation who shall review the merits of the case and the soundness of

the decision of the Adjudication Committee. The appeal shall be submitted within 5 days upon the issuance of the decision.

The composition of the University Committee on Decorum and Investigation is as follows:

- Administration Representative from the Academic Units
- Administration Representative from the General Staff
- SUFA Representative
- SUSA Representative
- SG Representative

The University Committee on Decorum and Investigation shall be responsible in implementing the disciplinary action that its members have imposed upon the respondent except for termination.

Preventive Suspension

The President may suspend any subordinate officer or employee for not more than ninety (90) days pending an investigation, if, the charge is for grave misconduct and if the presence of the respondent poses a threat to the life or property of the latter and of the University

If the case against the officer or employee under preventive suspension is not finally decided within a period of ninety (90) days after date of suspension, respondent shall be automatically reinstated in the service: Provided, that if the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of the delay shall not be counted in computing the period of suspension.

Penalties

Sexual harassment constitutes a ground for administrative disciplinary action under the offense of simple misconduct, disgraceful and immoral conduct, conduct prejudicial to the best interest of the service, or grave misconduct.

The following penalties shall be meted out to the person who is guilty of the charge on sexual harassment:

Simple Misconduct – the person has been warned at least three (3) times for committing minor offenses

1st offense – suspension for one (1) month

2nd offense – dismissal

3rd offense – dismissal

Conduct prejudicial to the best interest of the service or disgraceful and immoral conduct – the person gives favor to student/subordinate in exchange of sexual favor as well as grades and lighter academic/work requirement.

1st offense – suspension for six (6) months to 1 year

2nd offense – dismissal

Grave Misconduct – commission of an act that engages in sexual intercourse, sexual foreplay, rape, sexual attack regardless of the place where the incident occurred.

1st offense – 1 year suspension or dismissal

Other than the imposition of appropriate penalty as defined above, the offender shall be required by the University Committee on Decorum and Investigation to submit a written apology to the aggrieved party after the decision has been rendered to declare the respondent guilty of the offense charged against

him/her. In the case of suspension, subject personnel shall be required to undergo counseling and treatment during the duration of his/her suspension.

Should the aggrieved party suffer damages brought about or caused by the harassment, the offender shall be responsible for the restitution of said damages as determined by the University Committee on Decorum and Investigation.

SILLIMAN UNIVERSITY CRISIS PREVENTION AND RESPONSE POLICY AND PROTOCOL

Silliman University as an institution of higher learning is committed in ensuring the health, safety, security, and welfare of persons as well as protection of property in the campus. The protocol is intended to establish framework and guidelines for an immediate response to a declared emergency or crisis.

For purposes of this protocol, an emergency or crisis is defined as:

“an urgent and/or critical situation, temporary in nature, that threatens or causes harm to people or causes harm to individuals, the environment, university property or disrupts critical operations.”

POLICY

In case of an emergency or a crisis, it is the policy of the University:

1. To authorize and initiate a timely and appropriate response from the Crisis Prevention and Response Team (CPRT) with the assistance of the University Security and Information Office, Silliman University Medical Center Foundation, Inc., Dumaguete City Philippine National Police, City Fire Department, and other colleges/departments/units.
2. To require all individuals in the University to fully cooperate and coordinate with the CPRT upon the activation of emergency and crisis response.
3. To establish and maintain a CPRT responsible to oversee the management of emergency or crisis procedures.
4. To designate a CPRT Chairperson to be responsible for the administration of emergency or crisis prevention and response.

5. To require all colleges and departments and other units/offices to prepare appropriate emergency and crisis response plan.
6. To authorize the CPRT to coordinate with the local authorities, such as the City Government of Dumaguete, Philippine National Police, City Fire Department, and other governmental and non-governmental agencies/organizations in the event of widespread emergency or disaster.
7. To establish necessary mutual aid agreements or assistance with other emergency services, institutions, or organizations to ensure adequate resources to cope with emergency or crisis that may arise.
8. To establish a Crisis Operation Control Center to coordinate the response to a major emergency or crisis.

