

## **F O R E W O R D**

Welcome to Leyte Normal University!

This Student Handbook is specifically intended for both new and continuing students. To the new students, congratulations and welcome to Leyte Normal University. To the continuing students and returnees, welcome back!

Your effort toward success in this University could be reinforced by knowing your school and its expectations. A thorough study of the contents of this Handbook will prove profitable to you, students.

Keep this Student Handbook within easy reach for immediate reference. Remember, it has been intended to make you AWARE of what LNU can do for you and what you can do for LNU. In return, be reminded that while schooling is a PRIVILEGE, it is also a RESPONSIBILITY.

If you need more information or assistance during your stay in Leyte Normal University, feel free to visit the Guidance Services Office or the Office of Student Affairs.

**EVELYN C. CRUZADA, D.A.**  
President

## **LNU: A Brief History**

The history of Leyte State College now Leyte Normal University dates back to 1921 when it came into being as the Provincial Normal School an adjunct of the Leyte High School, with a mandate to train teachers for elementary teaching. It eventually outgrew its base, becoming a two-year collegiate training institution in 1938 independent of the Leyte High School. It offered only the Elementary Teaching Certificate (ETC). Known as the Leyte Normal School, it became a degree-granting four-year college complete with a training department in 1952. Then on June 14, 1976, it was converted into the Leyte State College when the late President Ferdinand E. Marcos signed Presidential Decree No. 944, authorizing the college to operate under its own charter.

The Congressman of the First District of Leyte, Hon. Cirilo Roy Montejo, recognizing the strength and capability of the institution, filed House Bill No. 22 proposing the conversion of Leyte State College into a university. Co-sponsored in the Senate by the Chairman of the Education Committee, Hon. Letecia Ramos-Shahani, House Bill No. 22 was enacted into law under Republic Act No. 7901 finally converting the Leyte State College into Leyte Normal University on February 23, 1995.

In 1993, several undergraduate and graduate programs of the then Leyte State College were awarded Level I Accredited Status by the AACUP. In 1996, these achieved Level II Accredited Status. Three programs received Level III, Phase I status while 4 others have on-going Level III status in 2005; 3 others were declared Level III, Phase 1 status in 2006 while 2 programs were re-accredited Level II status in the same year. At present, twenty (20) LNU programs are AACUP Accredited. These are as follows: Level III re-accredited status -- BEED, BSED, D.A. (LT), D.M. (HRM), Ph.D. (SSR), M.M., Ed.D., M.A.T., and M.A.Ed.; Level III -- M.P.E.; Level II re-accredited -- BSHRM, BSHAE; Level I accredited status -- BEED-BSED, BSTHRM, BSSW and ABCom, and BSIT, M.E. and M.A.SpED are in Candidate status.

**CURRICULAR PROGRAMS**  
**COLLEGE OF EDUCATION**

Sometime in April 1996, Leyte Normal University was proclaimed by the Commission on Higher Education (CHED) as a Center of Excellence for Teacher Education (COE) and one of five original Centers of Teaching Excellence, DepEd Center of Training and CHED Program Cluster Implementer for Social Science and Graduate School Research and has been renewed as a COE in 2008.

## **PHILOSOPHY AND OBJECTIVES OF THE UNIVERSITY**

### **MISSION STATEMENT**

To provide quality and relevant academic, research and extension programs responsive to local and global development needs.

### **VISION**

A center of quality leadership in Teacher Education, Arts and Sciences, and Management and Entrepreneurship.

### **GOALS / OBJECTIVES**

To realize its Mission/Vision, the Leyte Normal University is committed to the following institutional objectives:

1. To upgrade and maintain its standards as Center of Excellence within the limits of its resources.
2. To provide an environment conducive to serious study and research as well as tolerance, openness, and respect for ideas and opinion of others.
3. To develop God-centered, nationalistic, values-oriented and productive students capable of participating actively, competitively, and constructively in national and global needs, issues, and concerns.

## **GRADUATE PROGRAMS**

Doctor of Education (Ed.D.) in Educational Administration  
Doctor of Arts (D.A.) in Language Teaching  
Master of Arts in Educational Management (M.A.Ed.)  
Master of Arts in Education major in Mathematics  
Master of Arts in Special Education  
Master of Arts in Pre-Elementary Education  
Master of Arts in Teaching Filipino  
Master of Arts in Teaching Reading  
Master of Arts in Teaching Language  
Master of Arts in Teaching Mathematics  
Master of Arts in Teaching Social Studies  
Master of Arts in Teaching Natural Science  
Master in Education major in Mathematics  
Master in Special Education

## **UNDERGRADUATE PROGRAMS**

Bachelor of Elementary Education (BEED)  
Specialization: Content Courses  
Special Education (SPED)  
Pre-School Education (P-SCH ED)  
Bachelor of Secondary Education (BSEd)  
Major:     •Mathematics   •Physical Sciences   •Biological Sciences  
              •English       •Filipino               •Social Studies  
              •Technology and Livelihood Education (TLE)  
              •Music, Arts, Physical and Health Education (MAPHE)  
Teacher Certificate Program (TCP)  
(Supplemental for non-education degree graduates)

## **COLLEGE OF ARTS AND SCIENCES**

### **GRADUATE PROGRAMS**

Doctor of Philosophy (Ph.D.) in Social Science Research  
Master in English (Non-Thesis Program)  
Master of Biology (Non-Thesis Program)  
Master in Social Work (with Thesis Program)  
Master in Physical Education (with Thesis Program)

### **UNDERGRADUATE PROGRAMS**

Bachelor of Arts in Communication (ABCom)  
Bachelor of Arts in Political Science (AB PolSci)  
Bachelor of Arts in English (AB English)  
Bachelor of Science in Biology (BS Biology)  
Bachelor of Science in Information Technology (BSIT)  
Bachelor of science in Social Work (BSSW)  
Bachelor of Library and Information Science (BLIS)

## **COLLEGE OF MANAGEMENT AND ENTREPRENEURSHIP**

### **GRADUATE PROGRAMS**

Doctor of Management Human Resource Management (DM-HRM)  
Master of Management (MM)

### **UNDERGRADUATE PROGRAMS**

Bachelor of Science in Tourism, Hotel and Restaurant Management  
(BSTHRM)  
Bachelor of Science in Hotel and Restaurant Management (BSHRM)

## **ADMISSIONS**

**Admission requirements are determined by the unit/department offering the course (Art.23 Sec1 LNU Code 2005) and are published before and during each screening period. Further information is available from the Guidance Office, Dean's Office or Office of Student Affairs. Applications may be filed starting January of each year.**

### **Entrance Standards**

1. Admission to the University is open to all high school graduates with the required credentials and grade point average. Applicant must undergo evaluation of entry credentials, interview and testing. These will be done strictly within the announced dates and schedule.
2. Only those who meet the admission requirements and who pass the interview and testing are qualified for enrolment. Non-passers are restricted to reapply.
3. Thorough physical, medical and other necessary examinations are also prerequisites for admission.
4. Only those students from other colleges and universities whose records are excellent and who have particularly compelling educational reasons for seeking transfer admission will be accommodated.
5. Priority is given to applicants who have never enrolled in college. Applicants who have earned a degree in any HEI will no longer be accepted. They may register in supplemental programs offered in the university.
6. Admission to all graduate programs in the graduate level is always open every semester and summer term of each academic year.

## Admission Requirements

### 1. Graduate Programs (Master's Degree and Doctorate Degree)

Each applicant must have:

- a. An appropriate Bachelor's Degree (for Master's Degree Program)
- b. A Master's degree (for the Doctorate Degree Program)
- c. A satisfactory academic records
- d. Passed the English Proficiency Test

Required Documents:

- a. Transcript of Records

Applications and further information are available at the LNU Graduate School Office.

