Flowchart:
Procedure for cases involving Intellectual Dishonesty (page 1)

COMPLAINT
How Commenced: reported (orally or in writing)
To whom: directly to the Dean, or through a faculty member of the College where the incident occurred
Parties: 1. Complainant: University
2. Respondent: Student reported to have committed the act of misconduct constituting intellectual dishonesty
Right to Counsel: Respondent may represent him/herself and shall have the right to counsel, whose role shall be limited to advice.

The Dean shall: (within 7 days)
- determine whether a CDC or an ICDC should be constituted, and
- write the Dean’s Report
- furnish SDC copy of Dean’s Report

Constitution ICDC or CDC
If intellectual dishonesty involves more than one college: Deans constitute Inter-College Disciplinary Committee (ICDC)
If intellectual dishonesty of a student in the College: Dean constitutes College Disciplinary Committee (CDC)

SUMMONS
Who shall issue: The Committee shall issue summons to the respondent with a copy of the Dean’s Report (within 5 days from its constitution).
Service: served personally to the respondent through:
1. the Secretary of the College to which s/he belongs, or
2. through the Office of the University Registrar if the respondent does not belong to any college;
3. by electronic mail (to respondent’s UP Webmail account), where s/he is presumed to receive the Summons within 3 days, and
4. by registered mail to respondent’s residence address indicated in her/his latest Form 5, where s/he is presumed to receive the Summons within 10 days; and
5. to the respondent’s parents or guardians to the address indicated in the Form 5 (receipt by parents considered receipt by respondent).
same modes of service for notices, decisions and other communications.

TIMELINE
(If the due date falls on a non-working holiday, the due date will be on the next school day.)

Start
Within 1 week from commencement of complaint
Within 7 days from the determination of committee by the Dean
Within 5 days from constitution of ICDC or CDC; furnish copy of summons to Dean and SDC.
Served through College Secretary, Office of the University Registrar or through e-mail: maximum of 5 days to receive summons
Proof of receipt of summons served through the Department Chair, Institute Director, the College Secretary or the OUR shall be submitted to the CDC or ICDC within two (2) days.
Flowchart:
Procedure for cases involving Intellectual Dishonesty (page 2)

ANSWER
Respondent shall answer in writing within a non-extendible period of 5 days from receipt of the summons. Failure to answer = waiver of right to present her/his side.

NOTICE OF HEARING (preliminary meetings and hearings)
- served to the parties in such a manner as shall ensure the receipt at least 3 days before the date of the initial meeting.

APPEARANCES
University: duly authorized representative appointed by the Chancellor from among the tenured University Council members. If the complainant is a tenured UC member, s/he may represent the University

Respondent: shall appear in person; may be accompanied by parents, guardians and legal counsel, whose participation shall be limited to advice.

PRELIMINARY MEETING - mandatory
Period: not later than 1 week after the receipt of answer or after the expiration of the period within which to file answer.
Matters to be taken up:
1. facts admitted
2. marking of documents to be presented
3. dates of hearings
4. identity of witnesses and gist of their testimony
5. agreement to submit the case for resolution during the meeting
6. other matters that will aid in the prompt disposition of the case
Form: matters taken and agreed upon shall be reduced in writing and attested to by the members of the Committee present, the University representative, and/or private complainant, and the respondent.
The agreement is binding on the parties.
   Failure of University or private complainant to appear = ground for dismissal of complaint
   Failure of respondent to appear = same effect as failure to answer

Within 5 days from receipt of summons
At least 3 days before the date of initial meeting
Within 1 week after receipt of answer or after expiration of the period within which to file answer
IF RESOLVED AT THIS STAGE: process will take approximately 37 days.

Submission of preliminary report, copy furnished the SDC and Dean/s
Flowchart:
Procedure for cases involving Intellectual Dishonesty (page 3)

HEARINGS
If no resolution at Preliminary Meeting, initial Hearing: not later than 1 week after the preliminary meeting.
Period for Completion: non-extendible period of 2 months after the initial hearing

COMMITTEE REPORT
Submitted: to the Dean, within 15 days after final hearing.
Form: in writing, signed by majority of its members.
Content: brief statement of the findings of fact and specific regulations on which the resolution and recommended sanctions are based.
Service: same manner as in Summons.

DEAN’S ACTION
The Dean shall adopt the resolution and shall affirm or modify the recommended sanction, if any, within 7 days.
Service of the Dean’s action: In the same manner as Summons.
The duly appointed representative of the University shall submit a copy of the resolution to the Chancellor, who shall inform the Executive Committee of the same.