EMERGENCY AND CRISIS PROTOCOLS

FIRE AND BUILDING EVACUATION

FIRE EMERGENCY

Inside the building

- Do NOT panic
- Activate a fire alarm or pull station
- Call or text 2101 (University Hotline Number)
- Evacuate the building using the fire exit or building evacuation instructions
- Do not lock the doors when leaving

Outside the building

- Call or text 2101 (University Hotline Number)
- Give caller name, address, location of fire
- Do NOT activate the building fire alarm system

BUILDING EVACUATION

- When the building fire alarms sound:
- Immediately evacuate using the fire exit or building emergency instructions
- Do not lock the doors when leaving
- Walk to the nearest exit/stairwell
- Proceed to the safest area outside the building
- Call or text 2101 (University Hotline Number)
- Give caller name, address, location of fire
- Assist the evacuation of individuals with special needs

BOMB THREAT

Important information:

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the university, unless a device is located.

By Telephone Call

- List down all the information

By Written Note

- Preserve the evidence
- Place note in the plastic bag, if available
- Immediately after the call is terminated and call local 299 (Security Office) or dial 0 (PABX Operator)
- Notify the department head or the administrator of the building or office of the Dean

- Meet and assist the University official and security personnel
- As directed by the proper University authorities, help locate and identify suspicious items
- Do not touch any suspicious item/s, package/s, or device/s
- Evacuate the building as directed by the building evacuation plan
- Do NOT re-enter building until cleared by authorized personnel.

MEDICAL EMERGENCY

- Call or text 2101 (University Hotline Number)
- Provide the following information
 - Location of emergency
 - Type of injury, if known
 - Brief description of injured person
- Do NOT move or transport the injured if possible
- Give full attention to the victim/s
- Ask person/s for an assistance to locate the nearest office in the vicinity
- Assist the transportation of the injured to the SU Medical Center

FIGHT/DISTURBANCE

- Ensure the safety of students, faculty, and staff first
- Notify the nearest office in the vicinity (administrator, or dean)
- Call or text 2101 (University Hotline Number) or 299 (Security Office) or dial 0 (PABX Operator)
- Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area
- When participants are separated, do not allow further visual or verbal contact.
- Deal with event according to school's discipline policy

- For fights or disturbances that elevate to possible assault level, refer to Assault guidance
- Meet and assist the University official or security personnel in the investigation

ASSAULT

- Ensure the safety of students, faculty, and staff first
- Notify the nearest office in the vicinity
- Call or text 2101 (University Hotline Number)
- Notify the security personnel if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes substantial pain
- If victim requires medical attention, follow Medical Emergency procedures.
- Do not leave the victim alone
- Meet and assist the University official or security personnel in the investigation

THIEF/ROBBERY

- Discovery of missing personal belongings
- Call or text 2101 (University Hotline Number)
- Call for help or assistance to the nearest office or building administrator
- Meet and assist the University official or security personnel in the investigation
- Snatching/hold up
- Do NOT attempt to resist or fight with the perpetrator/s
- Call or text 2101 (University Hotline Number)
- Ask for help/assistance to the nearest office in the area or security outpost.
- Meet and assist the University official or security personnel in the investigation

HOSTAGE

Witness to a hostage situation:

If the hostage-taker is unaware of your presence, DO NOT INTERVENE!

- Notify the nearest office in the vicinity. The university official, administrator, or the dean may wish to initiate lockdown procedures or evacuation
- Call or text 2101 (University Hotline Number) or 299 (Security Office) or dial 0 (PABX Operator). Give dispatcher details of situation
- Security personnel will take control of hostage scene; university official, administrator, or the dean coordinates with police or security personnel for safety and welfare of students, faculty, and staff

If taken hostage:

- Cooperate with hostage-taker to the fullest extent possible
- Try not to panic. Calm students if they are present
- Treat the hostage-taker as normally as possible
- Be respectful to the hostage-taker
- Ask permission to speak; do not argue or make suggestions

SHOOTING

If a person displays a firearm or begins shooting:

- Move to or seek safe shelter. Go to lockdown procedures
- Notify the nearest office in the vicinity

- Call or text 2101 (University Hotline Number) or call 299 (Security Office) or dial 0 (PABX Operator)

If you hear gunshots:

- If possible, determine where shooting is taking place
- Seek safe shelter
- If outside, stay as low to the ground as possible, and find any kind of cover
- If inside, go to lockdown procedures
- Notify the nearest office in the vicinity when it is safe to do so
- University official or administrator or security personnel or the police may order lockdown procedures

