



FEU

STUDENT

HANDBOOK

2025





Student Handbook 2025

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STUDENT HANDBOOK

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Manila, Philippines





A life-size statue of Dr. Nicanor I. Reyes Sr., the late founder, was installed on campus on January 21, 2008 as part of the University's 80th founding anniversary celebration. The statue is cast in bronze and was created by sculptor Peter de Guzman.

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FOREWORD

This handbook is primarily intended for you, new students, to help you adjust to a new environment. It is also designed to provide you with a reference on important matters concerning various aspects of student life at Far Eastern University.

Efforts have been made to make this compilation as comprehensive as possible; however, there may be questions to which complete answers are not yet provided. Should this happen, this handbook guides you where and whom to go for assistance.

It is, therefore, imperative for you to know the provisions of this handbook by heart to help you function efficiently and make your stay at FEU both academically rewarding and personally enjoyable. Carry this handbook with you always. Make it your constant guide as a student of FEU.

Welcome to Far Eastern University!

MESSAGE



Welcome to the FEU Community!

I am confident that you made the right choice and that your college experience will be both productive and fulfilling. Your time in college is crucial; it should help define your interests and career paths.

Far Eastern University will work with you to develop student agency, meaning you play an active role in your learning and development. You will be encouraged to express yourself, think critically, engage, and make recommendations and decisions. Many of our classrooms are designed as collaborative spaces, providing opportunities to work and learn from others. We aim to equip you with skills and knowledge that will serve as a strong foundation for achieving meaningful occupation.

We also strengthened our stand in sustainability and environmental stewardship, promoting solar energy, centralized cooling systems, and a central water filtration plant, to provide safe and efficient drinking water throughout the campus.

Rest assured, you will not be alone. FEU is committed to providing the best faculty, strong student support services, conducive learning and teaching spaces, interesting student organizations and activities, and quality bandwidth in key areas across the campus. FEU strives to continually improve in academics and services for your holistic learning.

Your college journey will be as fulfilling as you make it. It will occupy at least four years of your life. Your priority should be to learn as much as you can, excel in your chosen fields, and develop a strong network with your batchmates and the FEU community, including our alumni who can serve as your mentors. Our Career and Placement Office is here to assist you in finding opportunities in your professions.

Do not hesitate to seek help if needed; we are here for you. Good luck on your Tamaraw journey. Be brave!

Juan Miguel R. Montinola
FEU President



VISION-MISSION STATEMENT

Vision

Far Eastern University envisions itself as contributing to the creation of an inclusive and sustainable society that is progressive in outlook, provides equitable opportunities, and upholds Philippine culture, values, and history.

Mission

Far Eastern University provides inclusive, learner-centered education that produces graduates who are independent thinkers, highly employable and globally competitive professionals, serves as a catalyst for the creation of new, practicable knowledge in solution of pressing societal concerns and as an active repository of Philippine art, culture, and heritage. shares its intellectual resources with a wider community to enhance the economic prospects of the communities it serves.

FEU CORE VALUES

- 1. FORTITUDE** refers to the ability to work hard, persevere, not give in or give up; to be committed to an ideal and to pursue it with hard work and courage. The school motto “Be Brave” is a call to fortitude.
- 2. EXCELLENCE** refers to the ability to do rigorous, meticulous, and relevant work that is comparable to the highest standards.
- 3. UPRIGHTNESS** refers to moral and ethical integrity, willingness to put others ahead of the self, commitment to fairness and a commitment to work for a greater good.

QUALITY POLICY

Far Eastern University is committed to providing quality educational programs, services, and products utilizing relevant educational, scientific, and technological advances, and safeguarding the intellectual property rights over the creative works of its students, faculty and staff, and other members of the FEU Community.

All FEU stakeholders are enjoined to do their duties and responsibilities correctly, in a timely manner, and with respect to all, with the intention of consistently carrying out our mission for our students, faculty and staff, other FEU stakeholders, and the wider community.

In all circumstances, the FEU Community shall adhere to all the requirements and standards for the continuous improvement and effectiveness of the quality management systems.

About FEU



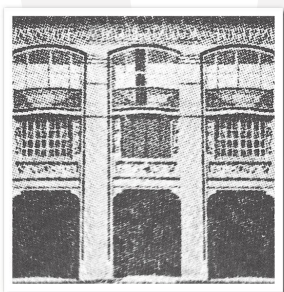
Far Eastern University MILESTONES

At a time when only Americans could practice accounting, Dr. Nicanor Reyes, Sr., who obtained his Doctor of Philosophy from Columbia University, envisioned a school that would develop Filipino accountants. He founded Far Eastern University which was affordable for the middle and working classes.

1920s

1928

Dr. Nicanor Reyes, Sr., together with an eminent group of educators from the University of the Philippines, founded the Institute of Accountancy that offered a three-year program designed to meet the minimum requirements for the certified public accountants' examinations.



The first building of the
Institute of Accountancy

1929

The Institute of Accountancy was renamed Institute of Accounts, Business, and Finance (IABF) as it branched out to other disciplines and offered majors in economics, business administration, banking, and finance.

1930s

1933

IABF merged with Far Eastern College, founded in 1919, which offered courses in the liberal arts and was administered by another reputable group of academicians. The merger created what is now known as the Far Eastern University (FEU).

The Institute of Education, Boys High School, Girls High School, and Grade School were established.

1934

FEU founded its Institute of Law.

The FEU Advocate, the official student publication, was launched to promote student welfare through its intelligent reporting and commentary.

1936

The Institute of Technology was established to respond to the increasing demand for trained engineers and technologists.

1938

President Manuel L. Quezon told the founder during his visit to the campus:

"Dr. Reyes, I do not mind telling you that I think Far Eastern University is the best non-sectarian university in the country today."

1940s

1941

FEU temporarily ceased operations because of World War II.



1944

FEU campus was turned into the Japanese Military headquarters. University records, books, and facilities were destroyed.

Dr. Nicanor Reyes, Sr. and some members of his family were massacred by retreating Japanese forces.

1945

The University reopened in October 1945. American forces continued to use most of its facilities until their departure in May 1946.

1949

The fabled FEU Auditorium was built.



1950s

The Science Building, was built.

1952

The Institute of Medicine was established.



1955

The School of Nursing that offered a three-year diploma program leading to a non-degree Graduate in Nursing (GN) was established. It became a full-fledged Institute in 1961.

The FEU Hospital was inaugurated.

1957

The Institute of Graduate Studies was established as a centralized unit handling graduate courses of the various Institutes.

1959

FEU articulated its thrust for the 1960s: "Education for Culture." Academic programs were geared towards holistic education.

1960s

1960



Source: <http://lifestyle.inquirer.net/136145/taurice-gullen-on-carmen-opera-can-be-very-emotional-like-tee-seyye>

The FEU Auditorium was virtually the cultural center of the Philippines. Nationally and internationally renowned artists like tenor Arrigo Pola (later known as Luciano Pavarotti's teacher), the Martha Graham Dance Company, the Alexandra Danilova Company, violinists Oscar Yatco and Gilopez Kabayao, and the Manila Symphony Society all performed there.

The Arts Building was finished in 1960, the Technology (now Nursing Building) was finished in 1962 and the Education (now Accounts, Business and Finance Building) was finished in 1967.



1968

Fine Arts major in Advertising was offered.

1970s

1970

The Institute of Architecture and Fine Arts (IARFA) was formally established as a separate institute. The Department of Architecture, which used to be part of the Institute of Technology in 1954, was transferred to IARFA.

1972

The Advocate, like all campus papers, was shut down because of martial law.

Student protesters roamed the streets. Classes were often disrupted during this period of unrest.



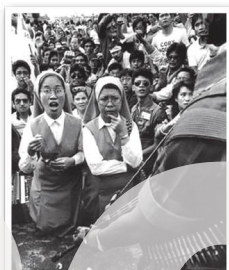
1970s

The Institute of Medicine, School of Medical Technology, and FEU Hospital were converted into the FEU Dr. Nicanor Reyes Medical Foundation (FEU-NRMF).