ENFORCEMENT OF THE RESOLUTION
Resolution shall be final and immediately enforced if no appeal is before the UPD Execom, or upon the expiration of the period to appeal.
Who shall execute: the Dean of the College to which the respondent belongs.
In case of expulsion: The resolution shall be executed by the Chancellor. Executory upon receipt of respondent or his parents/guardians/ nearest relative at the address written in Form 5.
- Parents are furnished with a copy of the Decision.

APPEAL TO THE EXECOM
The resolution may be appealed to the UPD Execom, through the Chancellor, within 7 working days from receipt of the resolution.
The Execom shall decide on the appeal within 2 months.

APPEAL TO THE BOR
The decision may be appealed to the Board of Regents, through the President, within 7 working days from the receipt of the decision.

Initial Hearing: not more than 1 week after preliminary meeting
Completion: within 2 months after initial hearing; non-extendible.
Committee Report: Within 15 days after final hearing
Dean’s action: Within 7 days.
Effective 7 days after the receipt of the decision if no appeal has been made
IF NO APPEAL TO THE EXECOM: process will take approximately 133 days
Appeal to the Execom: Within 7 working days from receipt of resolution
Decision: within 60 days
IF WITH APPEAL TO EXECOM: process will take approximately 200 days.
Appeal to the BOR: Within 7 working days from the receipt of the decision
IF WITH APPEAL TO BOARD OF REGENTS: Unknown
Flowchart:
Procedure for cases involving Intellectual Dishonesty (page 4)

CORRECTIVE MEASURE INVOLVING SUSPENSIONS
Final decision of suspensions of thirty (30) to sixty (60) days, which are executory within thirty (30) days prior to the first day of the final examination period, shall take effect on the first day of classes during the subsequent semester, except when the respondent is graduating, in which case the sanction shall immediately take effect upon the final decision in accordance with Article VII Section 2.15. The SDC, the Office of the University Registrar (OUR), the College Secretary and concerned professors shall be informed of the implementation of the corrective measure.
Flowchart:
Procedure for other acts of misconduct (page 1)

COMPLAINT
How Commenced: reported (orally or in writing)
By whom: anyone
To whom: any College or University official. Within 3 days, the recipient of the complaint other than the Dean shall report the complaint to the Dean or to the Student Disciplinary Council
Parties: 1. Complainant: University, together with private complainant
2. Respondent: Student reported to have committed the act of misconduct.
Right to Counsel: Respondent may represent him/herself and shall have the right to counsel, whose role shall be limited to advice.

DETERMINATION OF JURISDICTION and PROBABLE CAUSE
The Dean or the SDC Chair shall determine, within 7 days, the jurisdiction of the case and forward the report to the appropriate forum.

College Dean: for cases where the act is less serious and/or is committed within a particular college and involves only students belonging to said college.

Student Disciplinary Council: All other cases not falling under the jurisdiction of the College Dean.

In all cases involving less serious misconduct where Alternative Dispute Resolution (ADR) methods are applicable, the Dean / SDC Chair (whoever is applicable) shall resolve the case by employing such.

If act is less serious and jurisdiction is with the SDC Chair.

Serious misconduct other than intellectual dishonesty or other cases within the jurisdiction the SDC.

If act is less serious and jurisdiction is with the SDC Chair.

Successful resolution of the case?

TIMELINE
(If the due date falls on a non-working holiday, the due date will be on the next school day.)

Start
Within 3 days, complaint shall be reported to the Dean or the SDC.

Within 7 days from receipt of the complaint

Alternative Dispute Resolution: within 1 week after determination that College Dean has jurisdiction, or that the case falling under the SDC’s jurisdiction is less serious.
Flowchart:
Procedure for other acts of misconduct (page 2)

**Successful resolution of the case?**

**YES**

Successful resolution: Made in writing, when signed by the Dean/SDC Chair, shall be final and immediately executory.

**NO**

No resolution arrived at.

If under the jurisdiction of Dean: Dean shall, within 7 days, form a College Disciplinary Committee (CDC) and forward the complaint to the CDC.

Follow procedure in flowchart on procedure for cases involving intellectual dishonesty, from summons to implementation of sanctions, except that the appeal will be made directly to the BOR.

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**SUMMONS**

Who shall issue: The AHDHC shall issue summons to the respondent with a copy of the complaint (within 3-5 days from its constitution).