Assess the situation as to:

n The shooter's location

n Injuries

n Potential for additional shooting

- Call or text 2101 (University Hotline Number) or 299 (Security Office) or dial 0 (PABX Operator) and give as much detail as possible about the situation
- Secure the vicinity, if appropriate
- Help students, faculty, and staff find safe shelter
- Care for the injured if it is safe to do so until emergency responders arrive. Do not add to the victim list by exposing yourself to danger

SEXUAL ASSAULT/HARASSMENT/RAPE

- Get to a safe place as soon as you can
- Try to preserve all physical evidence
- Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic bag.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Call or text 2101 (University Hotline Number) or call Security Office 299.
- Call for help or assistance in the nearest office in the vicinity or security outposts
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support
- Contact someone you trust to be with you and support you
- The Office of Student Affairs upon notification of the incident shall facilitate the investigation as well as the filing of complaint against the suspected individual/s.

SUICIDE

- Early signs/suicide attempts/serious acts of self-harm
- In the event that a person indicates alarming signs of suicide ideation, report to the nearest guidance counselor of your college for assistance.
- In case of suicide attempt or serious act of self-harm, call or text 2101 (University Hotline Number) or notify any person of authority in the building or vicinity for medical emergency.
- If the attempt is less serious or non-life threatening, the student shall be referred to the Student Guidance and Testing Division for appropriate counseling intervention as soon as possible. The Office of Student Affairs shall also notify the guardian or the family of the student. If the student fails to cooperate with the Student Guidance and Testing Division, the Office of Student Affairs shall notify the guardian or family of the student for consideration of involuntary withdrawal.
- If the attempt is serious and life threatening, the Office of Student Affairs shall notify the family immediately and arrange for immediate trauma and counseling response.
- Upon release and recovery of the student, the student shall be referred to the Student Guidance and Testing Division and arrange for mandatory counseling sessions. If the student fails to cooperate

with the Student Guidance and Testing Division, the Office of Student Affairs shall notify the guardian or family of the student for consideration of involuntary withdrawal.

- In cases of serious and repeated attempts, and when attempts to secure voluntary cooperation from the student have failed, the Office of Student Affairs in coordination with the Student Guidance and Testing Division, shall consider the suitability of continued enrolment. If an involuntary withdrawal is imposed, psychiatric and medical evaluations must be processed to support the decision. (The Office of Students Affairs reserves the right to choose an independent evaluation, the method, and the entity/person who will conduct the evaluation)
- If the student withdraws voluntarily or involuntarily from the University as a result of a suicide attempt or other self-harm incident, the Office of Student Affairs will place the student future enrolment or registration on hold until it is determined by the Office of Student Affairs that the student (supported by psychiatric and medical evaluations as previously mentioned) is ready to return to the University.

Suicide

- In the event of student suicide, the staff person or student who received the initial notification shall notify the University Security and Information Office and the Office of Student Affairs, who will then notify the police immediately.
- The Office of Student Affairs shall assume responsibility of contacting the guardian and the parents or other emergency contacts.
- The Office of Student Affairs through the Student Guidance and Testing Division shall assess impact populations and dispatch counseling team (i.e. roommates, fellow residents, classmates, friends, student groups or organizations who may be affected by the incident)
- The Office of Student Affairs shall implement procedures regarding the death of a student by providing notices to administrative and academic units in coordination with the Vice-President for Academic Affairs. Information shall also be provided to the Office of Information and Publication for the official University press statement.

DIRECT LINES

Agriculture, College of	4225654 /	2251556
Agriculture Library		2256917
Alumni Association Office	4226008/	2254323
Bookstore		2254531
Business & Finance		2253733 /

Buildings & Grounds	4228162	2254764 (FAX)
Cafeteria	4227182 /	2254490
C.O.E. – C.R.M. (Marine Laboratory)		2256711
CENTROP		2254728
Channon Hall		2258203
Church	4228133 /	2254837
Church Parsonage		2252351
Cocofed Dom (SU Farm)	4225684	
Computer Center	4226933	
(MTS Section)	4226032	
Cooperative Store		2255892
Divinity School		2257541
Early Childhood School		2258623
Elementary School		2258510
English Dept.		2257392
Extension Program	4227207	
Human Resource & Development Office		2255593
Main Library	4227208	
MARINA Clinic	4252157	
Marine Laboratory		2252500 / 2254608 (FAX)
Office of Information & Publications	4227194	
Physics Dept.		2259255
President's Home	4226394 /	2254527
President's Office	4228881 / 4227195	
		2254766 /
		2254768 (FAX)
Press		2254526
Registrar's Office	4228880 (FAX)	
SUCCI	4228830 /	2253854
VPAA	4227193 (FAX) /	
		2254776
Vice President for Finance	4228882	
SUAKCREM (Marine Laboratory)	4225698	
SUMC Globelines Trunklines	4227166	
(Emergency Room)	4227180	
SUMC Cruztelco Trunklines		2250841
(Emergency Room)		2257031
SUMC Administrator	4227181	
(FAX)		2250839