1980s

1986

Democracy was restored in the country after a bloodless revolution.



Source: <http://anglowriter.org/2012/03/07/looking-back-the-edsa-revolution/>

1989

Dr. Lourdes Reyes-Montinola, the only living heir of the founder, was named chair of the Board of Trustees. FEU aimed to provide quality education in a quality environment. Art Deco buildings were refurbished, curricula were revised, and faculty performance evaluation metrics were implemented.



1990s

1990

The President's Committee on Culture and the Arts was established to develop and uplift the cultural awareness of FEU students.

1992

FEU partnered with Asia Pacific Computer Technology Center and Intelligent Wave, Inc. and set up a computer school called East Asia Institute of Information Technology.

1996

FEU took on the challenge of educational leadership anchored on Total Quality Management and centered on sustained growth and development of the faculty, curricula, facilities, research, outreach functions, and international linkages.

The FEU Educational Foundation was established to assist faculty in obtaining graduate degrees.

1997

The Social Security System named FEU as "Best Employer" during the annual Balikat ng Bayan Awards.

1998

The official student publication, *The FEU Advocate*, was revived.

2000-2009

2000

FEU established its Center for Studies on Urban Environment (SURE) and hosted the center's 1st International Conference.

2001

Enrollment and financial systems were computerized with the help of Oracle resulting in efficient archival and retrieval of data.

2002

The vision-mission statements were recrafted to make FEU the leading private, non-sectarian university in the country.

2005

UNESCO bestowed the Honorable Mention Award on FEU for its well-preserved and largest ensemble of Art Deco buildings in the Philippines.



Agudo, N. et al. (2003). *Arts and culture @ Far Eastern University*. Manila: FEU

Green and Gold. (1948-1954, 1956-1959, 1961-1962, 1964-1968, 1971, 1977). Manila: Far Eastern University

Joaquin, N. (1995). *Mr. F.E.U. The culture hero that was Nicanor Reyes*. Manila: Far Eastern University.

2006

FEU stepped up its vision-mission to be a university of choice in Asia.

International and industry linkages were strengthened.



FEU received ISO Certification for its implementation of a Quality Management System.

2009

The Commission on Higher Education (CHED) declared FEU as Best in Student Services in the country.

The Management Association of the Philippines awarded FEU a special citation for its Save the Tamaraw Project, a conservation effort for the tamaraws in Mindoro.

2010

As a result of the growing enrollment in Tourism at the IABF and the need to offer Hotel and Restaurant Management, an independent Institute of Tourism and Hotel Management was established.



2010-2015

FEU opened the FEU Makati and FEU Cavite campuses in response to the expanding demand for education.



2011

Various degree programs of IAS and IABF received Level III Accreditation, one of the highest indicators of quality education in the country. The recognition was granted by Philippine Association of Colleges and Universities Commission on Accreditation.

Another accrediting agency, PAASCU, conferred Level 2 Reaccredited Status on the Institute of Nursing.

2012

CHED granted FEU Autonomous Status in the implementation of curriculum designs.

The FEU Board of Trustees approved the creation of FEU Alabang.

2013



A 17-storey building along R. Papa St. was constructed to house world-class facilities for the FEU Institute of Technology or FEUTECH and the program offerings of FEU East Asia College.

2014

FEU envisioned itself to be among the top 5 universities in the Philippines by 2020.

The Public Policy Center was established.



2015

A groundbreaking rite was organized for the future site of FEU Alabang.

The Commission on Higher Education (CHED) conferred FEU's Teacher Education Program and Bachelor of Science in Business Administration as Center of Excellence and Centers of Development.

2016-2017

2016

FEU High School was established and Roosevelt College, was acquired as part of the growing FEU Group of Schools.



2017

Selected faculty members were trained under the Digital Literacy, Effective Communication, Critical Thinking – Student Centered Learning (DLECCT-SCL) Program in preparation for the new multidisciplinary and discursive General Education curriculum.

FEU launched its new brand manifesto: Future – Ready Learning.



FEU

**FUTURE-READY
LEARNING**

2018-2019

2018

The FEU Alabang campus was opened offering business, science, IT, and engineering programs.



FEU was conferred two Arrow citations by the Institute of Corporate Directors at the 2018 ASEAN Corporate Governance Scorecard for being the lone university recognized as a top-performing publicly-listed company in the Philippines.



The FEU Learning Journey was launched as a more formal structure for mentoring that will capacitate students to navigate their academic lifecycle and prepare for career and life goals.



2019

For the Philippines Corporate Excellence category under the Education and Training Industry, FEU won the Asia Pacific Entrepreneurship award in 2019.

2020-2022

2020

All in-school FEU classes for the second semester of SY 2019-2020 were cancelled and replaced by emergency remote learning because of the COVID-19 pandemic. The Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases implemented a series of community quarantines especially in the National Capital Region.

FEU, through its Learning Journey program, was recognized as one of the most innovative universities in the world as it ranked 91st in the World's Universities with Real Impact (WURI) 2020: Global Top 100 Innovative Universities.

2021

FEU was conferred by the Institute of Corporate Directors at the 2018 ASEAN Corporate Governance Scorecard for being the lone university recognized as a top-performing publicly-listed company in the Philippines.

The President's Committee on Culture was renamed FEU Center for the Arts.

2022

On February 2022, FEU welcomed back students to its campus as it started limited face-to-face classes for the second semester of S.Y. 2021-2022.

The Institute of Health Sciences and Nursing (IHSN) was established.

FEU partnered with Good Samaritan Colleges in Cabanatuan City to offer two top-tier business degree programs to students in Nueva Ecija.

FEU introduced itself on the international stage through a joint venture with Jerudong Park Medical Centre (JPMC). The resulting JPMC College of Health Sciences (JCHS) is the first private health science college in Brunei.

During the 19th Philippine Quill Awards, FEU received five excellence awards both for professional and student category. Career and Placement Office's Pre-Employment Preparation Talk (PEP Talk) and Online Mock Interview with Coaching (OMIC) won under the Communication Training and Education and Communication Skills division. FEU Tamang Boto Campus Tour won the Excellence Award for Communication Management, while A Dictator's Guide to Cinema received the Excellence Award for Communication Skill. FEU was also awarded as first runner up in the School of the Year category.

FEU rose from rank 79 to rank 74 in the 2022 World's Universities with Real Impact (WURI) rankings.

2023–PRESENT

2023

FEU welcomed its 12th president, Mr. Juan Miguel Montinola.

Six FEU buildings and artworks were acknowledged as National Cultural Treasures by the National Commission for Culture and the Arts (NCCA), and the Administration Building received the Excellence in Design for Greater Efficiencies (EDGE) certification.



FEU debuted in the 2024 Quacquarelli Symonds (QS) World Rankings, placing 117th in Southeast Asia.

A total of 14 programs were assessed and certified by the ASEAN University Network Quality Assurance (AUN-QAA).

FEU PRESIDENTIAL SUCCESSION

	Nicanor Reyes, Sr.	November 1934 – February 1945	1
	Hermenegildo B. Reyes	December 1, 1945 – June 1, 1946	2
	Clemente Q. Uson	June 25, 1946 – June 21, 1947	3
	Belen E. Gutierrez	June 22, 1947– October 1, 1949	Acting President
	Vidal A. Tan	October 1, 1949– April 23, 1951	4
	Teodoro Evangelista	April 1, 1952– March 1, 1971	5
	Nicanor Reyes, Jr.	March 1, 1971– December 21, 1982	6
	Belen E. Gutierrez	December 22, 1982– June 15, 1985	Acting President
	Josephine C. Reyes	January 29, 1985– June 16 1989	7
	Felixberto C. Sta. Maria	July 1, 1989– June 30, 1995	8
	Edilberto C. de Jesus	March 9, 1995– September 15, 2002	9
	Lydia B. Echauz	October 1, 2002– August 25, 2012	10
	Michael M. Alba	October 16, 2012–July 31, 2023	11
	Juan Miguel R. Montinola	August 1, 2023- Present	12

INSTITUTE SEALS



INSTITUTE OF ACCOUNTS, BUSINESS AND FINANCE



INSTITUTE OF ARCHITECTURE AND FINE ARTS



INSTITUTE OF ARTS AND SCIENCES



INSTITUTE OF EDUCATION



INSTITUTE OF LAW



INSTITUTE OF HEALTH SCIENCES AND NURSING



INSTITUTE OF TOURISM AND HOTEL MANAGEMENT

UNIVERSITY EMBLEMS



THE UNIVERSITY SEAL

The FEU Coat of Arms consists principally of an eight pointed star representing the resurrection and FEU being the Star of the East - being contiguously shedding its light and luster dedicated to the education of the total man.