**Service:** served personally to the respondent through:
1. the Secretary of the College to which s/he belongs, or
2. through the Office of the University Registrar if the respondent does not belong to any college;
3. by electronic mail (to respondent’s UP Webmail account), where s/he is presumed to receive the Summons within 3 days, and
4. by registered mail to respondent’s residence address indicated in her/his latest Form 5, where s/he is presumed to receive the Summons within 10 days; and
5. to the respondent’s parents or guardians to the address indicated in the Form 5 (receipt by parents considered receipt by respondent).

*same modes of service for notices, decisions and other communications.*

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**IF ADR IS SUCCESSFUL:** process will take approximately 17 days.

Constitution of CDC: within 1 week after determination of jurisdiction or unsuccessful Alternative Dispute Resolution has been concluded, as the case may be.

**AFTER AN UNSUCCESSFUL ADR, IF CASE FALLS UNDER CDC, AND NO APPEAL IS MADE:** process will take approximately 137 days.

**IF WITH APPEAL TO BOARD OF REGENTS:** length of process - unknown

Constitution of the AHDHC: within 7 days after the unsuccessful Alternative Dispute Resolution has been concluded

Summons: Within 3-5 days from the constitution of AHDHC

Served through College Secretary, Office of the University Registrar or through e-mail: maximum of 5 days to receive

Served through registered mail: 10 days to receive.

Proof of receipt of summons shall be submitted to the AHDHC within two (2) days.
Flowchart:
Procedure for other acts of misconduct (page 3)

**ANSWER**
Respondent shall answer in writing within 5 days from receipt of the summons and AHPIC report.
Failure to answer = waiver of right to present her/his side.

**NOTICE OF HEARING** (preliminary meetings and hearings)
- served to the Dean, College Secretary, Department Chair, parents or guardians in such a manner as shall ensure the receipt at least 3 days before the date of the meeting/hearing.

**PRELIMINARY MEETING**
**Period:** not later than 1 week after the receipt of answer/after the expiration of the period within which to file answer.
**Matters to be taken up:**
- facts admitted
- marking of documents to be presented
- dates of hearings
- identity of witnesses and gist of their testimony
- amicable settlement (only in less serious cases)
- agreement to submit the case for resolution during the meeting
- other matters that will aid in the prompt disposition of the case

**Form:** matters taken and agreed upon during the preliminary meeting shall be reduced in writing and attested to by the members of the AHDHC present, the University representative and/or the private complainant, and the respondent. The preliminary meeting report shall be binding on the parties. The parties may also agree to submit the case for resolution during the meeting.

Failure to University or private complainant to appear = ground for dismissal of complaint
Failure of respondent to appear = same effect as failure to answer.
For presentation to the Executive Committee, 12 November 2012:
DRAFT 2012 CODE OF STUDENT CONDUCT
APPENDIX: FLOWCHART

Flowchart:
Procedure for other acts of misconduct (page 4)

HEARINGS
Initial Hearing: set not later than 1 week after receipt by the parties of the preliminary meeting report.
Period for Completion: 2 months after the initial hearing.

SDC DECISION
AHDHC: shall submit its decision to the SDC Excom within 15 days after final hearing.
SDC Excom: shall adopt or modify it within 7 days after receipt.
: may modify the decision only in form but not in substance.
: shall transmit the same to the Chancellor, copy furnished the Dean(s) and College Secretary(ies) concerned.
Content: brief statement of the findings of fact, applicable provisions and the corresponding corrective measures. Note attendance of AHDHC members of meetings and hearings.
Service: same manner as in Summons.

APPEAL TO THE BOR
The decision may be appealed by either party to the Board of Regents within 7 working days from the receipt of the decision.

If no appeal is made: Dean(s) shall immediately enforce the decision. Executory upon receipt of respondent or her/his parents/guardians/nearest relative at the address written in Form 5.
Where the sanction is expulsion, the Chancellor shall enforce the decision.
- Parents are furnished with a copy of the Decision.

CORRECTIVE MEASURES INVOLVING SUSPENSIONS
Final decision of suspensions of thirty (30) to sixty (60) days, which are executory within thirty (30) days prior to the first day of the final examination period, shall take effect on the first day of classes during the subsequent semester, except when the respondent is graduating, in which case the sanction shall immediately take effect upon receipt of the final decision in accordance with Article VII Section 3.6.15. The Office of the University Registrar (OUR), the College Secretary and concerned professors shall be informed of the implementation of the corrective measure.

