

BENILDE UNDERGRADUATE

STUDENT HANDBOOK

AY 2025-2030



Contract

Benilde Undergraduate Student Handbook 2025-2030

Having read and understood in its entirety this Student Handbook,
I _____, pledge to abide by the provisions stated herein, and exemplify
the Benildean way of life: doing ordinary things extraordinarily well and integrating the Gospel perspectives
and values into the conduct of my daily life.

Furthermore, I will subject myself to the College's discipline procedures, as appropriate, for any and all
infractions I may commit.

Student's Signature over Printed Name

Degree Program, Year and Section

Email Address

Mobile Number/Landline Number

Parent's Signature over Printed Name

Date Signed

confidentiality of which the College shall maintain.

Deaf students have the right to access the services of a competent interpreter to ensure that they benefit equally from the resources available to their hearing counterparts.

2.2.3 Right to Express Opinion

Students have the right to express their opinion and disseminate information regarding school, national, and global issues through written, oral, visual, or electronic forms, as long as these do not run counter to law, public morals, safety, and general welfare.

Students are enjoined to identify themselves when intending to circulate or publish comments and reactions on matters pertaining to fellow students, student activities, academic and administrative policies, or practices so that the intended recipient/s of the said comment/reaction could direct explanations or justifications to the right person and source of the information.

Students have the right to publish and manage regular student publications, provided they practice responsible journalism.

The Student Publications Unit (SPU) in the Manila campus, through the Benildean Press Corps (BPC) and the Ad Astra, regularly publishes the College's official student publications. In consultation with the Dean of Student Life (CSL), and in accordance with Republic Act No. 7079 (Campus Journalism Act of 1991) and other applicable laws, the selection of the BPC and Ad Astra editors shall be made through competitive examinations supervised by an independent screening committee. The Editorial Boards of BPC and Ad Astra, in consultation with the Publications Coordinator, Yearbook Coordinator, and SPU Head, shall determine their editorial policies and publications' content.

In the Antipolo campus, the official publication is The Benildean Star.

Control or censorship by the aforementioned personnel or by any other administrator or personnel of the College shall be discouraged, unless the publication content runs contrary to law or to the standards and values upheld by the College, as stated in its Vision-Mission and/or rules, regulations, and guidelines.

2.2.4 Right to Participate in the Formulation and Review to College Policies

Students, through the Benilde Student Government, are represented in the following bodies for the formulation, review, and implementation of policies:

- 2.2.4.1 Concessionaires Committee
- 2.2.4.2 Lasallian Week Committee
- 2.2.4.3 Enrollment Committee
- 2.2.4.4 College Discipline Board
- 2.2.4.5 Grievance Committee
- 2.2.4.6 College Library Committee
- 2.2.4.7 Multi-Sectoral Tuition Fee Committee
- 2.2.4.8 Committee on Student Involvement
- 2.2.4.9 Student Handbook Revision Committee
- 2.2.4.10 Committee on Decorum and Investigation
- 2.2.4.11 Task Force Safe School

2.2.5 Right to Organize

Students shall have the right to organize democratic and representative student organizations for the promotion of Lasallian heritage, Lasallian Guiding Principles, Lasallian ideals, and Benildean

Expressions of the Lasallian Core Values, and in adherence to the Vision-Mission of the College. The rules and regulations governing student organizations and the **Central Student Government** are stipulated in the Student Involvement Manual of the Student Involvement Unit (SIU). Other offices, however, have their own guidelines and policies for managing student groups under their supervision.

Student organizations shall have their own leadership structure and set their own directions, goals, and objectives. They shall also responsibly manage their accounts. The Center for Student Life, through the SIU, formulates the guidelines and policies within which the student organizations shall operate.

The **Central Student Government**, being the highest representative of the student body and the manifestation of student power in their respective jurisdictions, shall have the right to determine policies and programs on the conduct of their activities. These are subject to their duly ratified constitution, bylaws, and guidelines, as well as the provisions of the Student Involvement Manual and the Student Handbook. Officers shall be elected annually by the student body.

The tenure of an elected officer shall be until the next set of officers is elected, unless s/he is removed from office because of disciplinary cases or impeachment.