THE UNIVERSITY COLORS

The University colors are green and gold. Gold represents the golden opportunity for the University to serve the youth and her alumni to serve the country. Green is for hope, representing Rizal's "Fair hope of the Fatherland."

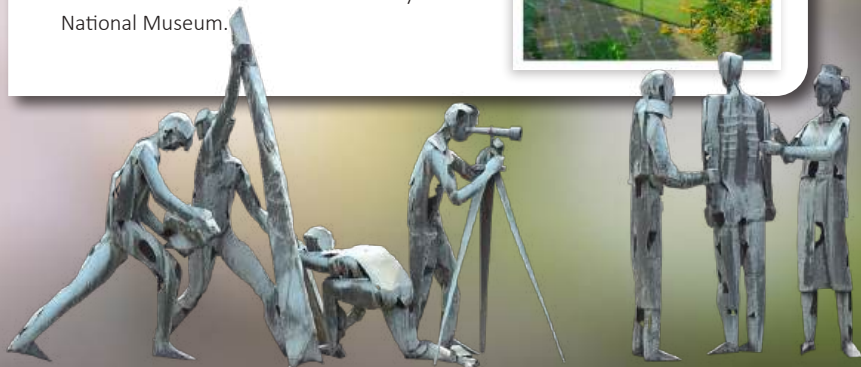
FEU
FEU

UNIVERSITY FONT

The Dellarobia BT is the official font of FEU. In the past, FEU's official font was inspired by the Baybayin, a pre-colonial writing system primarily used by Tagalogs in the northern Philippines.

THE MEMORIAL SQUARE

The Nicanor Reyes Memorial Square is a Manila landmark and a favorite backdrop for picture-taking in the campus. Erected in memory of the University Founder and First President, it consists of a 65-foot flagpole on a platform surrounded on all sides with brass sculpture by sculpture by National Artist Vicente Manansala which interprets the late founder's philosophy of education. It was declared in 2018 as a National Cultural Treasure by the National Museum.





THE TAMARAW

The tamaraw, known scientifically as *Bubalus mindorensis*, is the mascot of every FEU athletic team and the pet name of every student. It is a rare animal found only in Mindoro, Philippines. The tamaraw's characteristics--one of the most intelligent, pugnacious, and aggressive animals--resembles FEU's advanced and progressive policy in contemporary education.

THE PRESIDENTIAL SEAL

The Presidential Seal is displayed in formal and official events where the University President is the host or is scheduled to address an audience. Designed by renowned Filipino artist Dr. Galo B. Ocampo, the seal mainly features the sarimanok----a legendary bird of the Maranao people of Mindanao. The sarimanok is also part of Philippine mythology which projects the spirit of nationalism upon which the University was founded. Through its harmony of brilliant colors, the iconic mythical bird likewise projects the dynamic unity arising from the diversity of FEU students who come from the country's various regions.



MEMORABILIA

The Memorabilia Room and Archives, located at the Room 402 at the fourth floor of the Administration Building, was set up on November 5, 1984 to honor and perpetuate the memory of Dr. Nicanor Reyes, Sr. It houses a collection of mementos, artifacts, and publications which record milestones in the life of the founder, mementos of previous presidents of the University, and traces the evolution of Far Eastern University through the years.

THE MACE

The mace is the symbol of the University and is displayed in official University functions. It consists of a sari-manok holding a kalasag with a superimposed eight-pointed star done in solid bronze and is supported on a finely carved staff made of Philippine hardwood. Below the sarimanok is a bamboo scroll with a series of Baybayin letters namely "PA" "E" and "U" representing the acronym "F" "E" "U". The FEU Coat of Arms signifies the drive of the University in the field of Philippine culture and traditions.



Academic Programs



INSTITUTE OF ACCOUNTS, BUSINESS, AND FINANCE

GRADUATE PROGRAMS

MASTER OF BUSINESS ADMINISTRATION (NON-THESIS)

MASTER OF BUSINESS ADMINISTRATION (THESIS)

UNDERGRADUATE PROGRAMS

BACHELOR OF SCIENCE IN ACCOUNTANCY

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

With Specializations in FINANCIAL MANAGEMENT

ENTREPRENEURIAL MANAGEMENT

MARKETING MANAGEMENT

BACHELOR OF SCIENCE IN BUSINESS ECONOMICS

BACHELOR OF SCIENCE IN HUMAN RESOURCES AND

ORGANIZATIONAL DEVELOPMENT

BACHELOR OF SCIENCE IN INTERNAL AUDITING

GRADUATE PROGRAMS

MASTER IN BUSINESS ADMINISTRATION

INSTITUTE OF ARCHITECTURE AND FINE ARTS

UNDERGRADUATE PROGRAMS

BACHELOR OF FINE ARTS MAJOR IN STUDIO ARTS

BACHELOR OF FINE ARTS MAJOR IN VISUAL COMMUNICATION

BACHELOR OF SCIENCE IN ARCHITECTURE

With Specializations in BUILDING CONSTRUCTION

HUMAN SETTLEMENT

URBAN DESIGN

INSTITUTE OF ARTS AND SCIENCES

GRADUATE PROGRAMS

DOCTOR OF PHILOSOPHY IN PSYCHOLOGY MAJOR IN CLINICAL
PSYCHOLOGY

DOCTOR OF PHILOSOPHY IN PSYCHOLOGY MAJOR IN
FORENSIC PSYCHOLOGY

DOCTOR OF PHILOSOPHY IN PSYCHOLOGY MAJOR IN
INDUSTRIAL PSYCHOLOGY

MASTER OF ARTS IN COMMUNICATION MAJOR IN PUBLIC
INFORMATION

MASTER OF ARTS IN COMMUNICATION MAJOR IN
CORPORATE COMMUNICATION

MASTER OF ARTS IN LETTERS

MASTER OF ARTS IN PSYCHOLOGY

With Specializations in CLINICAL PSYCHOLOGY

INDUSTRIAL PSYCHOLOGY

MASTER OF SCIENCE IN BIOLOGY (ECOLOGY AND SYSTEMATICS TRACK)
MASTER OF SCIENCE IN BIOLOGY (MICROBIOLOGY TRACK)
MASTER OF ARTS IN LITERATURE AND LANGUAGE STUDIES
MASTER OF SCIENCE IN MATHEMATICS
MASTER OF SCIENCE IN MATHEMATICS (BRIDGING)
MASTER OF ARTS IN COMMUNICATION MAJOR IN PUBLIC INFORMATION

UNDERGRADUATE PROGRAM

BACHELOR OF ARTS IN COMMUNICATION
With Specializations in MULTIMEDIA JOURNALISM
DIGITAL FILM AND MEDIA PRODUCTION
STRATEGIC COMMUNICATIONS
BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES
With Specializations in PHILIPPINE ART, CULTURE AND HERITAGE
SUSTAINABLE URBAN DEVELOPMENT
BACHELOR OF ARTS IN INTERNATIONAL STUDIES
With Specializations in AREA STUDIES
INTERNATIONAL DEVELOPMENT AND COOPERATION
INTERNATIONAL RELATIONS AND DIPLOMACY
BACHELOR OF ARTS AND LANGUAGE AND LITERATURE STUDIES
With Specializations in ENGLISH LANGUAGE STUDIES
LITERATURE STUDIES AND CREATIVE WRITING
BACHELOR OF ARTS IN POLITICAL SCIENCE
With Specializations in PHILIPPINE POLITICS
POLITICS AND LAW
BACHELOR OF SCIENCE IN APPLIED MATH
With Specializations in DATA SCIENCE
INFORMATION TECHNOLOGY
MATHEMATICAL FINANCE
BACHELOR OF SCIENCE IN CHEMISTRY
BACHELOR OF SCIENCE IN BIOLOGY
With Specializations in MEDICAL BIOLOGY
MICROBIOLOGY
SYSTEMATIC BIOLOGY
BACHELOR OF SCIENCE IN PSYCHOLOGY