### 2. Undergraduate Programs

A. College Applicants (minimum requirements to qualify for testing and interview)

1. Duly certified Xerox copy of Form 137/Form138 by the Principal or authorized representative showing grades at least up to 2<sup>nd</sup> grading period.
2. GPA of 80% or higher with no grades lower than 80 in English, Math and Science.
3. 3 pieces of 2x2 recent, close-up ID picture
4. Must pay the Screening Fee

B. Transferees (to qualify for testing and interview)

1. Must not have taken more than 4 semesters of college education in another school (2-year vocational/technical courses are not counted as college education). Required

documents: Authenticated Xerox copy of Transcript of Records, Honorable Dismissal and Certificate of Good Moral Character

2. GPA must be 85% (2.0) or better
3. 3 pieces of 2x2 recent, close-up ID picture
4. Must pay the Screening Fee

### C. Returnees

1. Leave of Absence (LOA) Form– student's copy
2. Report of Ratings
3. Accomplished Student Clearance of the Semester last attended

**Note:** Admission for the 2<sup>nd</sup> semester for new and transferees is subject to the availability of slots.

## Application Procedure

Step1: Evaluation of Entry Credentials

(Form137/Form138/TOR/Certification)

Step 2: Fill up Application Forms

Step 3: Pay the Screening Fee @ the Cashier's Window

Step 4: Test Scheduling

Step 5: Testing/Interview

## ENROLLMENT

### A. Requirements for Enrollment

#### New Students/Transferees

1. Must pass the tests and interview
2. Name must appear in the List of Qualified Applicants
3. Must submit the original copy of the following:
  - Form 137/Form138/TOR
  - Certificate of Good Moral Character
  - Certificate of Live Birth (original and Xerox copy)
  - Doctor's Certificate of Chest X-ray Result and Urinalysis
4. A Grade Point Average (GPA) of 80% or higher with no grade less than 80 in English, Math and Science. Transferees: GPA must be 85% (2.0) or better.

#### Returnees

1. Application for readmission must be approved by the concerned College Dean and the Dean of Student Affairs
2. Leave of Absence (LOA) student's copy
3. Report of Ratings
4. Accomplished Student Clearance of the last semester attended

### B. Screening and Enrollment Schedule

Screening starts from January to April.

Schedule of enrollment for *new students, transferees and returnees* is within the approved dates between May and start of June. Inquiries about 2<sup>nd</sup> semester admission should be made before the last week of October.

For the *continuing students*, the schedule of enrollment starts with the seniors down to the sophomores. Enrollment for the 2<sup>nd</sup> semester falls

week of October.

Enrollment for *new graduate students* is scheduled during the first week of June. Inquiries about 2<sup>nd</sup> semester admission should be made before the last week of October.

### C. Late Enrollment

Late enrollment is allowed only one week after the last day of the registration schedule, after which all late enrollees will pay a P50.00 fine per day of delay.

### D. Official Dropping and Changing of Subjects

Official dropping and changing of subjects should be done within the first week of classes.

A letter request duly signed by the student and his/her parents or guardian is required to get refund when withdrawing from enrollment.

Dropping out from school halfway during the semester will entail paying for the whole semester.

A student who selectively drops his/her subjects without notifying the MIS Office, the Accounting Office, and the Registrar's Office will run the risk of getting an "On Probation" status and pay for the whole semester.

A student who drops all his/her subjects and leaves school without notifying the MIS Office, the Accounting Office, the Registrar's Office and without filing a Leave of Absence (LOA) will run the risk of getting an "On Probation" status, paying for the whole semester and losing his slot for reenrollment.

Students who wish to withdraw their enrolment should officially notify the Registrar and their instructors. They will still have to pay the school fees according to the following schedule:

30% of the fees	-Within one week from the opening of classes whether or not they have attended classes
50% of the fees	-Within the second week
70% of the fees	-Within the third week
Full payment	-From the fourth week onward

If the student intends to return to LNU, the student or a representative must file the LOA at the Office of Student Affairs not later than two months after dropping out from school. No student will be accepted back without a LOA.

### **E. Policies on Shifting**

Students contemplating on shifting to another program or course should see the Academic Dean of the desired program for the qualifying credentials and vital information before the enrollment period.

1. A *first year student*, who intends to shift from one course to another, must submit for proper screening with the chosen unit/department. Shifting is done at the end of the school year.
2. Students who are not qualified in the Board Programs are advised to shift.
3. A *second year student*, who intends to shift from one course or specialization/major to another, must submit for proper screening with chosen unit/department. Shifting may be done at the end of the semester.
4. No shifting is allowed for third and fourth year students.

## **FEES**

**The amount of fees and the mode of payment such as tuition, registration, matriculation, laboratory, and others shall be determined by the university. (Art 25, Sec 1, LNU Code 2005)**

All school payments are to be made at the Cashiering Section and should be properly receipted. Handing payments to unauthorized persons is strictly prohibited.

Payment of enrolment fees shall be done during enrolment period while the tuition fee shall be paid in two installments, the first installment during the midterm (August/January) and the second installment on the Final term (October/March). Assessment will be issued by the Accounting Section one week before midterm examinations.

Students withdrawing from the University whether voluntarily or by dismissal (with special consideration for medical cases) may be charged according to the refund rules of the university:

30% of the fees	-Within one week from the opening of classes whether or not they have attended classes
50% of the fees	-Within the second week
70% of the fees	-Within the third week
Full payment	-From the fourth week onward

Students who withdraw or drop without meeting all financial obligations to the University will have their transcript withheld and will not be eligible for readmission until all previous obligations have been met.

## **STUDENT'S DISCOUNTS**

High School Valedictorian 100% Discount on Tuition Fees

High School Salutatorian 50% Discount on Tuition Fees

Dean's List

100% for a GPA of 1.00 – 1.20 without a grade lower than 2.5

75% for a GPA of 1.21 – 1.40 without a grade lower than 2.5

50% for a GPA of 1.41 – 1.50 without a grade lower than 2.5

*NB:* Graduates must belong to at least 50 graduating students in a class.

Performing Group Members, University Athletes, and Publication Staff should be recommended by their trainers, coaches or advisers.

## **Refund of Fees**

Refund of paid school fees is allowed with a letter of request duly signed by the student and his/her parent/guardian. The university shall determine the rules on the refund of fees. (Art.25 Sec.2 LNU Code 2005)

as stated below:

70% of fees-within one week after the opening of classes

30% of fees-within two weeks after the opening of classes

30% of fees-within three weeks after the opening of classes

No Refund -from the fourth week onward

The fees set by the student organizations or other special fees established on a semester-to-semester basis will not be refunded to students who withdraw after the beginning of the semester.

## **ACADEMIC DIRECTIVES/POLICIES**

### **ACADEMIC LOADS**

One unit of credit shall be at least sixteen (16) full hours per semester in the form of lecture, discussion, seminar, tutorial, or equivalent filed/laboratory work or any combination of these forms within a semester. (Art.24 Sec.1, LNU Code 2005)

At the graduate level, a maximum of twelve (12) units of study load during the regular semester and nine (9) units during the summer term will be allowed each full-time student. A maximum load of nine (9) units can be allowed to part-time students. (Graduate School Handbook)

### **INTERNSHIP PROGRAMS**

Some courses at LNU require internship programs with activities compatible with departmental objectives encouraging independent work among students during their senior year. The following are the general requirements for the different internship programs:

- a. Completion of all prerequisite subjects necessary for internship/practicum.
- b. Evaluation of grades prior to enrolment in the Internship/practicum program.
- c. Should not carry other academic loads during the internship/practicum.
- d. Health examination prior to admission. The student must pass a physical-medical examination by the university physician. For health reasons, a student who is pregnant is not allowed to enroll in the internship program.

## **For Programs Requiring OJT Abroad**

The On-The-Job-Training abroad for programs requiring such enables qualified students to receive credit while spending either one term or a full academic year in approved agencies abroad. The program is open to junior or senior students. To qualify, an applicant must meet the minimum requirement established by the college and agency and must present parental consent.

Readmission to the University depends on successful completion of the course of study abroad, certified by the agency or other similar reports.

*Note: Refer to the Practicum/Internship Program handbook of the program you are enrolled in for the detailed policies and standards.*

## **CLASS ATTENDANCE**

All students are expected to attend classes regularly. After incurring three (3) to four (4) unexcused absences in a particular subject, a student is warned by the subject teacher and sent to OSA to fill out the Admission Slip (OSA Form 001), then to the Guidance Unit for counseling. The following are to be attached to the Admission Form: (a) excuse letter signed by the student and noted by the parent or guardian; (b) on reasons of illness, a medical certificate signed by the university physician; (c) for those hospitalized, a certificate signed by the attending physician.

A student who commits more than seven (7) excused or unexcused absences (based on the 20% of required hours of attendance for the semester) during the semester will be automatically dropped from the

rolls. However, a student may submit a written petition for reconsideration from the Dean of Student Affairs. The Dean of Student Affairs closely examines the case and asks the student to justify his/her absences, not only with verbal and written explanation but also with the necessary documents attesting the validity of the reasons.

Students' attendance is closely monitored by the teachers. Less serious cases of absenteeism among their students may be dealt with in the classrooms. More serious cases of absenteeism may be referred to the Guidance Office for proper counseling.

