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I. THE PURPOSES AND OBJECTIVES  
OF THE ATENEO DE DAVAO UNIVERSITY

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DE DAVAO

The Ateneo de Davao is a Jesuit School in South Eastern Mindanao which strives to produce leaders for a developing community. It seeks to guide its students toward the Jesuit ideals of well-rounded education for leadership service in the communities wherein the Ateneo students have present and future involvement.

1. The Jesuit Concept of Well-rounded Education:

Jesuit education seeks to develop the "whole man" who is sound in mind and body. The Ateneo curriculum therefore tries to integrate into the Atenean's learning all the human functions--spiritual, social, intellectual, psychological and physical. The program of studies stresses training in the ability to think, to make judgments, and decisions, to respond creatively to pragmatic or artistic stimuli, to communicate sound ideas effectively, and to interact with other members of the community. The ultimate goal of Ateneo education is an enthusiastic commitment to Christ manifested in a spirit of selfdenial and loving service to fellowmen through the professions and the arts.

2. Leadership Service:

The Ateneo program of studies aims at developing leaders -- men and women who influence others to act for the common welfare although not necessarily achieving positions of command; men and women who, conscious of their duties to Philippine society, and motivated by Christian and Filipino values, actively to achieve a harmony between these values and the process of modernization and development.

3. Training for Community Involvement:

The Ateneo de Davao is a living part of a developing region in Mindanao. It serves students from urban and rural areas within a broad sphere. It gears itself to develop in its studentry an understanding of the needs of their respective communities. It seeks to inculcate change attitudes towards the effective use of the resources of Mindanao in order to improve the living resources of the growing population of this area.

4. The Ateneo desires to foster:

- a. A sensitivity to the diversity of cultures in our country and the region and to the unequal distribution of the cultural, social and economic benefits prevailing at present.
- b. A spirit of initiative, creativity and constant effort in the development of industry.
- c. Attitudes of justice toward the training, development and treatment of workers.
- d. An attitude of service and cooperation in a spirit of bayanihan between the different sectors of the campus community and the community at large.
- e. The Christian dimension of social change which sees this change as a response to the continuing presence and involvement of Christ in transforming men as individuals and in transforming communities and structures of society.

II. ACADEMIC AFFAIRS

1. ADMISSION REQUIREMENTS

a. High School Graduates

- i. Report Card (Form 138)
- ii. NCEE Results
- iii. Ateneo Entrance Test Results
- iv. 3 copies of 1 x 1 ID photo

b. Tranferees

- i. A copy of grades and credits earned (Report Card, Transcript)
- ii. Ateneo Entrance Test Results
- iii. Certification of Honorable Dismissal
- iv. 3 copies of 1 x 1 ID photo

c. Old Students

- i. Semestral Report Cards and Weighted Percentage Average (WPA)
- ii. ID Card

2. CHANGING, ADDITION AND/OR DROPPING OF SUBJECTS

- a. Requests for addition, or changing of subjects is permitted only within the first two weeks of regular classes. A form available at the Registrar's Office, is to be accomplished.
- b. Permanent withdrawal from a particular class requires a special form to be accomplished which is obtained from the Registrar's Office. If the class card has already been submitted to the teacher, the dropping form requires the teacher's signature.
- c. After the first grading period (1st 6 weeks of classes), any withdrawal or dropping is entered in the student's permanent record either as withdrew passing (WP) or withdrew failing (WF), depending on the teacher's evaluation of the student's performance up to the last day of class attendance.