P.A.B.X. LOCAL LINES

A

Ablan's Office	450
Accounting Dept. (CBA)	325
Accounting Section (B/F)	205
Admission Office	247
ACS Dept. (CBA)	325
Alumni Association Office	291
Anthro-Socio Dept.	368
Arts and Sciences, College of	
Secretary	300
Dean	301
A/S Guidance	319
Azucena Cottage	383

B

Basa's Residence	217
Biology Dept.314	
Bookstore	275

Buildings & Grounds	
Secretary	400
Superintendent	401
Business Administration, College of	
Secretary	320
Dean	321
Faculty Room	322
MBA Room	323
Guidance	324
Business & Finance	
Secretary	200
Accounting	205
Pay roll	204
Student Accounts	203
Treasurer	202
VP for Finance	201

C

Cafeteria	295
Centennial commission Office	228
Century Security Agency	299
Chemistry Dept.	310
Church Office	340
CHED Office	316
Computer Center	
Director	345
EDP	346
Council of Students	
Organization / Student	
Government / Post Office	336
Cyber Library	513

D

Davao Cottage	440
Divinity School	
Secretary	540
Dean	541
Doltz Hall	553

E

Early Childhood School	430
Edith Carson Hall	386
Education, College of	
Secretary / Faculty Room	360
Dean	361
Guidance	362
Elementary School	
Secretary / Principal	411
Library / Guidance	410
Clinic	412
End House	220
Engineering, College of	
Secretary	280
Dean	281
Guidance/Mechanical	

Engineering	286
Civil Engineering / Women in Engineering	283
Machine Shop	405
English Dept.	350
Extension Program	236

F

Faculty Ladies Hall 1	380
Faculty Ladies Hall 2	381
FAPE / INDEX / Social Work	352
Filipino Dept.	351

G

Graduate School	365
Guidance Center	333

H

High School	
Secretary	420
Principal	421
Guidance / Library	422
History / Political Science Dept.	355
H.R.D. Office	
Secretary	227
Manager	226
Home Economics / Nutrition & Dietetics	370

I

INDEX / FAPE / Social Work Dept.	352
Information & Publications Office	230
Instruction Office	356
Internal Audit	
Secretary	240
Auditor	241
Ipil Cottage	556

K

KADRE Security Agency	238
-----------------------	-----

L

Languages Dept	351
Larena Hall	552
Law, College of	
Secretary/Dean/LEAP	306
Library	305
Luce Auditorium	520

M

Main Library	
Secretary/Reserve/Periodical	
Circulation Section	516
Librarian	515
Knowledge Development	
Center (KDC)	517
Cyber Lib	513
Management Dept. (CBA)	325
Mass Communication,	
College of	
Secretary	225
Director	256
Mathematics Dept.	318
Medical Technology Dept.	315
Multi-Media Center	
Secretary	510
Director	511
M.Z.T.	599

N

Narra Cottage	555
New Men's Dormitory	269
Nursing	
Secretary	500 / 502
Dean	501
Faculty Room /	
Barry Thompson Library	508
Guidance	503

O

Occidental Hall	382
Office of Information &	
Publication	230
Office of Instructions	356

P

P.A.B.X. Telephone	
Maintenance Office	303
Pal Dormitory	559
Payroll Section (B/F)	204
Peace Resource Center	328
Performing Arts, College of	250
Philosophy & Religion Dept.	353
Physics Dept.	317
Physical Therapy Program	
Secretary	560
Dean	561
Political Science / History Dept.	355
Portal Office	267
Post Office / Student	

Government/Council of Student Organizations	336
Power Plant / Udabe's Res.	570
President's Office	
Secretary/Board Room	210
President	211
President's Home	270
Press	249
Psychology Dept.	354

R

Registrar's Office	
Secretary	245
Registrar	246
Admission	247
Rivera's Residence	302
Rosal Cottage	384
ROTC	531