A student who comes late to class shall be marked "tardy". Three (3) tardy marks are equivalent to one (1) absence. A student who leaves the classroom and stays out for the duration of the class period without the teacher's permission shall be marked "absent".

An absence may be excused if the student concerned has been authorized in writing by the Dean to officially represent the school in an activity or function. However, the student is held responsible for all assignments and for the entire course content missed, regardless of reasons for his/her absence.

## **INTERRUPTION OF CLASSES BY VISITORS**

Parents and other callers are not allowed to interrupt classes except for grave and compelling reasons. Permission must first be secured from the Office of Student Affairs.

Class schedules of students are not given freely to anybody who seeks information about the student. Parent and other callers have to see the Dean of Students for this purpose.



## **LEAVE OF ABSENCE (LOA)**

Students may apply to take a leave of absence (LOA) at the discretion of the College Dean and the Dean of Students for one semester or two uninterrupted semesters only. The clearance or registration form of the last semester enrolled in before the leave should be attached to the application. Written consent from the parent or guardian may be required.

Application for LOA may be done by parents, siblings, relatives or classmates within two months of the semester one has failed to enroll from school. This will ensure the student a slot for enrollment in the succeeding semester. Failure to file for a Leave of Absence will forfeit the student's chance to reenroll in the University. Students placed on probation are eligible to apply for a leave of absence, but they will be on academic warning for the first semester after their return. However, the student is encouraged to clear all deficiencies before readmission. Both deans must receive notification well in advance when the student intends to resume studies.

## **RESIDENCE REQUIREMENTS**

No student shall be graduated from the university unless he/she has completed at least one year of residence immediately prior to graduation (Art.27 Sec.4 LNU Code2005). Normally a student is expected to finish a course in four years. The maximum residence for a student to finish a course is five years. The University has no provisions for acceleration of fast learners.

## **REQUEST FOR TRANSFER**

A student who wishes to leave LNU shall file an application for transfer credential with the Registrar's Office. Before the transfer credential is issued, the student must fully settle all his indebtedness or property accountability and secure the necessary clearances from the offices and departments concerned.

A student required to withdraw from the University at the end of a term or for any other reason under provisions shall be entitled to the issuance of transfer credential, subject to the settlement of his/her indebtedness or property accountability with the University.

A student who leaves the university by reason of suspension or expulsion or due to disciplinary action shall not be entitled to honorable dismissal. His Transcript of Records shall contain a statement of the disciplinary action rendered against him. (Art.26 Sec.19, LNU Code 2005)

## **GRADING SYSTEM**

All students must meet the academic standards set by the University in its program of quality education by obtaining at least 2.5 (2.3 for the College of Education) grade point average at the close of each semester.

## Quality Marks

## Numerical Rating

Excellent	1.0	(100 – 95)
Very Good	1.1 – 1.5	( 94 – 90)
Good	1.6 – 2.5	( 89 – 80)
Fair	2.6 – 3.0	( 79 – 75)
Conditional	4.0	( 74 – below)
Failure subject	5.0	student must repeat the
INC		course not completed at the end of term, late completion authorized
DRP		dropped

1. Numerical points are used in computing GPA. The MIS Unit gives students the grade reports at the onset of the succeeding semester. The University also provides free online checking of grade reports in the local area network.
2. A grade of 3.0 is the minimum acceptable passing grade in all courses. However, the College of Education requires at least a GPA of 2.3 for a student to qualify for second year of residence or specialization/major.
3. A conditional grade of 4.0 is given to a student who has not reached the passing score for requirements (especially major exams) set by the faculty. Any student who receives such a grade is required to take a removal examination scheduled just after classes become regular in the semester immediately following the semester when the

“Condition” mark was received. If the student passes the removal examination, the grade is changed to 3.0 otherwise it is changed to 5.0 or Failure.

4. A grade of “INC” indicates the student has not completed the course requirements. For an “INC” to be converted to the appropriate grade, the student must complete all requirements within the semester succeeding the time the course was to taken. Otherwise, one gets an automatic 5.0 or Failure.
5. Any grade of “INC” or 4.0 should be completed or removed not later than two (2) semesters after such grade is received. Failure to do so would mean receiving a grade of 5.0
6. A special fee is charged when an undergraduate/graduate student removes a 4.0 or completes an “INC.” Removal/Completion Forms are available at the Registrar’s Office.
7. The letters “DRP” show that the student has dropped a course with the consent of his Dean. If he drops a course without the permission of his Dean, the grade for the course automatically becomes 5.0 or Fail.
8. The college dean warns students whose records indicate poor overall standing as evidenced by several deficiencies in grades. The student will be put on “On Probation” status. Probationary students are expected to improve substantially during the following semester while on academic warning; otherwise they will be denied enrolment in the subsequent terms.

## **MANDATORY COMPLETION OF COURSE WORK**

Undergraduate courses are offered on a term basis. Required tests, projects and term papers are subject to deadlines set by the faculty and midterm and final examinations are also scheduled. Certain exceptions are allowed under special considerations described below.

Tests:

When he/she is absent because of illness or equally compelling cause. Make-up tests are to be scheduled within 5 working days after the last day of the midterm examinations or 7 working days after the last day of the final examinations. Should the student fail to take the tests as scheduled by the faculty, permanent course grade will be computed by the faculty as if the missed examinations has been a failure. Every student is required to present an admission slip before taking any scheduled test or examination.

### **Term Papers and Projects:**

1. All written course work is due on the date set by the faculty. Students unable to complete a term paper or project by the deadline because of illness or another compelling reason essentially outside their control may request to submit the work late. The request must be made on or before the due date. If the faculty approves, the final due date will be within the succeeding semester.
2. The student whose request is approved receives a grade of INC, which is converted to the appropriate LNU grade on submission of the written work or project before the new deadline.

## **Graded Examination Booklets**

The graded final examination booklets shall be kept at the Office of the Department Chair for one year. A student shall be given three (3) months after the close of the semester or summer term within which to request verification of final grades received.

## **BASES OF GRADES**

The same standard for judging academic performance applies to all students in the university. A student who wishes to appeal a grade should initially discuss the grade with the course professor. If necessary, the appeal may then be pursued with the department head. Final grades are reported at the end of each semester.

Aside from the required midterm and final term examinations, a faculty may use any combination of the following as additional bases for grades:

1. Attendance
2. Quizzes
3. Recitation
4. Practical Tests
5. Oral Examinations
6. Experiments/Researches
7. Projects
8. Participation in subject areas
9. Others

## **RETENTION POLICY**

1. The "On Probation" status will be implemented, thus:
  - a. For a student with any of the following academic ratings:
    - at least one rating of 5.0
    - two or more INCs, 4.0 or a combination of these
    - two or more subjects selectively dropped
  - b. Student and their parents/guardians will be informed in writing by the concerned college dean of such "on probation" status for the next semester.
2. Students on probation must remove their INCs and 4.0s during the following term in which they incurred such deficiencies. Failure to do so will be the basis for not allowing the student to enroll anymore at the university.
3. INCs and 4.0s that are not completed or removed within one year after they were incurred become automatically 5.0.
4. Incurring a second rating of 5.0 for those who are on probation will be the basis for dismissal. Two or more selective dropping or 4.0s or a combination of these should be grouped under this policy of a grade of 5.0.
5. For justifiable reasons, students may apply for a leave of absence at the Office of Student Affairs. If the leave is for one semester, approval will only be for that term. A LOA can be availed for a maximum of two consecutive semesters only.
6. To be able to continue studying at LNU Graduate School, a student must obtain a GPA of at least 1.7 or better every semester. He/She must have no grade below 2.0 provided the grade in Research and in any major subject is not lower than 1.7. (Graduate School Handbook)

## **GRADUATION REQUIREMENTS**

- Only students who have satisfactorily completed the requirements of a particular course of study shall be eligible for graduation.
- All candidates for graduation must have their deficiencies cleared and their records in order.
- The Registrar shall publish a list of all candidates for graduation before the end of each term.
- For preliminary academic evaluation and advice, all applications for graduation must be filed with the Registrar's Office starting the end of August to mid-October for 1<sup>st</sup> semester graduates and from November 15 to December 16 for the 2<sup>nd</sup> semester graduates.

## **DEAN'S LIST**

Outstanding scholastic achievement shall be recognized at the end of each semester through the publication of the Dean's List. To qualify, a student must:

- Carry the regular curriculum load for his or her course.
- Must have a general weighted average of at least 1.5.
- Must not have a grade lower than 2.5.