INSTITUTE OF EDUCATION

GRADUATE PROGRAMS

DOCTOR OF EDUCATION
DOCTOR OF EDUCATION (CURRICULUM STUDIES TRACK)
DOCTOR OF EDUCATION (EDUCATIONAL LEADERSHIP AND
POLICY STUDIES TRACK)
DOCTOR OF EDUCATION (LANGUAGE AND LITERATURE STUDIES TRACK)

DOCTOR OF EDUCATION (PRE-SERVICE TEACHING EXPERIENCE TRACK)
DOCTOR OF EDUCATION (SPECIAL NEEDS AND
INCLUSIVE EDUCATION TRACK)
DOCTOR OF EDUCATION (STUDENT-CENTERED TEACHING AND
LEARNING TRACK)
DOCTOR OF PHILOSOPHY (RESEARCH AND EVALUATION TRACK)
DOCTOR OF PHILOSOPHY (SCIENCE EDUCATION TRACK)
DOCTOR OF PHILOSOPHY (SPECIAL NEEDS AND
INCLUSIVE EDUCATION TRACK)
DOCTOR OF PHILOSOPHY IN EDUCATION BY RESEARCH
MASTER IN LEARNING AND TEACHING (MATHEMATICS TRACK)
MASTER IN LEARNING AND TEACHING (SOCIAL STUDIES TRACK)
MASTER OF ARTS IN EDUCATION (CURRICULUM STUDIES TRACK)
MASTER OF ARTS IN EDUCATION (EARLY CHILDHOOD EDUCATION
TRACK)
MASTER OF ARTS IN EDUCATION (EDUCATIONAL ASSESSMENT,
MEASUREMENT, AND EVALUATION TRACK)
MASTER OF ARTS IN EDUCATION (EDUCATIONAL MANAGEMENT AND
LEADERSHIP TRACK)
MASTER OF ARTS IN EDUCATION (ENGLISH LANGUAGE AND
LITERATURE EDUCATION TRACK)
MASTER OF ARTS IN EDUCATION (SPECIAL NEEDS AND
INCLUSIVE EDUCATION TRACK)
MASTER OF ARTS IN EDUCATION BY RESEARCH
MASTER OF ARTS IN EDUCATIONAL TECHNOLOGY AND
ONLINE LEARNING

UNDERGRADUATE PROGRAMS

BACHELOR OF ELEMENTARY EDUCATION
BACHELOR OF PHYSICAL EDUCATION
BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH
BACHELOR OF SECONDARY EDUCATION MAJOR IN MATHEMATICS
BACHELOR OF SECONDARY EDUCATION MAJOR IN SCIENCE
BACHELOR OF SCIENCE IN EXERCISE AND SPORTS SCIENCE
MAJOR IN FITNESS AND SPORTS MANAGEMENT
BACHELOR OF SPECIAL NEEDS EDUCATION

CERTIFICATE PROGRAM

TEACHER CERTIFICATE PROGRAM

INSTITUTE OF HEALTH SCIENCES AND NURSING

GRADUATE PROGRAMS

MASTER OF ARTS IN NURSING

With Specializations in MATERNAL AND CHILD HEALTH NURSING

MEDICAL- SURGICAL NURSING

NURSING SYSTEM ADMINISTRATION

MASTER OF ARTS IN NURSING MAJOR NURSING SYSTEMS

ADMINISTRATION

UNDERGRADUATE PROGRAMS

BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY

BACHELOR OF SCIENCE IN NURSING

BACHELOR OF SCIENCE IN PHARMACY

BACHELOR OF SCIENCE IN NUTRITION AND DIETETICS

INSTITUTE OF LAW

JURIS DOCTOR

INSTITUTE OF TOURISM AND HOTEL MANAGEMENT

GRADUATE PROGRAMS

MASTER OF SCIENCE IN TOURISM AND HOSPITALITY MANAGEMENT
(ACADEMIC TRACK)

MASTER OF SCIENCE IN TOURISM AND HOSPITALITY MANAGEMENT
With Specializations in CULINOLOGY–CULINARY SCIENCE AND
TECHNOLOGY (PROFESSIONAL TRACK)

MASTER OF SCIENCE IN TOURISM AND HOSPITALITY MANAGEMENT
SUSTAINABLE LEISURE MANAGEMENT AND GOVERNANCE
(PROFESSIONAL TRACK)

UNDERGRADUATE PROGRAM

BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT

With Specializations in CRUISE LINE MANAGEMENT

CULINARY ARTS AND KITCHEN OPERATIONS

HOTEL AND RESORT OPERATIONS

HOTEL INDUSTRY ANALYTICS

BACHELOR OF SCIENCE IN TOURISM MANAGEMENT

With Specializations in AIRLINE OPERATIONS AND MANAGEMENT

TOURISM AND HOSPITALITY SUSTAINABILITY

LEADERSHIP

TOURISM DIGITAL CONTENT CREATION AND

MARKETING

TRAVEL AND TOURS MANAGEMENT

TOURISM FOREIGN RELATIONS AND DIPLOMACY

Academic Policies



ADMISSION

POLICIES ON ADMISSION

Freshmen Admissions

Admission and enrollment to the university is a contractual relationship between the student and the university whereby the student agrees to abide by the rules and regulations of the institution.

- A. Admission of first-year students to the university requires the following:
 1. Satisfactory completion of secondary education or its equivalent (e.g. Philippine Educational Placement Test (PEPT) or a Non-Formal Equivalency test both given by the Department of Education).
 2. Passing the FEU College Admission Test (FEUCAT).
- B. Admission to the university is initially recommended and processed by the Admissions & Financial Assistance (AFA) located on the ground floor of the Admissions Building. There are two basic classifications of degree programs that students can be admitted to:
 1. Board Programs – Admission to board programs requires passing the prescribed cut-off score in the FEUCAT. The following are the approved board programs of the university:
 - BS Accountancy
 - BS Architecture
 - BS Chemistry
 - BS Medical Technology
 - BS Nursing
 - BS Nutrition and Dietetics
 - BS Pharmacy
 - BS Psychology
 2. Non-Board Programs – Admission to non-board programs requires passing the university cut-off score in the FEUCAT.

ADDITIONAL ADMISSION POLICIES

BS Medical Technology

Students must undergo a complete routine laboratory examination and Hepatitis B screening as part of the admission and enrollment process.

Also, they must receive vaccines for Hepatitis B and COVID-19 as part of the requirements for internship.

BS Nursing

Additional Admission Policies:

- A. All applicants will have to undergo a screening process needed in the successful completion of the program in the following areas prior to enrollment:
 1. Basic Mental Abilities
 2. Basic Sensory Perception
- B. All freshmen under the BS Nursing program should undertake and successfully pass a mandatory Nursing Qualification Examination (NQE) after the completion of the first year of the nursing program to move on to the next year of the BSN Program.
- C. All successful Nursing Qualifying Examination (NQE) passers will be further evaluated prior to entry to the 2nd year in the program.
- D. Admission is during the first semester of each school year only

FRESHMEN ENROLLMENT REQUIREMENTS

Successful applicants are duly informed of the results of the FEUCAT through the FEU website and through email. Information concerning admissions and enrollment procedures and schedules are included to ensure that applicants will have enough time to prepare required documents.