3. GRADING SYSTEM

- a. The class instructor submits a percentage grade, which is then converted into a numerical grade by the Office of the Registrar. The conversion is as follows:

| Percentage<br>Grade | Numerical<br>Grade |
|---------------------|--------------------|
| 95-100              | 1                  |
| 94                  | 1.1                |
| 93                  | 1.2                |
| 92                  | 1.3                |
| 91                  | 1.4                |
| 90                  | 1.5                |
| 89                  | 1.6                |
| 88                  | 1.7                |
| 87                  | 1.8                |
| 86                  | 1.9                |
| 85                  | 2.0                |
| 84                  | 2.1                |
| 83                  | 2.2                |
| 82                  | 2.3                |
| 81                  | 2.4                |



| Percentage Grade | Numerical Grade |
|------------------|-----------------|
| 80               | 2.5             |
| 79               | 2.6             |
| 78               | 2.7             |
| 77               | 2.8             |
| 76               | 2.9             |
| 75               | 3.0             |
| 74               | 3.1             |
| 73               | 3.2             |
| 72               | 3.3             |
| 71               | 3.4             |
| 70               | 3.5             |
| 69               | 3.6             |
| 68               | 3.7             |
| 67               | 3.8             |
| 66               | 3.9             |
| 65               | 4.0             |
| Below 65         | 5.0             |

- b. Passing Grade - The passing grade remains at 70% which is recorded in the student transcript as 3.5. Any student who does not obtain a grade of at least 70% must repeat the course.
- c. Incomplete Grade - A grade of Incomplete is given the equivalent of 65% for purposes of WPA computation. Although the Department of Education allows the students one year within which to complete an Incomplete grade, the teacher may require the student to do so earlier.

4. COMPUTATION OF THE WEIGHTED PERCENTAGE AVERAGE (WPA)

- a. The WPA is computed from the sum of the products derived from multiplying each course percentage grade with the number of units in that course. This sum is divided by the total number of course units to obtain the weighted percentage average, WPA.

Example: English 14 (3units) 72%  
 English 13 ( " ) 76%  
 Bio 101 (5 " ) 81%  
 Math 110 (3 " ) 79%  
 RS 11 (3 " ) 82%

$$WPA = \frac{(72 \times 3) + (76 \times 3) + (81 \times 5) + (79 \times 3) + (82 \times 3)}{17} = 78.35\%$$

- b. The WPA is to be rounded off to two desimal places.
- c. The WPA is to include all academic courses taken by the student for credit, even if not required by the student's program.
- d. Physical Education and ROTC are not included in the computation of the WPA.
- e. A course with a grade of WP (withdrew passing) or DR (dropped with permission) are not included in the computation of the WPA. A grade of WF or FD is equivalent to 65%. Any grade below 65% is to be counted as a 65% in the computation of the WPA.
- f. Upon receipt of class cards at the close of the semester, each student is to compute his/her WPA. Thus, the student need not wait for official notification to learn of any academic censure, as probation or dismissal.

5. ADVANCEMENT

- a. Any student with a WPA of 75.00% or above may advance immediately into the following semester (unless there are specific division standards to the contrary).

8. APPEALS

All appeals regarding College standards are referred to the Dean of the College.

9. GRADUATION REQUIREMENTS

Degrees are conferred by the Ateneo de Davao University only to those who meet the following requirements:

1. Residence of at least 4 semesters at the Ateneo de Davao University.
2. Completion of the specified requirements in the curriculum in which the student is enrolled.

10. HONORS AND AWARDS

1. Honors List. The names of the honor students are published in the Honor List after each semester. To qualify for this list, a student:

- a. must be enrolled in at least 15 units of academic subjects
- b. must have a WPA of 1.0 to 1.3 with no grade below 2.0 for 1st honors
- c. must have a WPA of 1.4 to 2.0 with no grade below 2.5 for 2nd honors

2. Graduation Honors. Scholastic requirements for academic honors at graduation are as follows:

- a. Summa Laude is awarded to a student with a general average for four years of 1.3; provided that no semestral grade is lower than 2.0.
- b. Magna Cum Laude is awarded to a general average for four years of 1.5; provided that no semestral grade is lower than 2.5.
- c. Cum Laude is awarded to a student with a general average for four years of 2.0; provided that no semestral grade is lower than 3.0.

3. Valedictorian and Salutatorian Awards. The selection of valedictorian and salutatorian awards is based on a 60%-40% evaluation of the students' Academic Performance and Involvement. To qualify, a candidate must be a full-time student with at least three (3) years residence in the Ateneo de Davao University.