There is no Dean's List during summer term.

## **HONORS AND SPECIAL AWARDS**

Students who complete their courses with the following range of weighted averages, computed to the second decimal place, shall be graduated with honors:

SUMMA CUM LAUDE	- 1.00 to 1.20 with no grade lower than 2.5
MAGNA CUM LAUDE	- 1.21 to 1.45 with no grade lower than 2.5
CUM LAUDE	- 1.46 to 1.75 with no grade lower than 2.5

All prospective honor graduates should have carried the regular semester load as indicated in the curriculum. Fifty percent of the academic required units must have been earned in the university.

In the case of transferees, all grades are considered regardless where they are earned shall be considered in the computation.

A student who gets a failing grade where ever the subject is taken will not qualify for honors.

### **Other awards**

Students who have made outstanding contributions to the community through their involvement, service, and leadership development activities aside from their academic performance, proficient in the field they are enrolled in, and have stayed continuously in the university since elementary are recognized through the Dayao Awards and during the Seniors' recognition day. The following are the general requirements for obtaining the award:

1. Must have no derogatory record and a person of high repute.
2. Bonafide students of the Leyte Normal University who are in their second, third and fourth year levels.
3. Must be good if not, best in academics, leadership, service and cooperation

### **STUDENT CLEARANCE**

Students are given a month before the Final Examinations to fully settle all their financial obligations, e.g. contributions, registration fees, outstanding loans and property accountability from offices and departments concerned before finally settling their school fees for the Final Examinations. The Student Clearance is a requirement for enrollment for the next term and for the release of the Transcript of Records (TOR). Senior students should accomplish the clearance before finally leaving school to avoid delay in the release of the TOR and the Certificate of Good Moral Character. However, the University has the option to deny issuing the Certificate of Good Moral Character to students with dubious character.

### **Policies on Late Filing of Student Clearance**

1. Clearance should be accomplished on or before the set deadline which is usually two weeks after the last day of the final examination.
2. Failure to accomplish clearance on the scheduled time with no valid reason [e.g., illness] will make the erring student do community service for 4 hours for every missed day.

## **NON-ACADEMIC DIRECTIVES**

### **SCHOOL UNIFORM**

A school uniform is prescribed for all students and should be worn appropriately. A mimeographed sketch of the school uniform prescribed for female and male students may be obtained at OSA. A notice/reminder is usually posted at the Student Center bulletin boards at the beginning of the school year regarding the expected attire to be used in school.

These school uniform guidelines are to be followed:

1. All students must wear the prescribed school uniform including appropriate footwear.
2. On Wednesdays, students are allowed to enter the campus in appropriate, decent, and non-disruptive civilian attire provided that they wear their school ID's. Decent civilian attire does NOT include the following: tube-style, backless, spaghetti straps, narrow shoulder straps, halted cut, low cut necklines, transparent attires with no proper undergarments, micro-mini-skirts, shorts and tattered jeans. Flip-flops and slipper-type footwear are not permitted.
3. Cleanliness and proper grooming are necessary for students to project a positive personal appearance. There are many acceptable hairstyles EXCEPT those with outrageous hair coloring and/or haircuts.
4. Those who, for health reasons, cannot wear the school uniform must present to the Dean of Student Affairs a certificate suggesting thus, duly signed by the university physician.

### **SCHOOL ID**

All students should wear their validated IDs at all times while they are in the school premises. The ID should be worn in such a way that the entire ID is visible. It is non-transferable. Attaching or pasting of stickers or any other decorative objects on the student ID is strictly prohibited. Borrowing or lending IDs is subject for disciplinary action.

If the student claims that he lost his ID, he may be allowed entrance but he is made to sign OSA Form 15-A with attached notarized affidavit of loss. The student should immediately request for replacement of the ID from the Dean of Student Affairs.

If the student claims that his ID was confiscated, he is likewise made to sign OSA Form 002.

### **POLICIES ON FIELD TRIPS/ STUDENT TRAVELS**

In all outings, excursions and fieldtrips wherein students and faculty members participate as a group, or in their capacity as student or teacher of LNU in one way or another, the university is held liable and accountable for them before the law. Therefore, all activities should be recommended and approved by authorized school officials.

No student or group of students will be allowed to participate in any activity such as field trips, practicum, contest, etc. without approval from officials of the university. Steps for approval are presented below.

Moreover, no trips, activities outside the university will be approved two weeks before a major examination such as the midterm or final examination.

#### **A. Tacloban and nearby towns**

1. The head of the student group or the adviser of the group writes a request addressed to the Vice President for Academic Affairs at least one week before the trip.
2. The request is to be signed by the teacher/adviser, head of the department and the Dean of the Department.
3. The Dean of Student Affairs recommends approval for those with parents' consent. No student will be allowed to join the activity without the parents' consent.
4. The VPAA approves the request.
5. The Office of the President is furnished a copy of the request.
6. The group has to write a letter to the mayor or head of agency requesting permission to visit the place.

#### **B. Other cities, provinces in the country**

1. The head of the student group or the adviser of the group writes a request addressed to the President thru the Vice President for Academic Affairs at least two weeks before the trip.
2. The request is to be signed by the teacher/adviser, head of the department and the Dean of the college.
3. The Dean of Student Affairs recommends approval of the request if parent's consent has been attached.
4. The VPAA recommends approval.
5. The Office of the President approves the request.

#### **C. Outside the Country**

1. The head of the student group or the adviser of the group writes a request addressed to the President thru the Vice President for Academic Affairs at least one month before the trip.
2. The request is to be signed by the teacher/adviser, head of the department and the Dean of the college.
3. The Dean of Student Affairs recommends approval of the request if parent's consent has been attached.
4. The VPAA and the Office of the President recommend approval of the request.
5. The president submits the request to the Board of Regent for approval.

#### **ATTENDANCE IN SEMINARS/WORKSHOPS/ TRAININGS**

##### **CONVENTIONS:**

1. The adviser or a faculty recommends to the OSA the participation of the student to the activity.
2. OSA takes action on the recommendation and makes a report to the President.

##### **POLICIES ON SUSPENSION OF CLASSES**

Based on to DepEd Order and CHed Memorandum Order classes in all public and private elementary and secondary schools are automatically suspended or cancelled **without having to wait for announcement** under the following circumstances:

- When **Signal No. 1** is raised by the Philippine Atmospheric, Geophysical

& Astronomical Services Administration (PAGASA), classes at the **preschool level** shall be automatically suspended.

- When **Signal No. 2** is raised, classes at the **preschool, elementary, and secondary levels** shall be automatically.
- When **Signal No. 3** is raised, classes in **all levels** are automatically suspended.

## **ON STUDENT'S RIGHTS AND RESPONSIBILITIES**

### **I. RIGHTS OF STUDENTS**

Subject to the limitations prescribed by the laws of the land, students shall enjoy the following rights:

- a. The right to quality and relevant education through competent and continuing instruction;
- b. The right to organize, join and participate in organizations and societies recognized by the school;
- c. The right to guidance and counseling services;
- d. The right to freedom of expression and assembly, subject to such constraints as will insure the proper exercise and enjoyment of the same freedom by all the members of the academic community and the uninterrupted pursuit of LNU's mission as an institution of higher learning;

- e. The right to invite resource persons during assemblies, symposia and other activities of similar nature, in accordance with prescribed procedure subject to conditions laid down by the school to ensure good order and the achievement of its policies and objectives as an institution of higher learning, and provided such activities do not interfere with or disrupt classroom instruction or any other academic activities of the school; and
- f. The right of access through authorized channels to student records, grades, transfer credentials, and to the issuance of official certificates and Transcripts of Records.

### **II. DUTIES AND RESPONSIBILITIES OF STUDENTS**

Students are invested with the following obligations and responsibilities:

- a. To study conscientiously and achieve the best possible academic performance;
- b. To uphold the basic principles and ideals of the school and contribute to the attainment of its objectives;
- c. To exercise their rights in a responsible manner with due regard for the rights of others;
- d. To preserve the academic atmosphere by observing disciplinary guidelines and by maintaining harmonious relationship with fellow students, faculty members and administrative personnel; and
- e. To abide by this Handbook and all school rules and regulations.



### III. POLICIES ON DISCIPLINE

Students shall at all times observe the laws of the land and the rules and regulations of the university. To protect the University community and ensure student discipline, policies and proceedings shall be instituted for conduct prohibited by laws or by the rules and regulations promulgated by the duly constituted authorities of the university.