- A. Successful applicants are required to submit the following during enrollment:
 1. Grade 12 Report Card
 2. Certification of Good Moral Character from the School
 3. Photocopy of PSA Birth Certificate
 4. Certificate of Graduation/Copy of Diploma
 5. For Passers of Philippine Educational Placement Test (PEPT) and Alternative Learning System Accreditation and Equivalency (ALS A&E):
 - Certificate of Passing / Certificate of Eligibility
 - Certificate of Rating
 6. For graduates of 2015 and below – Original Form 138 (Report Card)
 7. Down payment for enrollment as indicated in the notification letter.

- B. Students who lost their senior high school credentials should submit the following to the Admissions office:
 1. Official School Form 10 (SF10)
 2. Duly notarized Affidavit of Loss
 3. Signed letter of explanation by both the students and his/her parent or guardian
- C. Enrollees with incomplete requirements will be required to sign a waiver form with an indicated deadline for submission of requirements. Failure to submit requirements on or before the deadline can lead to a forfeiture of enrollment.

INTERNATIONAL STUDENT ADMISSIONS

International Students are non-Filipino citizens seeking admission to the university. They may be admitted after satisfying all admission requirements concerning international students. As FEU students, they are expected to observe and recognize the distinctive philosophy, vision and mission of the university. They also are expected to strictly obey immigration laws of the country as implemented by the Bureau of Immigration.

All international student applicants are required to consult the Admissions & Financial Assistance regarding admission and student visa concerns. The Admissions office liaison staff member will assist international students in securing their appropriate visa.

Basic International Student Requirements for Admission

1. International Students must have a valid student visa or any other authorized visas by the Bureau of Immigration in order to be officially enrolled.
 2. Pass the FEU College Admission Test (for undergraduate level) or Graduate Essay Test (for graduate level).
 3. Undergo English Proficiency Exam assessment at the Language Learning Center (LLC).
 - International student applicants who pass the English Proficiency Exam will be allowed to continue admission procedures.
 - Those who fail the assessment will be required to take the Intensive English Language Course (INTELAC).
 - Native English speakers will not be required to take the English Proficiency Exam (EPE).
- * Inquire at the Language Learning Center or call 8494000 local 277.

Application Procedures for International Students

1. International student applicants must submit photocopy of authenticated documents to the Admissions office.
2. The Admissions office then requests verification with the Office of the University Registrar on the required documents for acquiring a student visa.
3. After the requirements have been checked, the international student will be required to take the FEU College Admission Test (for undergraduate programs) or Graduate Essay Test (for graduate level programs).
4. The student applicant will take the FEU College Admissions Test (for undergraduate programs) or Graduate Essay Test (for graduate level programs.)
5. The international students are advised to verify test results with Admissions Office.
6. Successful applicants will be issued three (3) letters by the Admissions and Financial Assistance:
 - Notification letter
 - Endorsement letter for the Bureau of Immigration
 - Notice of Acceptance
7. Only those who have secured appropriate visas and INTELAC certifications (as required) will be allowed to enroll by the Office of the University Registrar.
8. After successful completion of the specified admissions test, the international student will now submit the requirements to OFFICE OF THE UNIVERSITY REGISTRAR for processing of Students Visa or Special Study Permit (for those below 18) at the Bureau of Immigration.

Intensive English Language Course for International Students (INTELAC)

NOTE: REQUIRED TO APPLY SSP (SPECIAL STUDY PERMIT) See requirements checklist attached

This special intensive English Language course for international students is an 80-hour course designed to develop the student's basic communication skills in listening, speaking, reading and writing, through meaningful activities and communicative situations that give enough exposure for the use of the English language.

International student applicants may choose to take the INTELAC before or after they take the FEU College Admissions Test or Graduate Level Test.

Application Procedures for the INTELAC

1. Get endorsement form from the Admissions and Financial Assistance.
2. Present the endorsement form to the Language Learning Center (LLC), 1st floor of the Architecture and Fine Arts Building.
3. Pay the INTELAC fee at any FEU cashier.
4. Present official receipt to the Language Learning Center.
5. Get your schedule.

Note: All international students required to take the INTELAC must present their INTELAC Certificate during enrollment.

Student Visa Requirements for International Students.

A student visa (other recognized visas) is required before any international student can officially enroll.

1. Documents that need to be duly authenticated by the Philippine Embassy, Consulate or Philippine Foreign Service Post having consular jurisdiction over the country of origin or legal residence and to be submitted in duplicate:
 - Official Transcript of Records/ Scholastic records
 - Notarized affidavit of support or proof of adequate financial support to cover expenses for student's accommodation and subsistence, school dues, and other incidental expenses together with bank statement.
 - Police clearance certificate issued by the national police authorities in the student's country of origin or legal residence.
2. Additional documents that need to be prepared when the student is already in the Philippines:
 - Four (4) copies of student's Personal History Statement (forms are available at the Office of the University Registrar (OUR)).
 - Medical clearance from level III hospitals in the Philippines with "FIT TO STUDY" remarks.
 - Two (2) photocopies of passport pages bearing the student's name, photo, birthday and birthplace; data and stamp of the latest arrival.
 - Certified true copy of Certificate of Eligibility for Admission (CEA) issued by CHED, for students in courses or programs where restrictions exist (such as Dentistry and Medicine).
3. An endorsement letter for the Bureau of Immigration and a Notice of Acceptance will be issued by the ADMISSIONS OFFICE after the student applicant has completed nos.1 & 2.

4. Alien Certificate of Registration (ACR) indicating the student's visa status.

NOTE: Immigrants, permanent residents, foreign diplomats and personnel of consular mission organizations residing in the Philippines, holders of Special Investor's Resident Visa (SIRV), and Special Retiree's Resident Visa (SRRV) must submit a verified copy of their VALID ACR (I-CARD).

BUREAU OF IMMIGRATION

STUDENT VISA (9F)

Conversion to Student Visa

NOTE: Foreign nationals who are 18 years old and above applying to enroll in the university are required of this process.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR CONVERSION TO STUDENT VISA

Please read carefully the above stated General Instructions before proceeding with the completion of the documentary requirements.

1. Joint letter request addressed to the Commissioner from the authorized representative of the petitioning school and applicant, using the school letterhead with dry seal;
2. Duly accomplished CGAF for Student Visa and Special Study Permit;
3. Photocopy of passport pages bearing the bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;
4. Notice of Acceptance of the applicant bearing a clear impression of the school's official dry seal;
5. Endorsement addressed to the Commissioner from the school for the conversion of the applicant's status, signed by the School Registrar,
6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry:
7. CHED Endorsement for transfer and shifting of course, if applicable;
8. National Bureau of Investigation (NBI) Clearance, if application is filed six (6) months or more from the date of first arrival in the Philippines;
9. Photocopy of Bureau of Immigration (BI) school accreditation ID of the registrar or school representative; and
10. Bureau of Immigration clearance certificate.

Application for Student Visa Extension/ RENEWAL

1. International students fill out Visa Extension/ Renewal Request Form available at the Office of the University Registrar.
2. Renewal and extension of student visa is done at least a month before the expiration of Visa.
3. The international students are required to submit the following:
 - Certificate of current enrollment (from the Registrar)
 - Joint letter or request addressed to the commissioner from the applicant's school representative
 - Photocopy of Passport
 - ICARD- Immigration Card
 - Stamp of latest arrival/departure and latest extension
 - Report of Rating
4. The Registrar's Liaison Officer will assist in the renewal and extension of visas of all international students.

Extension of Student Visa

NOTE: Foreign nationals who are holders of student visa and ACR I-Card and wishes to continue studies in FEU

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR EXTENSION OF STUDENT VISA

Please read carefully the above stated General Instructions before proceeding with the completion of the documentary requirements.

