

**CODE OF DISCIPLINE**  
**(For Students)**  
**LOYOLA SCHOOL OF THEOLOGY**  
**2002**

(Adapted from the Ateneo de Manila Loyola Schools Code of Discipline)

**1. Introduction**

The Code of Discipline provides the basic framework of normative rules to facilitate the total formation of students of the Loyola School of Theology. It contains the modes of conduct conducive to the creation of the LST community committed to the fundamental values of honesty, fairness, integrity and justice.

**2. Responsibilities**

Students are expected to conduct themselves in a manner that promotes their continuing development as persons, as well as the continuing development of the peers. They have a responsibility to ensure that the academic environment of Loyola School of Theology is wholesome and conducive to human formation.

- 2.1. Although no uniform is prescribed, it is the responsibility of the student to dress in a manner proper to the academic nature of the school. (no sleeveless shirts/under-clothes & no slippers, for all students)
- 2.2. Students are encouraged to wear their Identification Cards (ID) on campus. They are required to present their IDs whenever requested by LST and AdMU personnel.
- 2.3. Students are expected to follow classroom policies and procedures set by the school and their professors.
- 2.4. Students are expected to make judicious use of communication and information technology equipment inside the classroom, for example, computers, portable audio/video equipment, and the like, in consonance with classroom policies.
- 2.5. Students are expected to read and to respond immediately to notices posted by the school on designated bulletin boards.
- 2.6. Students should obtain a written approval from the Dean for any function that bears the name of LST, whether inside or outside the campus. Students are expected to conduct themselves properly in such functions and to use the name of LST/AdMU responsibly.
- 2.7. Students are held responsible for the behaviour of persons or outsiders who come to LST/AdMU campus on their behalf.
- 2.8. The School environment serves and supports the mission of the institution. It must be treated with proper care and respect to ensure the health and safety of members of the community.
- 2.9. The students have the responsibility to take care of School property and to help keep the School clean. Students who use, without proper authorization, and/or damage property of the School or of others shall be subjected to disciplinary measures. The damaged property must be repaired or replaced at the expense of the students concerned.
- 2.10. Students who bring vehicles into the campus should observe all traffic and parking regulations. This includes displaying the pass and ensuring that their vehicles do not contribute to environmental pollution.

- 2.11. Smoking is prohibited except in designated areas.
- 2.12. Eating and drinking are not allowed in the Multi-Media room and Ralph Gehring Library at all times.
- 2.13. All students should observe the Ralph Gehring Library regulations, which are meant to give all users of the library facilities equal opportunity for study and research. A student who violates any library rule will be subjected to disciplinary actions, at the discretion of the LST Librarian. Serious offenses that may merit suspension, dismissal or expulsion are referred to the President. It must be noted that the following offenses are considered serious.
  - 2.13.1. Deliberate marking, mutilation, or defacing of a book or any library material in any way.
  - 2.13.2. Unauthorized withdrawal of books or other materials. Such withdrawal shall be considered as theft.
 

The Library is a place for serious study and research. A quiet atmosphere should therefore be maintained at all times. It is the staff's responsibility to enforce the rule of silence. They are also authorized to impose the necessary penalty on erring students.

### 3. **Procedures**

Procedures related to student discipline are meant to ensure rationality and order for the members of the LST community. The School recognizes and protects the rights of students to due process but student disciplinary proceedings are not criminal proceedings and are not subject to the rules of court.

- 3.1. *Inspection of Student Property.* The school has the right to inspect student property on campus in the presence of the student concerned, if the following conditions are met:
  - 3.1.1. There is a signed testimony by a witness that a violation of school regulations has been committed;
  - 3.1.2. The Dean/President and the officially designated representative of the Student Council agree that there is sufficient reason to inspect the student property. In cases considered as being in *flagrante delicto* (caught in the act) proper measures shall be taken to ensure the security of the student's property.
- 3.2. *Discipline Matters.* All matters pertaining to student discipline come under the jurisdiction of the Dean. All cases must be filed at the office of the Dean.
  - 3.2.1. **Filing a Complaint.**
    - 3.2.1.1. Any member of the LST community may directly file a formal written complaint against a student at the Office of the Dean.
 