#### A. Classification of Offenses And Corresponding Sanctions

An offense is a violation of the rules and regulations of the university. Offenses are classified as Light, Serious, and Very Serious with corresponding sanctions.

##### 1. Light Offenses

<i>Degree of the Offense</i>	<i>Sanctions</i>
1 <sup>st</sup> Offense	Reprimand (documented)
2 <sup>nd</sup> Offense	8 hours duty in the Cafeteria
3 <sup>rd</sup> Offense	16 hours duty in the Cafeteria

##### 2. Serious Offenses

1 <sup>st</sup> Offense	five (5) school days of suspension
2 <sup>nd</sup> offense	fifteen (15) school days suspension
3 <sup>rd</sup> Offense	one (1) semester suspension

##### 3. Very Serious Offenses

Very Serious Offense will mean immediate EXCLUSION from the university.

### Light Offenses

1. Failure or refusal to present/wear ID properly and/or wear the required students uniform;
2. Overt behavior untypical of one's gender such as cross dressing;
3. Improper grooming (wearing of shorts, slippers, sando, and revealing dresses during non-class days; disruptive hair color; long hair for men, wearing earrings, and make-up for men);
4. Loitering in corridors during class hours;
5. Littering (throwing of wrappers, etc. anywhere);
6. Spitting on walls, floors, and windows;
7. Non wearing of ID inside the campus;
8. Entering a class or breaking into school function without the permission of those concerned;
9. Staying in campus beyond the authorized time;
10. Unauthorized distribution or posting within school premises of leaflets, handbills or other printed materials whose authorship is not clearly stated therein;
11. Use of cellular phones during classes or lectures;
12. Attending seminars, lectures, and teach-ins or any similar cases bringing the name of the University, without due notice to their respective deans/advisers, without approval by the Dean of Students, VPAA, and President of the university;
13. Taking out/putting on announcement without permit;
14. Improper use of toilet facilities;
15. Such other acts as may herein be determined from time to time by the Disciplinary Committee.

## **Serious Offenses**

1. Gambling in any form within the campus;
2. Deliberate shouting, giggling, conducting boisterous and disruptive conversations, running along the corridors and creating any noise that disturbs ongoing classes;
3. Public display of affection within the school premises which offend the sensibilities of fellow students, faculty and administrative officials or which may be deemed by them as improper, vulgar, repulsive or immoral;
4. Cheating
  - a. deliberately looking at a neighbor's examination papers
  - b. copying from or allowing another to copy from one's examination papers;
  - c. talking with one another during exams without permission;
  - d. unauthorized possession of notes or any material relative to the examination;
  - e. passing as one's own work, any assigned report, term paper, case analysis, reaction paper, and the like which are copied from others;
5. Use of somebody else's ID card or allowing others to use his/her ID;
2. Deliberate disruption of any school function or activity;
3. Vandalism or destruction of school property;
4. Display or distribution of pornographic materials within the University;
5. Entering or being in the school premises under the influence of liquor and/or drugs;
6. Conducting, initiating, or joining unofficial or unauthorized field trips under the guise or presuming to be a part of the academic requirement;

11. Use of school premises and/or facilities for meetings and assemblies without prior permit;
12. Committing acts inside and outside the campus that affect the good name of the University and/or one's status as a student of the university;
13. Gross act of disrespect, in word or in deed, which tend to place any member of the faculty, administration or non-teaching staff in ridicule or in contempt;
14. Solicitation of money, donation, contributions in cash or kind without the prior approval of the school;
15. Such other acts as may herein be determined from time to time by the Disciplinary Committee.

## **Very Serious Offenses**

1. Stealing or influencing others to steal
2. Acts of misbehavior involving destruction of school property or that of the members of the school community, including those guests and visitors
3. Having somebody else take exams for student concerned
4. Illegal possession of deadly weapons
5. Acts of subversion or insurgency
  - a. Instigating, inciting, provoking, leading or taking part in illegal and/or violent demonstrations or activities
  - b. Giving support thereto in any manner, whether financial, physical or material

6. Use or trafficking of prohibited drugs;
7. Use of violence against a teacher, a school authority, any personnel or a fellow student in and out of the campus;
8. Misappropriation or failure to account for funds belonging to the school or to any recognized organization regardless of the amount;
9. Unauthorized use of the name of the Leyte Normal University;
10. Airing complaints directly over the radio and print media without first exhausting proper channels in the University;
11. Offenses against the inviolability of school records, official papers, documents and clearances. These include:
  - a. destroying, tampering, falsifying school records and official documents;
  - b. forging signatures of faculty, staff, organization officers and school officials in official documents including clearances; and
  - c. knowingly using said tampered and falsified documents.
12. Participation in hazing activities;
13. Sexually harassing another student, faculty or any member of the university community;
14. Misrepresentation;
15. Destroying school facilities, equipment and other properties;
16. Such other acts as may herein be determined from time to time by the Disciplinary Committee.

## **B. Administrative Due Process**

A student charged with violating school rules and regulations is entitled to administrative due process.

- a. For LIGHT OFFENSES, the Dean of Student Affairs or, in his absence, the duly designated hearing officer, is authorized to receive the evidence and on bases thereof, render his decision, which is final and executory.
- b. For SERIOUS and VERY SERIOUS OFFENSES, the Disciplinary Committee shall hear and try the case and impose the sanctions provided therein. The Dean of College shall endeavor to render its decision by majority vote within fifteen days after it receives the complaint. Its decision is final and executory, except when a penalty of EXCLUSION or EXPULSION is imposed, in which case such decision shall be reviewed by MANCOM.
- c. Procedure in dealing with disciplinary problems
  1. Notice in Writing
  2. Period of Replying (One week upon receipt of complaint)
  3. Investigation
  4. Resolution
  5. Recommendation to University President
  6. Elevation to the Board of Regents
- d. Sanctions On Erring Graduating Students

Graduating students who have committed a Very Serious Offense shall not be allowed to join the commencement exercises and shall not be issued a Certification of Good Moral Character.

**C. Composition of the Disciplinary Committee for serious and very serious offenses**

The Disciplinary Committee shall be composed of the following:

Chairman: Dean or his/her duly authorized representative of the College where the student belongs;

Members:

1. The Dean of the Student Affairs;
2. The Unit Chair/Department where the student belongs;
3. Supreme Student Council President;

**STUDENT SERVICES  
OFFICE OF STUDENT AFFAIRS**

**GUIDANCE AND COUNSELING OFFICE**

Providing a helping, supportive and facilitative role in the achievement of the institution's mission and goals, the LNU Guidance Services aim to give assistance to every student so that he/she may:

1. Gain an understanding of himself/herself and others.
2. Become self-directed and self-reliant to the end that he/she can make necessary adjustments to the school setting and to his/her academic, personal, and social life.
3. Acquire desirable values.
4. Conceive realistic plans for his/her future life after leaving school.

The Guidance Services available to students include the following:

1. Orientation – This provides students information on the historical background of the university, school policies, school rules and regulations, grading system, academic and non-academic scholarships, cultural affairs, student organizations and other basic information.
2. Information – This service makes available to students various up-to-date, relevant information about the college, other institutions of higher learning, careers in the world of work, as well as information relative to one's socio-personal development. Any of the Guidance staff shall welcome any student who may want of avail of information materials in the collection of the Guidance Office or in their own personal collection.

3. Counseling – This service is the heart of the Guidance Services. Counseling aims at helping each student clarify his conflicts, minimize or solve his problems which block his development as a person. It also assists him to discover his potentials, define his feelings, and clarify his motives. Through counseling, students may be expected to understand and accept themselves, seek to grow into better persons who can think independently, make wise decisions and act responsibly.

Students may avail of the counseling service following the time schedule (posted outside the counseling room) for counseling, by making an appointment with a counselor, or by dropping in immediately whenever there is a need for the service and a counselor is available, thru self-referral. Referrals may also be made by any university instructors/professors.

4. Peer Counseling – Students who have been trained certain counseling skills (also known as Peer Counselors) assist fellow students with problems. The Peer Counselors also serve as the bridge between the counselor and students who need help in resolving problems on academic, personal, and social adjustment.

To render optimal service to fellow students, peer counselors may hold small group sessions or meetings for purposes of giving help so as to attract students to avail of their services.

Peer counselors are always available everyday because they follow a daily schedule (posted outside the Guidance Office).