2.2.6 Right to Due Process

Students subjected to disciplinary proceedings shall have the right to defend themselves, be heard, and present evidence before the College Discipline Board.

The expulsion, suspension, or any other disciplinary sanction that may be taken against students shall not be valid unless the following have been observed and accorded the students:

2.2.6.1 The right to be informed in writing of the nature and cause of the accusation against them.

2.2.6.2 The right to confront witnesses against them and to gain full access to the evidence/s in the case.

2.2.6.3 The right to defend themselves, consult a counsel of their choice, and have adequate time to prepare their response.

2.2.6.4 The right to be heard before a designated authority or body.

2.2.6.5 The right to appeal the decisions of the College Discipline Board to the Chancellor.

Under Philippine law, the Commission on Higher Education (CHED) is granted the authority to accept appeals, contingent on the merits of any disciplinary case filed against students.

The decision in any disciplinary proceeding must be rendered on the basis of relevant and substantial evidence presented at the hearing, or at least stated on record, and disclosed to the student involved.

The deciding body must act on its own independent consideration of the facts of the case. In the event of controversial cases, the body should render a decision in which pertinent issues and reasons for such decisions are made clear to the student/s involved. The gravity of disciplinary sanctions must be proportionate to the violation.

2.2.7 Right Against Unreasonable Search and Seizure

No search or seizure against a student shall be deemed valid, except in the following instances:

2.2.7.1 Searches at the point of ingress and egress by authorized school personnel.

5. Process discipline related forms such, as but not limited to, violation, clearances, and temporary pass.
6. Proactively monitor student behavior and activities on campus, online, and during school-sanctioned events.

7.6 Resolving Discipline Cases

There are three (3) possible ways of resolving discipline cases presented to/filed by the CRD: 1) resolution by the CRD Director; 2) resolution by the Discipline Board; and 3) resolution by the Committee on Decorum and Investigation (CODI).

7.6.1 CRD Director level:

In general, the CRD Director is responsible for resolving and deciding *on discipline cases brought to their attention*.

7.6.1.1 Jurisdiction

7.6.1.1.1 Minor Offense

7.6.1.1.2 Major offenses where: a) the respondent executes in writing a voluntary and full admission or confession of guilt; or b) the corresponding penalty for which does not exceed seven (7) days of suspension.

As deemed necessary, the CRD Director may elevate the case to the College Discipline Board, Special Panel, or CODI for further investigation or resolution. The CRD Director may sit as a resource person in the Discipline Board, but at no time shall he/she participate in the deliberation.

Major offenses brought to the attention of the CRD Director, where the respondent provides an incomplete or qualified admission or a denial, are elevated to the Discipline Board. Discipline cases involving enrollment-related requirements are endorsed to the Special Panel, while complaints related to the Safe Spaces Act are referred to CODI for investigation and resolution.

7.6.1.2 Composition

The CRD Director has sole authority to make decisions regarding any discipline case brought to his/her attention.

7.6.1.3 Procedure

A written complaint or report must be submitted by email (crd@benilde.edu.ph) to the CRD within five (5) school days from the date of the incident complained of. However, this prescriptive period may be extended at the discretion of the CRD Director for equitable reasons. In case of circumstances where the identity of the offender or the commission of the offense cannot be known despite reasonable action, it shall be counted within five (5) school days upon ascertainment of the identity or offense. Written complaints that fall under Offenses against Persons and Private Offenses may be required by the CRD Director to be notarized.

Initial reports received through the **Central Student Government (CSG)** must be forwarded within the day or the next school day to CRD for appropriate processing and/or endorsement.

Upon receipt of the written complaint or report, the CRD:

1. Conducts a preliminary investigation

2. *A copy of Notice of Complaint along with the attached written complaint and other related documents are given to the concerned student/s. Parents are also furnished with the same copy along with the Parent Reply Slip.*

The student's refusal to acknowledge the receipt of the Notice of Complaint and other related documents will be noted, but it will not delay or stop the discipline procedure.

3. Requires the student/s concerned to submit a duly notarized written response within five (5) school days upon receipt of the notice.

In preparing the response, the student/s may seek the assistance of a legal counsel, if desired.

Failure of the student(s) to submit a notarized response will be considered a waiver of their right to present evidence on their behalf. In such cases, the complaint will be decided based on the evidence already on record.