S

Sampaguita Cottage	385
SOAD Office	335
Social Work Dept. / FAPE/INDEX	352
Socio-Anthro Dept.	368
Speech & Theater Arts Dept.	367
Student Accounts Section (B/F)	203
Student Aid	331
Student Center	338
Student Government/ Post Office/Council of Student Organizations	336

T

Treasurer's Office (B/F)	202
Testing Center	337

V

VPAA Office	
Secretary	215
VPAA	229/216
Vice President for Finance	201

W

Weekly Sillimanian	243
Women's Center	369
Woodward Hall	551

CONTENTS

	SILLIMAN UNIVERSITY MISSION STATEMENT	1
	BRIEF BACKGROUND OF SILLIMAN UNIVERSITY	2
	STUDENT SERVICES AND FACILITIES	3
Student Personnel Services • Scholarships and Student Aid Division • Student Housing and Residence Division (SHRD) • Student Guidance and Testing Division • Student Organizations and Activities Division • Student Affairs Committee • Student Center		
	Identification Cards	18
	The University Post Office	18
	University Church	19
	University Library	21
	Medical Care – SU Medical Center	22
	The University Bookstore	23
	The University Press	23
	Cafeteria and Food Services	24
	Student Publications	24
	University Convocations	25
	College Assemblies	25
	Athletics	25
	The Cultural and Arts Programs of Silliman	26
	Silliman University Student Government (SUSG)	26
	Student Grievance Center	27
	HONOR SCHOLARSHIPS	29
	ACADEMIC POLICIES	31
	Registration	32
	Auditors	32
	Grading System	33
	Academic Probation	34
	Examination	34
	Attendance	35
	Recognition of Credits Earned Elsewhere	35
	Summer Study in Other Institutions	35
	Application for Degrees	36
	Leave of Absence	36
	Course Load	36
	Graduation Honors Guidelines	37
	Transfer Credentials	39
	UNIVERSITY REGULATIONS AND	
	DISCIPLINARY PROCEDURES	39
	Library Rules and Regulations	40
	Educational Field Trips	48
	Rules and Regulations on Student Activities	50
The Activities Calendar • Scheduling of Activities • Processing of Permits for Activities • Cancellation of Scheduled Activities • Picnics, Excursions and Delegations • Dances and Parties • Formal Dances • Informal Dances • Parties • Chaperonage		

	Regulations on Student Organizations	55
Membership • Supervision and Coordination • Recognition • Privileges • Registration • Progress Reports • Financial Reports • Initiation • Requirements for the Conduct of Initiation or Acceptance Rites • Solicitation of Funds, Prizes and Sponsors • Publicity on Campus		
	Students' Rights and Responsibilities	62
	Academic Violations	63
Violations of University Policies and Regulations		64
Disciplinary Procedure and Due Process		66
Composition of the University Disciplinary Board		71
Penalties		71
Republic Act No. 7877		75
Republic Act No. 8049		79
University Policy on Sexual Harrasment		83
	SU TELEPHONE DIRECTORY (DIRECT LINES)	93

P.A.B.X. (LOCAL LINES) 94

This handbook contains information on university services and facilities and policies, rules and regulations that all Silliman University students should observe. It serves as the student's guide during his/her stay in the university.

This publication supersedes earlier issuances. Subsequent revisions will be appropriately disseminated.

Prepared by the Student Organization and Activities Division with the cooperation of the Office of Information and Publications. Issued 2003

MESSAGE

Welcome to Silliman University!

Quality campus life at Silliman is defined not merely by the programs, services and facilities that we offer you. While what you will experience on your campus by the sea facilitates your holistic development, you remain the fulcrum of this process: you make who you are and what you can become with a Silliman education.

Always, we strive to educate not just the kind, but the spirit and heart as well. We believe that a Silliman education is a product of an interaction of experience from at least five venues: classroom, church, athletic court, cultural center, and community. It is an education that links you up to the community beyond the confines of your person.

This Student Handbook provides you with essential information on how you can make your campus life matter to you and the journey you decide to embark on beyond our Portals. Found here are guidelines that we hope can establish a common understanding of your responsibilities as a student vis-à-vis our role as your mentors. You will also find in this Handbook how we, in the best way we can recognize and compensate your efforts at achieving academic and extra-curricular excellence.

Campus life is a canvass of colorful experiences. And we hope that yours at Silliman will paint what can become one of your best masterpieces.

Let us journey together through your college lie at Silliman

BEN S. MALAYANG III
President