5. Testing – This service assists students to discover their mental capacities, personality needs, study habits and attitudes, interests as well as aptitudes. The accurate interpretation of test results and the

appropriate communication of the same will enable students to make realistic plans about their college and future life.

Standardized tests may be administered for instructional purposes (as requested by the Deans or other units) and the test administration will be scheduled by course and by year level. However, individual students or small group of students may avail of the services for diagnostic or counseling purposes by accomplishing a request form and submitting the same to the Guidance Services Office. Test results interpretation may be completed as scheduled by the psychometrician in-charge. A student who may need to have a certification of his test result issued must apply personally at the Guidance Office. He will be required to pay the P5.00 certification fee for the certificate to bear the official seal of the university.

7. Placement and Follow-up Service – This service includes the determining or identifying of prospective academic scholars and following up of students on probation. This also attends to information and orientation on job opportunities available to graduating and non-graduating students.

## **SCHOLARSHIPS/GRANTS**

Scholarships and grants to students shall be awarded in accordance with pertinent rules and regulations of the University.

1. A student can avail of only one scholarship.

2. Special grants are given only to students who belong to the low socio-economic status.
3. Criteria for selection will be set by the agency/donor of the grant in coordination with the Office of the Scholarship Coordinator.
4. The funds for scholarship received as trust fund shall be spent solely for the purpose.
5. Donors are to deposit the funds on or before the start of the enrollment period of the first semester or for the whole year.
6. A scholarship committee (composed of the Dean of Student Affairs, Guidance Counselor, Scholarship Coordinator, Student Services Coordinator and Supreme Student Council President) screen all applicants and possible candidates for scholarships or grants. The committee then submits the bio-data of the applicants or candidates to the University President for approval in case of a scholarship or to the donor agency for its approval in case of a grant.
7. Some scholarship grants include tuition and miscellaneous fees, book allowance per semester, and a monthly stipend. A Memorandum of Agreement containing provisions of scholarship is executed between the scholar and the university/sponsor.
8. Some scholarships specify that the recipient pay back the stipend in installment as soon as the scholar has a job. A MOA for this purpose is also executed between the scholar and the university/sponsor.

#### List of Available Scholarships

##### A. LNU Student Scholarships

###### Academic:

- ❖ Entrance Scholarship
- ❖ University Scholarship

###### Non-Academic:

- ❖ College Supreme Student Council
- ❖ LNU Athletics
- ❖ LNU An Lantawan Publication
- ❖ LNU Brass Band, Rondalla & String Ensemble
- ❖ LNU Chorale
- ❖ LNU Dance Troupe
- ❖ Sanguniang Kabataan Scholarship Grant
- ❖ Barangay Scholarship Grant
- ❖ One Town One Scholar
- ❖ LNU Faculty and Staff Dependents Scholarship
- ❖ Field Supervising Teacher Education Scholarship (for Graduate School)
- ❖ Provincial Scholarship

##### B. Government Scholarships

- ❖ DOST-SEI Scholarship Program
- ❖ Congressional District Scholarship Grant
- ❖ Sen. Pangilinan Scholarship Program
- ❖ An Waray Party List
- ❖ Pres. Diosdado Macapagal Scholars
- ❖ Cong. Cirilo "Roy" Montejo Scholarship
- ❖ CHED Full Merit Scholars
- ❖ CHED Half Merit Scholars
- ❖ CHED National Scholars
- ❖ CHED Student Assistance Fund for Education
- ❖ Cong. Ferdinand Martin Romualdez Scholarship

- ❖ Study Grant Program for Uniformed Personnel and their Qualified Dependents
- ❖ OFWDSP
- ❖ PVAO Scholars
- ❖ GSIS Scholars
- ❖ Study Now Pay Later
- ❖ Tulong Dunong Scholarship

#### C. Privately Funded Scholarship

- ❖ Kathie M. Wright Foundation Scholarship Grant
- ❖ Alumni Scholarship
- ❖ Albarracin Scholarship Grant
- ❖ Jolibee Scholarship
- ❖ Edward & Eva Underwood Charitable Foundation

### **LOAN ASSISTANCE PROGRAM FOR STUDENTS**

The Loan Assistance Program for Students (LAPS) is designed to assist students pay their tuition fee for the Mid Term Examinations in case their allotment from home does not arrive on time. Payment for LAPS is due on or before the Final Examinations. If paid within the month, the loan does not incur an interest. However, if paid after a month has passed, the loan earns a minimal interest per month until it is fully paid.

**Note:** All financial obligations should be settled on or before the Final Examinations.

### **STUDENT ASSISTANTSHIP PROGRAM**

The Student Assistantship Program is designed to offer learning experience of an office work while earning extra income to augment and support their studies. Students accepted to this program are assigned to the different offices of the university. They are to render services to their assigned offices for a duration of one semester/summer. In return, the university pays for the corresponding number of hours rendered by them.

The student assistant applicant must meet the following requirements:

1. At least one (1) year residence at LNU;
2. A grade point average (GPA) of at least 2.5 with no INC's, DROPPED, 4.0's or 5.0's;
3. Honest, diligent, hard-working;
4. Physically and mentally healthy;
5. Good moral character;
6. Recommended by two subject instructors or adviser;
7. Not enjoying any scholarship from this university; and
8. Not an officer with more than eight (8) academic loads.

A student assistant is allowed to work for not more than 4 hours a day. The total number of hours served shall not exceed 50 hours per month,

except for important institutional activities rendered during summer (e.g., screening, enrollment, etc.).

### **THE LEARNING RESOURCE CENTER AND MUSEUM**

To get maximum benefit from the LNU Learning Resource Center or any library, the user must have a working knowledge of some of its organizational aspects. The LNU LRC is automated. To allow maximum benefits, students are encouraged to spend quality time at the Learning Resource Center. There are trained Student Aides to help other students find their way in the LRC.

#### Behavior in the Library

Efficient and effective utilization of the library includes some behavioral consideration. It is everybody's duty and concern to make the library a place for study and research. Students are therefore required to know and follow library rules and regulations. These are emphasized in orientation sessions but the details are posted at the entrance of the library.

The relationship between the library and its clientele is a two-way affair. For students to expand or increase their knowledge, therefore they are also under obligation to help preserve its materials, promote smooth social relationship among library staff and other users, and maintain that kind of library atmosphere conducive to study and research.

The University Museum is located at the 2<sup>nd</sup> floor of the College Building. It houses several artifacts of Region 08. Students are enjoined to visit the museum to know more about the region and the Philippines.

### **MEDICAL AND DENTAL SERVICES**

Good health is an essential factor of learning. It is an accepted fact that students learn better and faster when they are healthy. Cognizant of this direct relationship, the school makes an active leadership in the promotion, protection, and maintenance of good health.

#### Scope of Work of the Clinic

1. Render routine health examination to the school population. This is done by schedule.
2. Provide medical consultation and treatment of minor ailment and emergency cases.
3. Make appropriate referrals and follow up when necessary.
4. Determine the physical and mental fitness of the school population who will participate in physical education programs, athletic competitions, pre-military and other related activities.
5. Provide health examination of school personnel to certify maternity and/or sick leave as well as readmission to or exclusion from classes.
6. Take leadership in the establishment of a functional school clinic and provide technical supervision in its maintenance.
7. Help in the administration and the sanitation of school plants.
8. Render oral (mouth) examination to all first year college students.
9. Conduct oral prophylaxis and tooth filling for the prevention and control of dental decay.
10. Students are entitled to one free dental service for either of the following: tooth extraction, tooth filing, and oral prophylaxis.
11. All dental services are accommodated on appointment basis only, except for emergency cases.



## **FOOD SERVICES**

Food Service is provided through the LNU Cafeteria and the LNU Credit and Consumers' Cooperative. The LNU Cafeteria is a self sustaining unit of the university. All operational expenses are taken from the minimal profit derived from the food service activity.

The Main Objective/Functions are to serve nutritious but low cost meals and snacks to the school populace and to be a laboratory for Home Economics and HAE students enrolled in food preparation and cafeteria management courses.

Policies of LNU Cafeteria:

1. Service time is 9:00 o'clock a.m. to 12:30 p.m. and 1:30 p.m. to 4:00 o'clock p.m.
2. Type of service - self service cafeteria style. Do not leave used utensils at your table. Return them to the kitchen counter or trolley.
3. Cash basis only - no credit allowed.
4. Consideration for others is encouraged. The following are requested:
  - No lingering at the table after eating especially during lunch time.
  - Table appointments are for use only at the cafeteria dining hall. Bringing them outside is prohibited.
  - Give exact amount at the cashier stand to speed up movement of cafeteria line.
  - Lining up and waiting for one's turn is required.
  - Proper use and care of facilities is encouraged.
  - The Cafeteria is self service. Students should return used plates and utensils at the designated counter.
  - Smoking is not allowed at the Cafeteria.
5. Moving or taking out of Cafeteria utensils/facilities is strictly prohibited.