The Dean may also file a formal written complaint against a student on behalf of non-members of LST/AdMU.
    - 3.2.1.2. The formal report shall be in writing and shall state the nature and circumstances of the offense. Any evidence or other materials relevant to the case shall be included in the report.
    - 3.2.1.3. The Dean reviews all reported cases and forwards cases possibly involving major offenses to the Committee on Discipline for hearing and deliberation.
  - 3.2.2. **Due process in Minor Cases.**

3.2.2.1. The Dean decides on all cases deemed as minor. The decision must be based on substantial evidence.

3.2.2.2. Minor cases shall have their own summary procedure.

3.2.2.3. An appeal of the Dean's decision may be filed before the Committee on Discipline.

3.2.3. **Due process in Major Cases.** To ensure the right of a student to due process, the following procedures shall be adopted in the investigation and adjudication of major disciplinary cases:

3.2.3.1. A complaint-report shall be submitted in writing to the Dean's Office.

3.2.3.2. The Dean shall notify the student concerned through a Complaint Notice.

3.2.3.2.1. A copy of the formal written complaint shall be attached to the Complaint Notice.

3.2.3.2.2. The student shall be required to submit a written statement in answer to the complaint, including other relevant materials to support the statement.

3.2.3.2.3. The student shall be given one (1) calendar week starting on the date of receipt of the Complaint Notice to prepare these materials.

3.2.3.2.4. The failure of the student to submit such relevant materials shall be taken to mean that he/she chooses to waive his/her rights to present the case as requested.

3.2.3.3. The Dean shall then interview the parties involved and conduct additional investigations necessary to ensure full confirmation of the facts.

3.2.3.4. The Dean shall assess the gravity of the offense using the evidence gathered and decide whether the case is minor or major. If the case involves a possible major offense, it shall be forwarded to the Committee on Discipline for study and deliberation. Otherwise, the Dean shall take appropriate action. The report submitted to the Committee on Discipline shall include the formal charges, the facts of the case, the evidence and other relevant materials presented, as well as a review of precedent cases.

3.2.3.5. A formal, written Charge Notice shall be sent by the Dean to the student involved. This Charge Notice shall state:

3.2.3.5.1. The nature of the possible violation, including the specific section/s of the Code of Discipline possibly violated.

3.2.3.5.2. The right of the student to due process as stated in the Code of Discipline.

3.2.3.5.3. The right of the student to seek counsel.

3.2.3.5.3.1. The accused student may ask a faculty member, or a fellow student from LST to serve as counsel at the hearing of the case. Administrators, however, may not be chosen as counsel.

3.2.3.5.3.2. If the student wishes to have a counsel but is unable to find one, the LST President may appoint a faculty member to serve as counsel. The student shall submit the name of the counsel to the Dean prior to the scheduled hearing.

- 3.2.3.5.4. The possible date of the hearing shall not be earlier than one (1) calendar week from the receipt of the Charge Notice.
- 3.2.3.6. The Committee on Discipline, through the Dean, shall request the presence of parties at the hearing as deemed necessary.
- 3.2.3.7. The Dean's Office shall notify, in the case of seminarians and religious, the Superior of the student charged before the Committee on Discipline.
- 3.2.3.8. The Committee shall convene on the set date for the hearing. Each party shall present his/her testimony, evidence, supporting documents and witnesses. The Committee may question the parties and their witnesses. It shall deliberate on the case and determine whether the student is guilty of the offense as charged.
- 3.2.3.9. The Superior may witness the presentation of the accused student's personal testimony during the hearing.
- 3.2.3.10. The Committee shall thereafter submit its findings and recommendations in writing to the Dean who makes the final decision.
- 3.2.3.11. The student may appeal to the President for reconsideration of the Dean's decision.  
Upon receipt of a copy of the student's appeal to the President, the Dean shall suspend the implementation of his decision. The President has the authority to make a final decision on the case.

#### 4. **Offenses.**

Students are expected to exercise freedom and maturity in the process of self-development. This entails the ability to distinguish between acts that shall promote their well being as persons and those that shall subvert this. Following are acts considered inimical to the dignity of the members of LST community:

##### 4.1. **Offenses Against Security.**

- 4.1.1. Bringing into and/or drinking alcoholic or any intoxicating beverages on the campus;
- 4.1.2. Coming into the campus under the influence of alcohol or prohibited substances, and/or acting in a disruptive way;
- 4.1.3. Possession, use, or trafficking of illegal substances on campus;
- 4.1.4. Possession of deadly weapons.

##### 4.2. **Offenses Against Persons.**

- 4.2.1. Acts of disrespect or discourtesy directed towards LST personnel (administrators, faculty or staff) or students on campus or during official school functions outside the campus;
- 4.2.2. Proselytizing or promoting one's faith by attacking or denigrating others' religious beliefs;
- 4.2.3. Sexual misconduct;
- 4.2.4. Physically assaulting others on campus or in any LST and university-sanctioned function;
- 4.2.5. Threatening students, faculty members, or school authorities, or preventing them from discharging their duties, which include attending classes or entering school premises;