1. Joint letter request addressed to the Commissioner from the applicant and the authorized representative of the petitioning school, stating that the applicant qualifies for the application with the school letterhead and dry seal:
2. Duly accomplished CGAF for Student Visa and Special Study Permit:
3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay:
4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous semesters;
5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;
6. Commission on Higher Education (CHED) endorsement, in case of shifting of course and/or transfer of school;
7. Photocopy of BI school accreditation ID of the registrar or the school

representative:

8. BI Clearance Certificate: and
9. Original or certified true copy of Bureau of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR SPECIAL STUDY PERMIT (SSP)

Please read carefully the above stated General Instructions before proceeding with the completion of the documentary requirements.

1. Letter request addressed to the Commissioner from the representative of the petitioning school;
2. Duly accomplished CGA for Student Visa and Special Study Permit. If the applicant is a minor, it shall be signed by the parent or the legal guardian:
3. Photocopy of passport bio-page and latest admission with valid authorized stay:
4. Certificate of Acceptance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students, indicating the number of months (length of study) of the technical vocational, special and/or primary or secondary level courses for applicants below 18 years of age
5. Photocopy of BI school accreditation ID of the registrar or the school representative:
6. National Bureau of Investigation (NBI) Clearance, in case of flying schools:
7. NBI Clearance Certificate.

TRANSFEEE ADMISSIONS

Transferees are students who have enrolled or taken college or vocational units in other colleges, universities or vocational schools. Even applicants who apply as first year students will still be considered transferees for as long as they have officially enrolled in any degree or certificate program in any school after high school.

- A. Transferees must pass the FEUCAT as a requirement for admission.
- B. Transferees are required to submit the following to the Admissions & Financial Assistance office upon evaluation:
 - 1. Official Transcript of Records (TOR) or Scholastic Records
 - 2. Certificate of Good Moral Character
 - 3. Certificate of Transfer/ Honorable Dismissal/ Transfer Credentials
 - 4. Course Description of courses taken and passed
 - 5. Photocopy of the PSA Birth Certificate
- C. Admission of transferees is determined by three offices. A transferee needs a positive recommendation from all three offices to be admitted in the university.
 - 1. **Admissions**
 - Determines whether the transferee qualifies for a specific degree program.
 - Checks completeness and correctness of the documents submitted for evaluation.
 - 2. **Student Discipline**
 - Evaluates the Certificate of Good Moral Character submitted by the applicant.
 - Conducts profiling of the applicant.
 - Provides short orientation on conduct and discipline policies of the university.
 - 3. **Institute Deans/ Department Chairs**
 - Conducts Academic Program Credit Evaluation (APCE).
 - Provides final approval for admission.
- D. Transferees who are non-K to 12 graduates will be accepted as first year students.

Policies on Academic Program Credit Evaluation (APCE) of Transferees

- 1. A maximum of 25%, including General Education (GE), Professional Courses, Physical Education (PE), and National Service Training Program (NSTP), of the total number of units will be credited.
- 2. GE courses with passing grades will be credited.
- 3. Professional courses with a grade of 2.5 (C+) may be credited.
- 4. PE will be credited. Student needs to submit NSTP Special Order No. from his/her institution for credit.
- 5. Crediting of courses can be done only in the first enrollment of the student in the university.

POLICIES TO DEGREE PROGRAMS

BS Architecture and Fine Arts

- Transferees need to pass a skills aptitude test prior to admission to Architecture and Fine Arts.
- Acceptance of transferees will only be every first semester of each academic year.

BS Nursing

- The highest entry level is first year.
- There is no provision for admission of second coursers in the program.
- Transferees will only be admitted every first semester.

BS Medical Technology

- The highest entry level is second year.
- Transfer credits will determine the year of the student.
- Transferees must have a “reactive” result for the Anti-HBs Titer and be fully vaccinated for COVID-19

Procedures for Transferee Application

1. Applicants must present requirements for pre-evaluation to the Admissions and Financial Assistance (AFA) office, ground floor of the Admissions Building.
2. After pre-evaluation, all transferees must take the FEUCAT.
3. For transferees to board programs of the university, the FEUCAT results should be personally verified at the AFA. An above average performance in the FEUCAT is required to gain admission to these board programs.
4. All successful transferees will proceed to the AFA to submit all original requirements during the designated evaluation period.
5. After pre-evaluation at the AFA, transferees will proceed to the Student Discipline office for profiling.
6. After profiling, the respective institutes or departments will perform an evaluation of the student.
7. Once the evaluation is done, transferees will be instructed to submit the endorsement forms, the Academic Program Credit Evaluation (APCE), and all original enrollment requirements to Admissions office.
8. They will enroll online on the scheduled date of enrollment for transferees.

SECOND DEGREE PROGRAM

These are students who have already completed a bachelor's degree but are seeking admissions to another degree program as a second degree.

- A. Applicants with a General Point Average (GPA) of at least 2.00 or its equivalent as reflected in their Official Transcript of Records will be considered for admission.
- B. Second degree applicants must submit the following to the AFA for evaluation prior to enrollment:
 - 1. Official Transcript of Records
 - 2. Photocopy of Diploma
 - 3. Certificate of Transfer/Honorable Dismissal
 - 4. PSA Birth Certificate
 - 5. Letter of application/ intent – should show the reason the applicant intends to pursue a second degree
 - 6. Two letters of recommendation from former professors/ employers
- C. Second Degree students will be accepted as first-year students under the new curriculum.
- D. Second degree applicants will not be required to take the FEUCAT.

PROCEDURES FOR DEGREE HOLDERS SEEKING ADMISSION TO TAKE SUPPLEMENTAL COURSES

Students applying to take supplemental courses are those who lack required courses in either medicine, law, or other graduate programs.

- 1. An institute staff (Dean's Office) receives documents of student applicants who apply for admission to Institute with the original Transcript of Records and photocopy of diploma.
- 2. The Institute Dean evaluates the grades of the applicant and endorses applicant to the Admissions office.
- 3. An admissions staff receives the endorsement letter from the Dean of the Institute with photocopy of the Transcript of Records and diploma of the applicant.
- 4. An admissions staff provides an application form to be filled out by the applicant and requests for the student number.
- 5. The Applicant is advised to enroll online on the date of scheduled enrollment.

Requirements

- Official Transcript of Records
- Photocopy of the Diploma
- Photocopy of the PSA Birth Certificate

Note: For former students, they would need to update their student records. The Admissions and Financial Assistance will reactivate their old student number.

POLICIES ON SHIFTERS

A shifter is an FEU student in a bachelor program seeking admission to another bachelor program. The receiving institute/department shall enforce the selective retention policy when considering the student for admission. Shifters currently enrolled in any level should follow the latest effective curriculum of the program they are shifting to at the time of enrolment.

Requirements for Foreign Students who wish to shift to another program:

1. Endorsement Letter from FEU addressed to CHED
2. Request Letter from the student addressed to CHED
3. Photocopy of Passport Bio-page
4. Photocopy of I-card

POLICIES ON RETURNING STUDENTS

A returning student is an FEU student who temporarily left the University for specific reasons

- A. Returning students are subject to the Retention Policy of the University.
- B. Returning students who intend to re-enroll by AY 2024-2025 will be accepted based on the assessment of the Deans and the Department Chairs.
- C. Request for returning student using the Online Enrollment Request Facility will be evaluated and approved by the Student Discipline Director, Department Chair, and the University Registrar.
- D. Returning students must clear their academic hold and tuition fee balance.

POLICIES ON ENROLLMENT

Classification of Academic Year Level

Year level of all students shall be based on the number of years of stay in the university.

Classification of Students

A. A regular student is one whose actual program of study follows the straight year and semester sequence of the prescribed curriculum and observes the course sequence pre-requisites. The student is expected to finish the program within the prescribed number of semesters or years.

B. An irregular student is one whose actual program of study does not follow the straight year and semester sequence of the curriculum but whose basic maximum load is the same as that of the full-time regular student. The program may or may not be finished within the prescribed number of semesters or years.

The student is given the maximum available unit load without exceeding the prescribed units of the curriculum for the year and semester level of a particular degree program.

Moreover, students are classified based on actual units enrolled in the semester:

A. A full-time student is one whose actual program of study follows the straight year and semester sequence of the prescribed curriculum and observes the course sequence pre-requisites. The student is enrolled in at least 15 units or more than 50% of the prescribed courses of the semester or whichever is higher.