Initial Hearing: Within 1 week after preliminary meeting
Period for Completion: Within 2 months
Submission of Decision: within 15 days after final hearing
Adoption/ Modification: Within 7 days after receipt

IF CASE FALLS UNDER THE JURISDICTION OF THE SDC AND IS A SERIOUS MISCONDUCT SUCH THAT ADR CANNOT BE AVAILED OF, AND IF NO APPEAL IS MADE: Process will take approximately 152 days

IF CASE FALLS UNDER THE JURISDICTION OF THE SDC AND ACT IS LESS SERIOUS SUCH THAT ADR WAS AVAILED OF BUT ADR FAILED: process will take approximately 152 days

Appeal with the BOR: within 7 days from the receipt of decision
IF WITH APPEAL TO BOR: Length of process -unknown
Flowchart:
Procedure for misconduct of registered student organizations (page 1)

COMPLAINT
How Commenced: reported (orally or in writing)
By whom: anyone
To whom: any College or University official. The recipient of the complaint shall within 24 hours, report the complaint to the Office of Student Affairs (OSA) or to the Dean of the College concerned.
Parties:
1. Complainant: University, together with private complainant
2. Respondent: Registered student organization, represented by its head.

DETERMINATION OF JURISDICTION and PROBABLE CAUSE
The Dean or the OSA shall determine the jurisdiction of the case and forward the report to the appropriate forum within 1 week.

College Dean: for cases where the act is less serious, committed within the College and involves a College-registered student organization.
Office of Student Affairs: All other cases not falling under the jurisdiction of the College Dean.

Act is less serious: Jurisdiction with the OSA Head
If under the jurisdiction of OSA and act is serious misconduct: OSA Head, after finding probable cause, shall transmit the case to the OVCSA which shall form an AHDHC.
(constituted within 7 days)
(proceed to B. Procedure before SDC AHDHC)

The Dean/OSA Head (whoever is applicable) shall resolve the case by employing Alternative Dispute Resolution (ADR) methods, within 7 days.

TIMELINE
(If the due date falls on a non-working holiday, the due date will be on the next school day.)

Start
Within 1 day to report

Within 3 days from commencement of complaint

If the Dean refuses or fails to assume jurisdiction within three (3) days, the OSA shall take jurisdiction of the case.

Constitution of AHDHC:
Within 7 days after determination of jurisdiction and probable cause.

Alternative Dispute Resolution: Within 7 days after the determination of jurisdiction and probable cause.
IF CASE IS RESOLVED THROUGH ADR BY THE DEAN OR OSA HEAD: the process will take approximately 18 - 21 days.

Constitution of CDC/ADHDC:
Within 1 week after an unsuccessful ADR has been concluded.

Successful resolution:
Made in writing, when signed by the Dean/ OSA Head, shall be final and immediately executory.

ADR inapplicable or no resolution was arrived at:

If under the jurisdiction of Dean:
The Dean, within 7 days, shall form a College Disciplinary Committee (CDC) which shall assume jurisdiction over the case. (proceed to A. Procedure before the College Disciplinary Committee)

If under the jurisdiction of OSA:
The OSA Head, after finding probable cause, shall transmit the case to the OVCSA which shall constitute an AHDHC. (constituted within 7 days) (proceed to B. Procedure before OVCSA AHDHC)
Flowchart:

Procedure for misconduct of registered student organizations (page 3)

A. Procedure to be followed by the College Disciplinary Committee

**SUMMONS**

Who shall issue: The CDC shall issue summons to the respondent with a copy of the complaint (within 3 days from its constitution).

Service: through the College Secretary

*same modes of service for notices, decisions and other communications.

**ANSWER**

Respondent shall answer in writing within 3 days from receipt of the summons and the complaint.

Failure to answer = waiver of its right to present evidence on its behalf.

**NOTICE OF HEARING** (preliminary meetings and hearings)

- served to the parties in such a manner as shall ensure the receipt at least 3 days before the date of the initial hearing.

**PRELIMINARY MEETING**

Period: not later than 1 week after the receipt of answer/after the expiration of the period within which to file answer.

Matters to be taken up:

- facts admitted
- marking of documents to be presented
- dates of hearings
- identity of witnesses and gist of their testimony
- amicable settlement (only in less serious cases)
- agreement to submit the case for resolution during the meeting
- other matters that will aid in the prompt disposition of the case

Form: matters taken and agreed upon shall be reduced in writing and attested to by the members of the CDC present, the College representative, and/or private complainant, and the respondent.

*Mandatory and binding on the parties.

Failure of College or private complainant to appear = ground for dismissal of complaint.