Note: If a Deaf student is involved, a sign language interpreter shall be provided by the School of Deaf Education and Applied Studies in all case proceedings.

4. *A case conference will be scheduled between the CRD Director, the student involved, and the discipline officer handling the case. Parents have the option to join the conference. The purpose of the meeting is to discuss the case and hear the student's side.*

Failure of the student(s) to appear during the case conference will be considered a waiver of their right to be heard and present evidence on their behalf. In such cases, the complaint will be decided based on the evidence on record.

7.6.1.4 Decision

The CRD Director will issue a decision on the case during the case conference. Copies thereof shall be furnished to all parties concerned

7.6.1.5 Appeal

If the respondent(s) find the CRD Director's decision unfavorable, they may file an appeal with the OVPLMSL within five (5) working days upon receiving the Notice of Resolution. The appeal must be in writing clearly stating the grounds and providing supporting evidence. Appeals not filed within the specified period will render the CRD Director's decision final and executory. The OVPLMSL will decide on the appeal within 10 working days unless an extension is necessary.

7.6.2 Discipline Board

The College Discipline Board, hereinafter referred to as the Board, hears and decides cases under its jurisdiction and those endorsed by the CRD Director. Offenses that may be meted with a sanction of suspension beyond two (2) weeks, exclusion, and expulsion are submitted to the Board.

7.6.2.1 Jurisdiction

The Discipline Board shall exercise jurisdiction over:

- Major offenses, the corresponding penalty for which is beyond 20% of the prescribed school days for the term, that is, more than 14 school days.
- Investigations of specific factual matters that are in the nature of an appeal regarding a decision made by the CRD Director/Special Discipline Panel. This is to determine the accuracy of the appreciation of the CRD Director/Special Discipline Panel of the evidence presented or to receive newly discovered evidence that had not been

- D. Attendance in seminars/workshops relevant to the specific violation.
- E. Any other sanctions that may be deemed appropriate by the CRD Director/Discipline Board, whichever may decide the case.

7.9 Procedures in Discipline Cases

7.9.1 Reporting of Major Offenses

7.9.1.1 A written complaint or report must be submitted by email (crd@benilde.edu.ph) to the CRD within five (5) school days from the date of the incident complained of. However, this prescriptive period may be extended at the discretion of the CRD Director for equitable reasons. In case of circumstances where the identity of the offender or the commission of the offense cannot be known despite reasonable action, it shall be counted within five (5) school days upon ascertainment of the identity or offense. Written complaints that fall under Offenses against Persons and Private Offenses may be required by the CRD Director to be notarized.

Initial reports received through the **Central Student Government** (CSG) must be forwarded within the day or the next school day to CRD for appropriate processing and/or endorsement.

7.9.1.2 Upon receipt of the written complaint or report, the CRD:

- A. Conducts a preliminary investigation;
- B. Sends the concerned student/s a notice of complaint with a copy of the written complaint; and
- C. Requires the student/s concerned to submit a duly notarized written response within five (5) school days of receipt of the notice.

In preparing the response, the student/s may seek the assistance of a legal counsel, if desired.

Failure on the part of the student/s concerned to submit a notarized response shall be construed as a waiver on their part to present evidence on his/her behalf, in which case the complaint against the student/s shall be decided based on the evidence on record.

Note: If a Deaf student is involved, a sign language interpreter shall be provided by the School of Deaf Education and Applied Studies in all case proceedings.

7.9.2 Formal Hearing before the Discipline Board

7.9.2.1 There are two ways that the Discipline Board may handle dispositions for major offenses: 1) through a board hearing (face to face or virtual); or 2) through summary proceedings.

7.9.2.2 Due process shall be observed in all student disciplinary hearings. To satisfy the demands of procedural due process, the following minimum standards must be met:

- A. Students must be informed in writing of the nature and cause of the accusation against them;
- B. Students shall have the right to answer the charges against them;
- C. Students shall be informed of the evidence against them;
- D. Students shall have the right to present evidence on their behalf; and
- E. The evidence must be considered by the investigating committee or official designated by the school authorities to hear and decide the case.

7.9.2.3 Notice of Hearing