B. A part-time student, regardless of whether they follow or not the straight year and semester sequence of the prescribed curriculum but strictly observes the course sequence pre-requisites, is one who is enrolled in not more than 12 units or less than 50% of the prescribed courses of the semester or whichever is lower.

ENROLLMENT OF COURSES

Credit: Students must attend classes only in the sections where they are officially enrolled. Internal arrangements between teachers and students are not allowed as this will result in failure.

Pre-requisites: All pre-requisite courses must be completed prior to enrolling the requisite in the next semester/year level. Courses taken ahead of the prerequisites will not be credited.

Taking Advance Courses Students are discouraged to take advance courses in their curricular program. However, for valid reasons and justification, upon Institute Dean and University Registrar's approval, students are allowed to take advance courses in their curricular program using the Online Enrollment Request Facility.

ENROLLMENT REQUEST

Dropping of Courses: Students may drop a course for valid reasons before the final examination week. The procedure is as follows:

- Apply online through the Student Central.
- Proceed to the Guidance and Counselling for counselling/exit interview.
- Proceed to the respective department for official dropping of courses through the enrollment system.
- Inform concerned teachers.

Simultaneous Enrollment: Simultaneous enrollment of the pre-requisite and requisite courses is allowed only for students in their graduating year. The procedure is as follows:

- Request for Simultaneous Enrollment using the online enrollment request facility.
- Obtain endorsement of the request from the respective Department Chairs/Associate Department Chairs.
- Submit the request to the respective Department/Institute for processing. This includes the recommending approval by the Dean/Associate Dean and the University Registrar.
- Confirm the status using the online enrollment request facility.

NOTE: Failure in the pre-requisite course means automatic failure in the requisite course.

Overload: Students in their graduating year may avail of an overload of six (6) units total; this status must be indicated in the APCE. The overload may be applied during the last two regular semesters of the program, provided that the total number of units enrolled per semester does not exceed 24 units. The procedure is as follows:

- Overload request using the Online Enrollment Request Facility.
- Obtain endorsement of the request from the respective Department Chair.
- Submit the request to the respective Department/Institute for processing. This includes the recommending approval by the Dean/ Associate Dean and the University Registrar.
- Confirm the status using the Online Enrollment Request Facility.

Enrollment of the overload may follow this distribution of units per semester:

Current Academic Year		Succeeding Academic Year
<i>1st semester</i>	<i>2nd semester</i>	<i>1st semester</i>
3	3	NA
0	6	NA
NA	3	3
NA	0	6

Additional three units may be allowed on a case-to-case basis, i.e., the student has an excellent academic performance or is not under the selective retention policy. Students requesting for overload units must visit their Department Chair for academic advising and consultation.

Cross-Enrollment to Another School: Cross-enrollment to other universities is generally discouraged. However, it may be allowed if the student is graduating. The procedure is as follows:

- Accomplish the Online Enrollment Request for Cross-Enrollment, as well as the Application for Permit to Cross-Enroll to Another School.
- Obtain endorsement from the Department Chair.
- Obtain recommendation from the Dean/Associate Dean.
- Submit all documents to the Office of the University Registrar for endorsement to and approval of the Senior Vice President for Academic Affairs.

Cancellation of Registration: Cancellation of registration means dropping of all courses, including WRP and NSTP. Request for cancellation will only be allowed during the enrollment and adjustment period. To cancel registration, the student must request for Enrollment Cancellation using the Online Enrollment Request Facility.

On-Leave Status: Students who plan to re-enroll after a being on-leave must apply for “Returning” status via Student Central.

Transfer to Other Schools: Students who intend to transfer to other schools must follow this procedure:

- Proceed to the Guidance and Counselling Office for exit interview and get the transferee stub.
- Apply for transfer credentials via Academic Records Online Request Hub (<https://servicedeck.feu.edu.ph/dtsonline.php>)

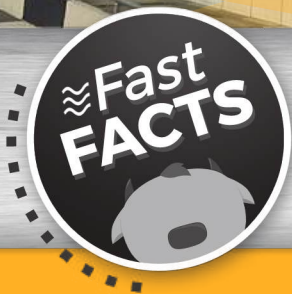
Physical Activities Towards Health and Fitness (PATHFIT): Aligned with the Commission on Higher Education-mandated Physical Education courses for Higher Education Institutions, the Wellness and Recreation Program promotes sustained engagement in physical fitness, emotional, mental, social, and spiritual wellness, recreation, nutrition, environmental, financial, and occupational health awareness activities anchored on the core values of Fortitude, Excellence, and Uprightness.

These courses are designed to develop a physically literate individual, involving cognitive knowledge (theoretical) and focusing on behavioral competency (practical) on exercise and fitness principles, dances, sports, martial arts, and other relevant activities to achieve fitness, general wellness, and overall quality of life. Acquired learnings from this program are manifested through executing/performing the physical activities skillfully with confidence and being motivated to engage with them throughout their life.

Each course is equivalent to 2 credit units. Students enrolled in any program need to complete four (4) PATHFIT courses. A student cannot take more than one (1) PATHFIT in any given semester. Grades in PATHFIT courses are also included in the computation of Quality Point Average (QPA).

National Service Training Program (NSTP) Act of 2001: Effective School Year 2002-2003, all incoming freshmen in any program are required to complete NSTP as a graduation requirement. NSTP components shall be undertaken for an academic period of two (2) semesters. It shall be credited for three (3) units per semester.

All foreign students are exempted from taking the NSTP. Students having dual citizenships who are enrolled using their Filipino citizenship are required to complete NSTP. Transferees who already completed their NSTP in their previous school are no longer required to take NSTP.



Working Student

FEU pioneered in educating students who work in the morning and study at night for a degree. They are called “working students.”

APPLICATION FOR GRADUATION AND OTHER GUIDELINES

Students must file a formal application as candidates for graduation with their respective Departments and Institutes. This is done during their last semester/term in the University after having satisfied all academic and other requirements prescribed for graduation. Procedure and guidelines are as follows:

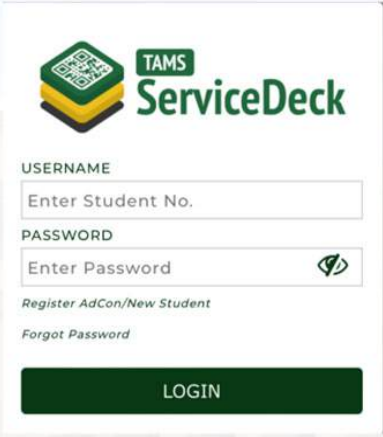


FAR EASTERN UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

Application for Graduation

STEP 1

Open your **Tams Service Deck** and choose **Online Submission of Application for Graduation**.

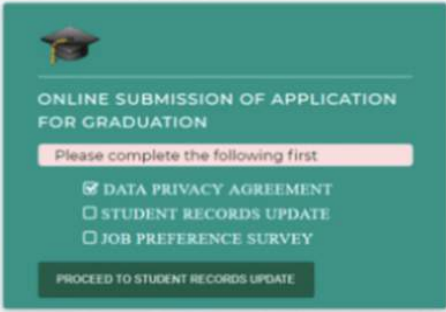


USERNAME
Enter Student No.

PASSWORD
Enter Password

[Register AdCon/New Student](#)
[Forgot Password](#)

LOGIN



ONLINE SUBMISSION OF APPLICATION
FOR GRADUATION

Please complete the following first

- ☒ DATA PRIVACY AGREEMENT
- ☐ STUDENT RECORDS UPDATE
- ☐ JOB PREFERENCE SURVEY

PROCEED TO STUDENT RECORDS UPDATE



Application for Graduation

STEP 2

Accomplish the needed activities (Data Privacy Agreement, Student Records Update, and Job Preference Survey) and click the **Apply** button.