## **DORMITORY**

The privilege of living in the dormitory is given to students on a first come-first served basis. It is expected that being housed in the dormitory would help the residents develop values that foster wholesome community living; respect for law and order, wise management of time and resources, ability to engage in healthful vocational pursuits, habits of sanitation, and mental hygiene. Thus all dormitory residents are expected at all times and in all occasions to conduct themselves in a proper manner.

## **PUBLICATIONS**

The University encourages its students to undertake quality publications for disseminating information, creative ideas, results of each opinion, and constructive criticisms designed to broaden and advance knowledge and intellectual.

The editor and other staff members should pass both competitive examination and interview to be conducted by the adviser/s. Those who successfully pass both examination and interview shall be recommended to the OSA. The final approval of their selection should be with the OSA.

The school publication should operate within the framework of the working policies of the An Lantawan.

## **PERFORMING GROUPS**

Students with artistic and musical talents and abilities are encouraged to participate/join in the various performing groups in the university. These are the following:

- ❖ LNU Brass Band
- ❖ LNU Chorale
- ❖ LNU Rondalla
- ❖ LNU Dance Troupe
- ❖ LNU Sirang Theatre Ensemble

## **STUDENT GOVERNANCE AND ORGANIZATION**

The Leyte Normal University acknowledges that unity and collective efforts are significant in the promotion and protection of common interests among students. It recognizes the importance of providing a venue for developing responsible and productive student leaders who will eventually become leaders in their own chosen profession. Moreover, the institution recognizes the rights of the students to organize, join, and participate in any campus organizations and societies for their physical, intellectual, moral, social, cultural, civic, spiritual, and/or political interests.

### **Students Organizations**

Any group of 15 students may form or organize a group. As a general rule, only those organizations which conform to the goals and objectives of the university toward the promotion of welfare and interests of and protection of the rights of the students shall be considered for accreditation. Student organizations whose membership requirement is unreasonable and severe, and requires physical harm and violence shall be denied of application.

### **Officership in Organization**

Any member of an organization is encouraged to occupy an elective position in their respective organization. However, any member shall fulfill

or comply the following to become an officer apart from the requirements stipulated in their respective constitution and by-laws:

- Must be a full-time student  
The student must be carrying a regular number of units as prescribed in the program prospectus.
- Must have NOT been under a disciplinary sanction
- Must maintain a general weighted average of 2.5 or better
- Must not be an officer of any other university-wide organization except for SSC representatives which may hold positions in a year level organization as member of the year level executive council

Moreover, a student who has not maintained a requirement while serving as officer of the organization must resign from his/her designated post. However, an officer who incurs a grade of 4.0 or INC shall be deemed on leave until the deficiency has been complied.

### **Classification of Organization**

Student organizations shall be classified as either university – wide, college, department/unit – wide or year levels which are further classified as professional, socio-civic or special interest.

- University-wide organizations are open to qualified students regardless of the course they are enrolled in.
- College-wide organizations are those whose members are students enrolled in a specific discipline.

Year level organizations are those whose members are enrolled in a specific year level regardless of the course they are enrolled in.

- Professional Organizations aimed at supplementing academic learning of the student's specific course.
- Socio-civic organizations aimed at developing socio-civic consciousness and responsibilities among the students of the university.
- Special Interest organizations aimed at honing and enhancing the special interests and talents of students, be it in sports or in arts.

The Leyte Normal University – Supreme Student Council (LNU-SSC) is the highest governing body of all bona fide LNU students. It shall be the umbrella organization among the student organizations in the university. Its mandate is to serve the interest of the students. Its primary concern is the promotion of their welfare and protection of their rights. It promotes and upholds academic freedom in pursuit of the goal of academic excellence in the school. It advances and carries on the tradition of enlightened nationalism long recognized by the Leyte Normal University as a basic element of a truly responsive educational system. It promotes and maintains a harmonious and peaceful relationship among the students, faculty members and the administration, based on mutual trust, respect, honesty, equality and fairness in pursuit of the goals of the academe. It adheres to democratic principles and processes, and abides by the rule of the majority.

### **Accreditation of and Granting of Privileges to Student Organizations**

Student organizations of the university must submit themselves for accreditation. The LNU – SSC and the OSA shall be responsible for the accreditation of student organizations. A Certificate of Recognition shall be

awarded to the organization which has complied fully the requirements set for recognition. This entitles the organization to function within and outside of the university subject to the requirements, policies and standards set by the institution.

A group which seeks recognition shall submit the following documents in triplicate copies to the LNU – SSC for endorsement prior its submission to the OSA not later than 30 days after its creation:

- Formal letter of application addressed to the Dean of OSA
- Accomplished application form
- Constitution and By-Laws of the organization
- List of Officers with their respective position and curriculum vitae
- List of members with their respective year levels, birthdates, address, contact numbers and specimen signature
- Action Plan for the school year (Proposed activities for the year)
- Name of faculty adviser

### **On Certificate of Recognition**

An organization which has met the prescribed requirements for recognition shall be awarded a Certificate of Recognition. This is a prerequisite to the operation of the organization. The certificate is effective only during the school year it was granted. As such, renewal shall be made not later than July in each succeeding school year while the organization exists. An organization which has failed to complete the requirements for recognition within the prescribed period shall be given a temporary status as an accredited organization and shall be given 30 days after the organization has been notified through a letter by the OSA. Failure to accomplish its

completion would mean cancellation of its application. Any student organization who failed to register or renew its registration or re-accreditation shall be considered defunct.

### **Term-End Report**

A semestral term-end report (including financial statement) from each organization shall be submitted to the Office of the Student Affairs and published for the information of the members on or before the last day of the semester. Failure to submit term-end report incurs the risk of suspension of the organization.

### **POSTING OF ANNOUNCEMENTS**

Announcements and similar forms of communication may be posted only on the designated bulletin boards. All posters should bear the name of the sponsoring organization and the approval stamp of the Dean of Student Affairs.

Permitted posters sizes are as follows:

- ❖ 8½" x 11"
- ❖ 8½" x 14"
- ❖ ½ roll cartolina
- ❖ 3X3 feet tarpaulin (maximum)

Students may not release, through the press or other channels of public communication notice of student activities without a clearance from the Dean of Student Affairs.

## **CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES**

Leyte Normal University encourages students, to the extent that their scholastic standing will allow, participating in school activities, and joining recognized organizations that will supplement their formal education and serve as vehicle for substantial experiences, greater productivity and creative endeavors. However, the University reserves the right to exclude any student from participation in such activities should these interfere with his studies.

### **CO-CURRICULAR ACTIVITIES**

Co-curricular activities are optional and pursued outside the classroom to enrich the course syllabi. They are meant to complement and not interfere with the studies. All recommended co-curricular activities for the semester shall be submitted by concerned faculty members to their respective Deans for prior approval within thirty (30) days from the opening of the semester.

### **EXTRA-CURRICULAR ACTIVITIES**

The extra-curricular activities or projects of recognized organizations involving the entire institution or any college shall be subject to review and approval by the University President upon the recommendation of the Dean of Student Affairs. However, supervision of the same shall be the responsibility of the Dean or Director or Adviser concerned. Extra-curricular activities are meant to supplement classroom and co-curricular instruction.

#### *Planning Activities –*

- a. Plan activities with the organization adviser

- b. Clear the activity with the OSA, to be entered in the Activity Calendar
- c. Make reservations for the use of facilities and equipment a week before the activity.

For the use of the HRDC Hall, HRDC Gym, Student Center Function Room and the Student Center Mini-Theater reservations are made at the Administrative Office.

- d. Solicitation of prizes or staff members must be cleared through the Dean of Student Affairs.

#### *Fund Raising Projects*

All fund raising projects particularly those involving sale of tickets and asking for sponsorship from off-campus people or agencies must have the prior approval of the Dean of Student Affairs (DSA). The organization must state clearly the purpose of the benefit project.

#### **Policies for all Social Affairs**

1. All social affairs must stop at 10:30 p.m. and it shall be the responsibility of the Dean, or the Affair Adviser to announce the last dance before this time.
2. No one is allowed to ingest intoxicating liquor. Anyone caught under the influence of liquor will be held responsible to the Dean of Student Affairs.
3. No one is allowed to cross-dress during parties. Gays are not allowed to attend parties as girls.