- a. Academic Requirement. A general average for four (4) years of not less than 2.0 with no grade lower than 2.5.
- b. Involvement (40%) includes campus (20%) and outside community (20%).
  - i. Campus involvement is one which is directly linked with official school organizations; all other activities not included in the above constitute outside community involvement.
  - ii. A special Committee evaluates by year level, the forms accomplished by the candidate. Basis for assessment is either or all of the following:
    - a. Testifiers' evaluation - Qualified testifiers are moderators, advisers and chairmen. At least two testifiers are required for each activity.
    - b. Pertinent Data submitted (Certificates of attendance, plaques, programs).
    - c. Results of interview.

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NON-ACADEMIC POLICIES

I. STUDENT CONDUCT

All provisions of Presidential Proclamation 1081 pertinent to schools and student activities and conduct are necessarily incorporated as part of the school rules and regulations.

The regulations of the University are intended to maintain order necessary for an academic environment and to insure an atmosphere conducive to the formation of Christian men for others.

1. School Uniform and Personal Attire

- a. Gentlemen students should attend class properly groomed and neatly dressed using leather or rubber shoes with socks. The wearing of sleeveless shirts or sleeveless T-shirts, sandals, bakya and slippers is not allowed. Violators of this rule will not be permitted to attend class.
- b. For reasons of modesty and convenience and to minimize the distractions and expenses of individual dressing, lady students are required to wear the standard school uniform on all school days except Wednesdays. The standard uniform is: white uniform, blue ribbon with college pin, and black shoes.
- c. Married students are exempted from wearing the uniform/only when pregnancy becomes evident.
- d. Full-time working students are exempted from wearing the uniform provided they secure a Uniform Permit from the Office of Student Personnel Services. A certificate of employment must be presented to the Student Personnel Services Office upon enrolment.
- e. Lady students who do not wear the school uniform will not be permitted to attend their classes. Students who have justifiable reasons for not wearing the uniform may attend their classes provided they present a Temporary Uniform Permit to their teachers. They may secure a permit by the following procedure:
  - a) Fill up Application for Temporary Uniform Permit
  - b) Present Application with I.D. card to Director of Student Personnel Services (without I.D. card, Temporary Uniform Permits will not be given)
  - c) If application is approved, get Temporary Uniform Permit but leave I.D. card with the Office of Student Personnel Services
  - d) After classes return Temporary Uniform Permit to the Office of Student Personnel Services and claim I.D. card.

2. On-Campus and/or Off-Campus Behavior

- a. All students are expected to show respect in their dealings with their co-students, administrators, faculty members, office personnel and members of the maintenance and security departments. The same respect should also be shown to all campus visitors.
- b. Loud talking, laughing and singing near classrooms should be avoided.

- c. External manifestations of affection unacceptable to moral standards such as intimate embracing, necking or petting will not be tolerated.
- d. Students are expected to use language (English, Pilipino or Visayan) that is morally above reproach.
- e. Any reported misconduct or scandalous behavior off-campus on the part of any student will make the student concerned subject to inquiry and investigation by the school authorities.

### 3. Cheating

- a. Any student caught cheating or attempting to cheat during an examination or quiz will receive a grade of failure in that examination or quiz.

The term "cheating" is understood to include:

- 1) Plagiarism, i.e. copying another's work and claiming it as one's own.
- 2) Using books and notes, in exams where this is explicitly disallowed.
- 3) Copying another's exam answers or allowing one to copy one's exam answers.
- 4) Passing on and receiving passed on answers to questions in exams.
- 5) Making unauthorized erasures of marks in class cards and other official records.

- b. Any student who, in his entire stay in this school, has been caught cheating more than once, (presupposing his academic grades make him eligible for honors) is automatically disqualified from graduating with honors.

### 4. Classroom Behavior

- a. All students should show respect to their teachers and classmates inside the classroom.
- b. A student is allowed to leave the classroom while the class is in session only with the permission of the teacher.
- c. No student may leave the class unless summoned in writing by the Dean of the College, Director of Student Personnel Services, Division Chairmen, and the Guidance Counselors.