Failure of respondent to appear = same effect as failure to answer.
Flowchart:
Procedure for misconduct of registered student organizations (page 4)
A. Procedure to be followed by the College Disciplinary Committee

**HEARINGS**
- Period for Completion: 2 months after the preliminary hearing.

**COMMITTEE DECISION**
- CDC: shall submit its decision to the Dean within 15 days after final hearing, copy furnished the OSA.
- Content: brief statement of the findings of fact, applicable provisions and the corresponding sanction.
- Service: parties concerned shall each be served with a copy of the CDC decision.
- The decision is final and executory 15 days upon receipt by the party.

Completion of Hearings: within 60 days after preliminary hearing.

CDC Decision: Within 15 days after final hearing.

Dean’s action: Within 7 days.

Final and Executory: 15 days upon receipt by the party.

IF CASE FALLS UNDER THE JURISDICTION OF THE CDC: the process will take approximately 144 days.
For presentation to the Executive Committee, 12 November 2012:
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APPENDIX: FLOWCHART

Flowchart:
Procedure for misconduct of registered student organizations (page 5)
B. Procedure to be followed by the OVCSA Ad Hoc Disciplinary Hearing Committee

SUMMONS
Who shall issue: The AHDHC shall issue summons to the respondent with a copy of the complaint within 3-5 days from its constitution.
Service: Respondent is college-registered: served through the College Secretary of the College which issued the registration and/or College where the head is enrolled.
Respondent is University-registered: served through the Office of Student Activities (OSA) and the College Secretary of the College where the head belongs.
*same modes of service for notices, decisions and other communications.

ANSWER
Respondent shall answer in writing within 3 days from receipt of the summons and complaint.
Failure to answer = waiver of his right to present evidence on his behalf.

NOTICE OF HEARING
(preliminary meetings and hearings)
- served to the parties in such a manner as shall ensure the receipt at least 3 days before the date of the initial hearing.

PRELIMINARY MEETING
Period: not later than 1 week after the receipt of answer/after the expiration of the period within which to file answer.
Matters to be taken up:
- facts admitted
- marking of documents to be presented
- dates of hearings
- identity of witnesses and gist of their testimony
- amicable settlement (only in less serious cases)
- agreement to submit the case for resolution during the meeting
- other matters that will aid in the prompt disposition of the case

APPEARANCES
The University shall appear as complainant through the Office of the Vice Chancellor for Student Affairs.
The respondent shall appear through its head with the assistance of its faculty adviser/s and/or counsel, whose role shall be limited to advice, through its head with the assistance of counsel, if desired.

TIMELINE
(after constitution of AHDHC)
Issuance and Receipt of Summons: within 3 days from constitution of AHDHC
maximum of 3 days to receive summons

Period to file Answer: Within 7 days from receipt of summons and the complaint
Preliminary Meeting: Within 7 days after receipt of answer/after the expiration of the period within which to file.
Notice of Hearing: at least 3 days before the date of initial hearing

Form: matters taken and agreed upon shall be reduced in writing and attested to by the members of the AHDHC present, the University representative, and/or private complainant, and the respondent.
*Mandatory and binding on the parties. Failure of College or private complainant to appear = ground for dismissal of complaint
Failure of respondent to appear = same effect as failure to answer.
Flowchart:
Procedure for misconduct of registered student organizations (page 6)
B. Procedure to be followed by the SDC Ad Hoc Disciplinary Hearing Committee

**HEARINGS**
Period for Completion: 2 months after the preliminary hearing.

**COMMITTEE DECISION**
AHDHC: shall submit its decision to the OVCSA within 15 days after final hearing.
OVCSA: shall adopt or modify it within 7 days after receipt.
   - may modify the decision only in form but not in substance.
   - shall transmit the same to the Chancellor, copy furnished the Dean(s) and College Secretary(ies) concerned.
Content: brief statement of the findings of fact, applicable provisions and the corresponding sanction. It shall note the attendance of the Ad Hoc Disciplinary Hearing Committee members of meetings and hearings.
Service: same manner as in Summons.

The decision is immediately executory upon receipt by the OVCSA and/or the Dean(s) concerned.

Within **60 days** after the preliminary hearing.
Within **15 days** after final hearing.
Within **7 days** after receipt.

**IF THE CASE INVOLVES SERIOUS ACTS SUCH THAT ADR CANNOT BE AVAILED OF:** the process will take approximately 130 days.

**IF THE CASE INVOLVES LESS SERIOUS ACTS AND ADR WAS AVAILED OF BUT FAILED:** the process will take approximately 137 days.