- 4.2.6. Instigating and/or engaging in activities resulting in injury or moral damage to persons.
- 4.3. Offenses Against Property.**
- 4.3.1. Disobeying school regulations on the care of the School environment (cf. Section 1 of the *Code of Discipline*);
- 4.3.2. Stealing;
- 4.3.3. Vandalizing personal and/or LST/AdMU property on campus;
- 4.3.4. Instigating and/or engaging in activities resulting in damage to LST property.
- 4.4. Offenses Against Order.**
- 4.4.1. Wearing attire inappropriate to the academic nature of the School;
- 4.4.2. Disturbing or disrupting a class or a school function without just cause;
- 4.4.3. Selling merchandise on campus without proper permission;
- 4.4.4. Preventing the circulation of a recognized student publication;
- 4.4.5. Gambling on campus;
- 4.4.6. Organizing or being involved in groups or organizations which:
- 4.4.6.1. Use violence, or
- 4.4.6.2. Maintain secrecy of existence and/or activities, or
- 4.4.6.3. Require members/applicants to act in any manner that is personally degrading and not directly related to what the group or organization is aiming to accomplish, or
- 4.4.6.4. Express their exclusion of others through disrespect for and disregard of the rights and dignity of members and/or non-members;
- 4.4.7. Disregarding the *Code of Discipline* by frequently committing offenses;
- 4.4.8. Repeatedly violating rules and regulations concerning:
- 4.4.8.1. Traffic and parking;
- 4.4.8.2. The Ralph Gehring Library
- 4.4.9. Repeatedly violating rules and regulations of the School, the University or other units;
- 4.4.10. Committing on campus and/or during a school function any acts considered crimes under Philippine laws.
- 4.5. Offenses Involving Falsehood & Falsity.**
- 4.5.1. Dishonesty during exams or tests which is defined as, but not limited to:
- 4.5.1.1. Talking,
- 4.5.1.2. Whispering,
- 4.5.1.3. Making unnecessary noise,
- 4.5.1.4. Calling the attention of others,
- 4.5.1.5. Looking around,
- 4.5.1.6. Looking at the papers of others,
- 4.5.1.7. Using unauthorized notes, text messages,
- 4.5.1.8. Making one's test papers visible to others,
- 4.5.1.9. Other actions which give rise to suspicion.
- 4.5.2. Committing intellectual dishonesty, which is defined as passing off someone else's work as one's own. Plagiarism is an act by which a writer uses someone else's words or ideas but fails to credit that person. One plagiarizes when one:
- 4.5.2.1. uses the words of others and fails to credit the source of the words;

- 4.5.2.2. uses the exact words and fails to indicate such with quotation marks or block indentation;
  - 4.5.2.3. uses words so close to those in the source that it would seem like copied material without the use of quotation marks or indentation;
  - 4.5.2.4. uses someone else's ideas without due credit (Wayne C. Booth, Gregory C. Colomb, Joseph M Williams. *The Craft of Research*. Chicago: University of Chicago Press, 1995. 167-170).
  - 4.5.3. Tampering with and/or falsifying school or public documents, including official administrative, departmental and activity bulletin boards; or obtaining and/or using such documents.
  - 4.6. **Offenses Against Public Morals.**
    - 4.6.1. Bringing pornographic materials into the campus;
    - 4.6.2. Committing scandal on campus or during a school-sanctioned function.
5. **Penalties.**
- The following penalties can be given by the Dean or the Committee on Discipline after an evaluation not only of the nature of the act, but also of the circumstances surrounding it.
- 5.1. **Penalties for Minor Offenses.**
    - 5.1.1. First Commission
      - 5.1.1.1. Oral or written reprimand from the Dean
      - 5.1.1.2. and written apology from the student
    - 5.1.2. Second Commission
      - 5.1.2.1. Written reprimand from the Dean and
      - 5.1.2.2. written apology from the student
    - 5.1.3. Third and subsequent Commission
 

The student shall be charged with a major offense and the case shall be forwarded to the Committee on Discipline for hearing.
  - 5.2. **Penalties for Major Offenses.**

Major offenses shall warrant one or a combination of the following penalties:

    - 5.2.1. Probation, the conditions of which shall be determined by the Committee on Discipline and recommended to the LST President, with automatic suspension for such as the Committee may determine if any condition of the probation is violated;
    - 5.2.2. Community service;
    - 5.2.3. Formation sessions;
    - 5.2.4. Public reprimand through the posting of a memorandum/notice on the bulletin boards of LST;
    - 5.2.5. Suspension, the period and condition of which shall be determined by the Committee on Discipline and recommended to the LST President.
    - 5.2.6. Dismissal (Exclusion)
    - 5.2.7. Expulsion.
6. **Appendix A: Dangerous Drugs Act of 1972** (Republic Act No. 6425, Article V, Section 28)
7. **Appendix B: An Act Declaring Sexual Harassment Unlawful** in the Employment, Education or Training Environment, and other Purposes