### 5. Restricted Areas

- a. Students are not allowed to loiter in the corridors of Canisius Hall, Ballarmino Hall and the new building during class hours.
- b. The library is to be used for study and research. Small group discussions should be restricted to the students' lounge and classrooms.
- c. The Social Hall is a study area.
- d. Students are not allowed to loiter outside the chapel while liturgical services are going on.
- e. The following campus areas are off-limits to all students unless on official business: clinic, speech laboratory and audio-visual room.

6. Smoking

- a. Smoking is not allowed inside the classrooms and in the second and third floors of Bellarmine Hall.

7. Use of drugs and alcoholic drinks and gambling

- a. Possession, distribution, and/or use of marijuana, hallucinogens, and narcotic drugs, is absolutely prohibited.
- b. Students, under the influence of liquor, will not be allowed to enter the campus.
- c. Bringing into and consumption within the campus of alcoholic beverages is strictly prohibited.
- d. Any form of gambling is prohibited on campus.

8. Respect for Property

- a. Students are expected to regard school property with care and to keep the buildings and the campus clean.
- b. Disposal of trash isto be made in the proper receptacles.
- c. A student who causes damage to any school property is obliged to pay for the damage. Faculty members and members of the maintenance services are empowered to confiscate I.D.'s of students caught causing damage to school property.
- d. A student caught stealing will be subject to disciplinary action.

9. Bulletin boards and notices

- a. Important notices are posted on bulletin boards. Students are held responsible for their compliance.
- b. Students summoned through notices should respons as soon as possible.
- c. Bulletin boards are for official use only. To tamper with them is a serious offense. All administration, departmental and activity bulletin boards are considered official.
- d. No announcement or notice for meetings, programs or other activities may be posted without prior approval from the Office of Student Personnel Services.

10. Security

- a. For purposes of identification, each student must secure an ID card from the Office of the Student Personnel Services. Students who lose their ID cards will be penalized P4.00 for the loss and will have to wait for 3 days before a new ID is issued to them.
- b. Only bonafide students with ID cards may make use of the library and other school facilities.
- c. Student visitors are not permitted to enter the campus unless on official business approved by the Director of Student Personnel Services.
- d. No visitors are allowed at any time to visit the classrooms or other parts of the school building unless accompanied by a representative of the administration.
- e. ID's must be surrendered upon withdrawal from the Ateneo de Davao University.

- c. External manifestations of affection unacceptable to moral standards such as intimate embracing, necking or petting will not be tolerated.
- d. Students are expected to use language (English, Pilipino or Visayan) that is morally above reproach.
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6. Smoking

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7. Use of drugs and alcoholic drinks and gambling

- a. Possession, distribution, and/or use of marijuana, hallucinogens, and narcotic drugs, is absolutely prohibited.
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- d. No visitors are allowed at any time to visit the classrooms or other parts of the school building unless accompanied by a representative of the administration.
- e. ID's must be surrendered upon withdrawal from the Ateneo de Davao University.

- c. Suspension - a student is suspended from the College for a definite or indefinite period of time for serious infraction of school regulations. Absences incurred during the days of suspension shall be included in the number of maximum cuts allowed.
- d. Failure in course, examination or test.
- e. Denial of graduation privilege.
- f. Reprimand or Admonition
- g. Disqualification from holding or seeking any school position either by election or appointment
- h. Exclusion from extra-curricular activities
- i. Payment of actual damages inflicted
- j. Such other sanctions as may be approved by the Ad Hoc Disciplinary Committee.

#### 4. Procedure for Disciplinary Action

##### a. Major Offenses

- i. All offenses must be formally reported in writing to the Director of Student Personnel Services. Complaints must be signed by the offended party.
- ii. The Director appoints the members of the Ad Hoc Disciplinary Committee to investigate all reported major violations. It submits to the Dean of the College recommendations on actions to be taken on major offenses.
- iii. The Director of Student Personnel Services shall inform the student concerned of the complaint before the Ad Hoc Disciplinary Committee meets, and shall request a written statement on his case.
- iv. During the hearing, both the reported violator and the offended and reporting party may present their statements and other evidences, and may be questioned by the Ad Hoc Disciplinary Board.
- v. The action recommended by the Ad Hoc Disciplinary Board is implemented if not appealed to the Dean of the College within a period of ten days.
- vi. All parties concerned will be informed of the decision in writing.