4. Dress code for every affair will be disseminated. Revealing clothes that bare too much flesh are strictly taboo.
5. All students are expected to show courtesy and thoughtfulness for others and to maintain proper decorum during any social affair or activity.

#### *Ban Period*

No co-curricular or extra-curricular activities shall be held within the following ban periods:

- a. One week before the scheduled Mid-term Examinations
- b. Two weeks before the scheduled Final Examinations

#### **PROVISIONS AGAINST SEXUAL HARRASSMENT**

The Leyte Normal University is committed to the prevention of sexual harassment of any member of the Leyte Normal University community.

Sexual harassment refers to any unwanted sexual attention that is explicitly or implicitly made a condition for favorable decisions affecting one's school standing, or which creates an intimidating, hostile or offensive environment in the school.

Cases of sexual harassment are covered by the implementing guidelines of the Anti-Sexual Harassment Act of 1995. An Ad Hoc Committee will conduct the investigation of any alleged cases constituting sexual harassment.

## **PROVISIONS AGAINST HAZING**

Leyte Normal University is committed to the prevention of hazing or initiation rites in any form or manner by an organization.

Cases of hazing are covered by the implementing guidelines of the Anti-Hazing Law Republic Act No.8049. An Ad Hoc Committee will conduct the investigation of any alleged cases constituting hazing.

## **WHAT TO DO IN CASE OF EMERGENCY**

In case of fire or earthquake: DO NOT PANIC; KEEP CALM; HAVE PRESENCE OF MIND. Here are safety tips in emergency cases.

### **DURING AN EARTHQUAKE**

Stay in your seats if you are inside the classroom. Do not rush out; the destructive power of earthquake lasts less than a minute, after which the worst danger of a major quake is usually over. Keep calm and maintain presence of mind. After the initial shock of tremor:

1. Wait for instructions from your teacher.
2. Follow his/her instructions to leave the room in an orderly manner.
3. Go to an open space and stay about ten meters away from the nearest building.
4. Wait for further announcements from proper authorities.

In general, always keep in mind the following:

1. When an earthquake occurs, seek cover under a large piece of strong furniture when you happen to be inside a building.
2. When caught by the tremor on the street or between buildings, take refuge under a strong structure. Beware of broken electrical wires, falling debris, loosened ceiling slabs and crumbling walls.
3. Avoid staying or being caught in narrow alleys, between tall structures or walls, beneath steep precipices, etc.
4. Aftershocks are not as dangerous as the main shock. After the main shock, stay away from damaged structures, objects, ceilings, etc. Aftershocks may cause damaged structures and loosened objects to fall.
5. Strong earthquakes are nature's warning of an impending tidal wave. One should go to higher ground and away from possible landslide areas.
6. Do not believe in rumors. Listen only to instructions from authorities.
7. Observe good sanitation and keep public order.

### **DURING A FIRE**

Do not rush out of the classroom. Study the situation quickly by determining the location of the fire. Keep in mind the following:

1. Wait for instructions from faculty members.
2. Follow the instructions of faculty members to leave the room as orderly and briskly as possible.
3. Go to an open space, away from the burning building/structure.

4. Extinguish at once any fire that may start anywhere around you before attempting to save lives.

In general, keep the following in mind:

Your worst enemy is smoke. Smoke, heat and gas can choke and kill you. If you are caught in smoke, get down and crawl.

Avoid using the elevator during an earthquake or a fire. If you are trapped:

1. Think.
2. Crawl through the smoke, hold your breath and close your eyes if you can.
3. Put closed doors between you and the smoke. Seal off cracks around doors and vents with cloth or rug. Soak them if there is water nearby.
4. Find a room with an outside window. If it opens, open it slightly at both top and bottom.
5. Signal from the window. If there is a phone, call the Fire Department and give your exact location even if the firemen are already on the scene. Be calm. Rescue may just be a moment away.

#### **FIVE WAYS TO ENJOY CAMPUS LIFE**

1. Develop good study habits. Always remember that your primary reason for coming to LNU is to study and earn a degree.
2. Know and follow the University policies, rules and regulations.
3. Observe proper behavior, good conduct and discipline. Maintain respect, courtesy and honesty at all times.
4. Take active part in the projects and activities of student councils and recognized student organizations. Share your talents and hone your potential.

## **APPENDIX A**

### **Excerpts from the Campus Journalism Act of 1991**

Republic Act No. 7079. An Act Providing for the Development and Promotion of Campus Journalism and for other Purposes.

1. A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations. Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication funds.
2. Funding for the student publication may consist in subscription fees by the school administration, savings of the respective school's appropriations, donations and other sources of funds.
3. In no instances shall the DECS or the school administration concerned withhold the release of funds sourced from the above herein stated. They should be released automatically to the student publication concerned.
4. The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.
5. A member of the publication staff must maintain his/her status as a student in order to retain membership in the production staff. A student shall not be expelled or suspended solely on the basis of articles he/she has written, or on the basis of performance of his/her duties in the student publication.

**APPENDIX B**  
**ANTI-SEXUAL HARRASMENT LAW**  
**(Excerpts pertinent to Educational Institution)**

Republic Act No. 7877. An Act Declaring Sexual Harassment Unlawful in the Law in the Employment, Education or Training Environment and for other Purposes.

1. In the education or training development, 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 for the giving of a passing grade, or the granting of honors and scholarship, or the payment of a stipend, allowance or other benefits, privileges or considerations; or
- d. When the sexual advance results 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 liable under this act.

2. It shall be the duty of the head of the office in an education 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 head of the office shall:

- a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the students or trainees, through their duly designated representatives, prescribing the procedures for the investigation of sexual harassment cases and the administrative sanctions thereafter.
- b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall conduct the investigation of alleged cases on sexual harassment.

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

4. Nothing in this act shall preclude the victim of education- or training – related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

5. 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 (Php10,000.00) or more than Twenty thousand pesos (Php 20,000.00), or both fine and imprisonment at the discretion of the court.

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



## APPENDIX C

### COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002

#### (Excerpts pertinent to Educational Institution)

Republic Act No. 9165. An Act Instituting the Comprehensive Dangerous Drugs Act of 2002, Repealing Republic act No. 6425, otherwise known as the Dangerous drugs Act of 1972, As Amended, Providing Funds Therefore, and For Other Purposes.

1. It is the policy of the State to safeguard the integrity of its territory and the well-being of its citizenry, particularly the youth, from the harmful effects of dangerous drugs on the physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation. In view of the foregoing, the State needs to enhance further the efficacy of the law against dangerous drugs, being one of today's more social ills.

#### PARTICIPATION OF THE FAMILY, STUDENTS, TEACHERS AND SCHOOL AUTHORITIES IN THE ENFORCEMENT OF THIS ACT

2. Involvement of the Family – The family being the basic unit of Filipino society shall be primarily responsible for the education and awareness of the member of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.
3. Student Councils and Campus Organizations – All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

5. School Curricula – Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:

- a. Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
- b. Preventive measures against drug abuse;
- c. Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
- d. Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- e. Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutical use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

Heads, Supervisors and teachers of Schools – For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its

immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors and teachers.

4. Any teacher or school employee who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.
5. Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

## **LNU BOARD OF REGENTS**

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## **LEYTE NORMAL UNIVERSITY HYMN**

Music: Dr. Virginio V. Fuentes  
Lyrics: Mrs. Rosario P. Isiderio

Beloved Leyte Normal  
We sing thee hymns of praise  
Loyalty and honor  
To thy name embrace  
Thy teachings we shall treasure  
Thy words of wisdom true  
So precious beyond measure  
To guide our whole life through  
As we sail to voyage  
Life's uncertain sea  
The haven of thy harbor safe  
There we shall be  
Beloved Leyte Normal  
Thy name we shall adore  
Thine honor ever shining  
We'll keep forevermore.

Leyte Normal University.

## **COMMITTEE ON STUDENT HANDBOOK**

Chairperson:

Cleofe S. Luangco-Lajara, D.A.  
Dean, Student Affairs

Members: Melba M. Navarra  
Gay A. Pinote  
Liza T. Bacierra  
Jumar O. Lumapak  
Rhealina J. Saavedra  
Ariel G. Salarda  
Jufran C. Agustin  
Edgar E. Pantas

in consultation with:

**EVELYN C. CRUZADA, D.A.**  
University President