##### b. Minor Offenses

- i. The Director of Student Personnel Services investigates all reported cases of misbehavior, ascertains the facts and imposes the proper sanction for minor offenses.

### III. STUDENT ACTIVITIES

The Ateneo de Davao University has always considered co-curricular and extra-curricular activities essential to the balanced formation and development of the student. Thus, students are exposed to a variety of activities designed to meet varied student interests and needs. Every student is encouraged to participate in these activities to enhance his academic learning and to develop himself through interaction with other students, faculty and administrators. At the same time, students who participate in these activities are expected to maintain good academic standing. Hence, the University reserves the right to limit, exclude or suspend a student's participation in activities if he needs to devote more time to his studies.

1. Co-curricular activities. These include all student activities concerned with the improvement and enhancement of academic experience;
  - a. Organization of seminars, lectures, exhibits, panel discussions, etc.
  - b. Exposure to and affiliation with professional organizations and activities
2. Extra-curricular activities. These include all student activities in school clubs and organizations which aim to develop independence, initiative, and leadership qualities through the challenge of work and companionship in the following areas: community service, sports and games, cultural, social action and special projects.
3. Publications
  - a. Atenews - the Ateneo's official organ, the Atenews, is run by a student staff and assisted by a faculty moderator
  - b. Kalasag - the college yearbook, Kalasag is prepared by a staff from the senior and junior classes and assisted by a faculty

IV. POLICIES FOR STUDENT ORGANIZATIONS AND ACTIVITIES

1. The number of school organizations a student may join depends on the student's WPA during the previous semester. Thus:

| <u>WPA</u>       | <u>No. of organizations a student may join</u> |
|------------------|--|
| 70-74            | none   |
| 75-79            | 1 organization                                 |
| 80-84            | 2 organizations                                |
| 85-89 (or above) | 3 organizations                                |

2. All student organizations, old and new, must apply for recognition during the first month of the school year. The following procedure must be observed:
  - a. Official forms for application, available at the Office of Student Personnel Services, must be submitted by the head of the organization and co-signed by the faculty moderator. Applications will be processed and evaluated by the members of the Non-Academic Council. Basis for evaluation will be on the following points in line with its objectives:
    - i. Old organizations
      - a) Projects accomplished
      - b) Discipline
      - c) Interaction with other school organizations, students, faculty members, and administration
    - ii. New organizations
 

Objectives and planned projects, activities
  - b. The club concerned will be informed in writing 2 weeks after the submission of their application to the Non-Academic Council. The decision will be any one of the following:

- i. Recognized - the club may enjoy the privileges granted to school organizations which are:
    - a) support for projects
    - b) use of school facilities
  - ii. On Probation - the club has failed in one of the points of evaluation. Hence, a club on probation must improve on the point they failed in and may enjoy to a limited extent, the privileges granted to recognized organizations. The school club will also be placed under stricter supervision by the administration.
  - iii. Not recognized - the organization failed in two or three points of evaluation and therefore, cannot function as an organization for the coming schoolyear.
3. Only bona-fide students currently enrolled in the University may become members of student organizations.
  4. The order of preference of the school for student's membership in school organizations is the following:
    - a) spiritual clubs
    - b) community service clubs
    - c) co-curricular clubs
    - d) cultural clubs
  5. Induction of officers may be held only after the organization has been officially recognized.
  6. Every semester, the Student Personnel Services Office assigns hours for student activities. All activity periods are reserved for club meetings, school programs and convocations.
  7. All meetings or activities held on or off campus must have the approval of the Director of the Student Personnel Services at least two (2) days before the meeting or activity.
  8. Meetings, field trips, or other activities off campus related to academic requirements must have:
    - a) approval of division Chairman, Dean of the College, and Director of the Student Personnel Services
    - b) permission of parents. Official permission forms are available at the division offices. The permission forms from parents must be filed at the Office of the Student Personnel Services.
  9. Class parties, picnics, outings and travel must have the approval of the Director of Student Personnel Services. Official permission forms must be filled out and filed at the Office of the Student Personnel Services. A faculty member must accompany student groups for any such activity.
  10. Reservations for the use of classrooms, social hall, covered court, may be made at the Office of the Student Personnel Services after approval of the activity has been obtained. For the use of facilities (microphones, turntable, spotlight, floodlights, etc.) a requisition form must be filled at least three days before the event. If maintenance, janitorial, or security services are required, requisition forms must also be filled out at the same time.
  11. Students, as individuals or as a group, may use the name or seal of the University only when explicit authorization has been given by the Director of Student Personnel Services.
  12. A report of activities and financial transactions must be submitted to the Director of Student Personnel Services at the end of each school organization.

V. STUDENT PRIVILEGES AND AWARDS

1. Democratization of educational procedures at the Ateneo de Davao University is seen through the active participation of students in policy-making and decision-making. Thus, the University provides opportunities for students to express their views on issues affecting the student body.
  - a. Academic Council - the body that formulates the academic policies of the university has two student representatives
  - b. Non-Academic Council - the body that formulates the non-academic policies of the university has five student representatives
  - c. Awards Committee - the body that evaluates and recommends students for academic and non-academic awards has two student representatives
  - d. Curricular Committee - the body which recommends changes in the curriculum has two student representatives
  - e. Admissions Committee - the body which implements the admissions policy of the university has two student representatives
2. The students are given the right to organize a Student Council. This body, composed of student leaders from different year levels, is given the responsibility and initiative to coordinate co-curricular and extra-curricular student activities. This would include both on-campus and off-campus undertaking in sports, social action, cultural, artistic and religious fields.
3. Awards for activities
  - a. Student Leader Award - this distinction is given by the University every school year to students who are outstanding from the point of view of scholastic achievement, leadership and responsibility and thus have learned to personalize the objectives of the University. This award is given to the most outstanding student from each year level. Hence, four student leader awards are given every school year. However, if there are two outstanding students from one particular year level, an exception is made. The selection of the recipient of this award is based on a 60%-40% evaluation of the student's academic performance and involvement. To qualify, a candidate must be a full-time student.
    - i. Academic requirement - A WPA of the two preceding semesters of not less than 2.0 with no grade lower than 3.0.
    - ii. Involvement shall include school service and community involvement.
  - b. Service Award - this distinction is given by the University to school organizations which have proven themselves outstanding in school service and community involvement. It is to be expected that this will be shown by the different organizations in different ways.

VI. STUDENT SERVICES

1. Health Services - The clinic offers medical and dental services. During the day and evening classes, the clinic is open to students, faculty and employees. There is always a nurse available during school hours. The physician and the dentist come three times a week for consultations. However, they are on call at any time for emergency cases.

2. Guidance and Counseling - For assistance in developing their potential as fully as possible, students are encouraged to make use of the service offered by the Guidance Office. Academic and personal counseling, vocational guidance and testing are available at any time.
3. Financial Assistance - The only substantial financial assistance that students may avail of in University comes under the name of grant-in-aid (GIA). Applications for the grant are filed with the Chairman of the Committee (Room C-106). This grant is awarded to students who show evidence of academic excellence and financial need. Other financial assistance plans in the form of Cultural Minority Scholarship and Student Loan Fund are administered by the Office of the Rector.
4. Chapel Services - Students are encouraged to develop a spirit of prayer by regular participation in religious exercises. The University Chapel is always open. A mass is held daily and confession is available regularly. The Chaplain and other priests on the campus are available for advice and counseling.
5. Library - The library, located on the second floor of Canisius building, welcomes students to make use of its excellent facilities in an atmosphere conducive to study and research.
6. Canteen Services - Food services are provided by the University canteen. The canteen is administered by a private person on a lease basis.

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