Online Submission of Application for Graduation

- ☒ Data Privacy Agreement
- ☒ Student Records Update
- ☒ Job Preference Survey

APPLY

STEP 3

Upload and submit an e-copy of the needed credentials.

- Form 137
- PSA Birth Certificate

CREDENTIALS SUBMITTED

Any discrepancies on Credentials Submitted, please email Office of the University Registrar (OUR) at registrar@feu.edu.ph

FORM 137 - STUDENT'S PERMANENT RECORD

Contact OUR at registrar@feu.edu.ph for further inquiries.



UPLOADED, PENDING RO APPROVAL

[CLICK TO UPLOAD FORM 137 - STUDENT'S PERMANENT RECORD](#)



BIRTH CERTIFICATE (GRADUATION REQUIREMENT)

Contact OUR at registrar@feu.edu.ph for further inquiries.



UPLOADED, PENDING RO APPROVAL

[CLICK TO UPLOAD BIRTH CERTIFICATE \(GRADUATION REQUIREMENT\)](#)



APPLICATION FOR GRADUATION



SUBMITTED.. AWAITING DEPARTMENT CHAIR'S ENDORSEMENT



Application for Graduation

STEP 4

Upload your Graduation and Filipiniana Photo. You may click **Graduation Photo Guidelines** to know the photo requirements to be uploaded.

STEP 5

Click **submit** button and check your FEU e-mail account for notification.

NOTE:

- ➔ Students who wish to upload photo later, tick "**Upload Photo Later**"
- ➔ Students who wish to re-submit their graduation photo, kindly send an e-mail to the assigned OUR verifier.

The screenshot shows a web form for graduation application. It has two main sections for photo uploads: 'Graduation Photo' and 'Filipiniana Photo'. Each section contains a placeholder image of a person's head and shoulders, the status 'Status: Waiting for Approval', and a 'Choose File' button with 'download.jpg' as the filename. Below these sections is a checkbox labeled 'Upload Photo Later' which is checked. At the bottom, there is a certification statement: 'I certify that the data that I updated is correct. I agree that the approval of my submission of application for my graduation is AUTOMATICALLY REVOKED if the requirements of the program are not completed. The APPROVAL is SUBJECT to CANCELLATION if the records upon which it is based are subsequently found to be fraudulent or inactive.' Below this statement are four buttons: 'Cancel' (pink), 'Submit' (green, circled in yellow), 'Graduation Photo Guidelines' (green), and 'Refresh' (green).

APPLYING FOR STUDENT RECORDS

Students or graduates may apply for their student records online. Processing of documents will be at least five (5) working days upon validation of payment by the Cash Department. For graduates starting 2019, the first copy of the diploma and transcript of records (TOR), which is part of the Graduation Fee, will be sent to the declared delivery address on the submitted Online Application for Graduation. Thus, there is no need to apply online. However, if the request is for additional copies (for Board Exam and other purposes), students/graduates may proceed with the online request.



FAR EASTERN UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR

STEP 1

Access the **Academic Records Online Request Hub** through this link/QR code:

<https://servicedeck.feu.edu.ph/dtsonline.php>



STEP 2

Click **Apply** button to proceed.

FEU

ACADEMIC RECORDS ONLINE REQUEST HUB

ADVISORY

To ensure the safety of our employees and as mandated by the local government due to the COVID 19 pandemic, FEU offices are currently manned by a skeleton workforce.

Processing of documents will be at least ten (10) working days upon validation of payment by the Cash Department.

For graduates starting 2019, the First Copy of the Academic Diploma and Transcript of Records (TOR) which is part of the Graduation Fee will be delivered to the declared Delivery Address on the Online Application for Graduation submitted. Thus, no need to apply online.

However, additional copies (for Board Exam and other purposes) may proceed with this online request.

Please be guided accordingly.

Thank you.

OFFICE OF THE UNIVERSITY REGISTRAR

WHAT WOULD YOU LIKE TO DO

APPLY **TRACK**



STEP 3

Read the **Privacy Notice for Academic Record Applicants.** Tick **I Agree** and then **Continue**.

PRIVACY NOTICE FOR ACADEMIC RECORD APPLICANTS

The Office of the University Registrar (OUR) of Far Eastern University manages the Academic Records Online Request Hub - a system that collects personal data needed to process requests for academic credentials, such as Transcript of Records, Diploma, Certification, and school registration. All data provided by applicants in the system are protected in compliance with Republic Act 10713 or the Data Privacy Act of 2012, its implementing rules and regulations, and policies and issuances of the National Privacy Commission.

COLLECTION AND USE

The Academic Records Online Request Hub through the Academic Records Online Request Application Form collects personal data every time an applicant requests for academic credentials. Personal data collected includes the applicant's complete name, student number, complete address, educational information, contact numbers (mobile, landline, and messenger), and email address.

The personal data collected shall only be used for the following purposes:

- Verification of the identity of applicant
- Coordination with the applicant in case there are concerns related to the requested document
- Processing of the delivery of requested documents via authorized Third-Party Courier Service Provider (DHL, LBC, FedEx)

STORAGE AND RETENTION

Personal data collected are stored in a data center managed by Information Technology Services (ITS) of FEU and shall be retained for twenty (20) days after the document is released and/or delivered to the applicant.

THIRD-PARTY TRANSFER

The applicant's complete name, complete address, and contact numbers will be disclosed to the authorized Third-Party Courier Service Provider to facilitate the preparation of Inhouseway Bill of the requested academic credentials and delivery to the applicant.

PARTICIPATION OF DATA SUBJECTS

The applicants are the data subjects, who attest that all information provided are true and correct, and who agrees that data privacy is a mutual responsibility with the university.

The subject understands that FEU shall want to honor the following rights:

1. Have access to personal data, written description of how information is used, a list of accredited Third-Party Courier Service Provider;
2. Receive notices on changes in the above cited purposes or due to personal data breaches provided for in Section 38 of the Data Privacy Act's implementing Guidelines;
3. Upon submission of a notarized letter of request, erase personal data due to unauthorized processing or when processing is prejudicial to the subject;
4. Be compensated due to suffered damages arising from inaccurate, incomplete, outdated, false, unlawfully obtained, unauthorized release or unauthorized use of personal data based upon the findings of an investigation;
5. Rectify errors or inaccuracies in the personal data upon submission of necessary documents;
6. Obtain and electronically move, copy or transfer personal data in a secure manner, for further use, after payment of reasonable administrative processing fee;
7. Unsubscribe from the database or any mailing list before the retention period.

INQUIRY

Inquiries on matters relating to data privacy may be sent through email at dataprivacy@feu.edu.ph.

CHANGES TO THIS POLICY

Any change in this policy will be communicated, if permissible, and will take effect immediately after posting.

By clicking the Agree button, I consent to the above provisions and I understand that my participation in this document application is voluntary.

☒ I Agree



STEP 4

Answer all the **Basic Information** and upload a proof of identification to verify. Click the **Continue** button after completing the page.

NOTE:

The maximum file size for the proof of identification image is 1MB.



STEP 5

Answer all the needed **Educational Background** information.
Click the **Continue** button afterwards.

 ACADEMIC RECORDS ONLINE REQUEST HUB

EDUCATIONAL BACKGROUND

LEVEL	SCHOOL NAME	YEAR COMPLETED
ELEMENTARY (PRIMARY) (GRADE 1-4)		
ELEMENTARY (INTERMEDIATE) (GRADE 5-6)		
HIGH SCHOOL		
COLLEGE		

BACK

CONTINUE

NOTE: Send an e-mail to the OUR verifier if your school cannot be found on the page.



STEP 6

Select a document type you are applying for and click **OK** to continue. Make sure that you do not have any impediments to avoid having delays.

Click **Continue** once done.

List of Impediments:

- Institute/department concerns
- AFA requirement(s)
- OUR requirement(s)
- Outstanding Balance
- Guidance and Counseling
- Language Learning Center
- University Health Services
- Student Discipline
- Student Development
- University Library

ACADEMIC RECORDS ONLINE REQUEST HUB

DOCUMENT/S APPLYING FOR

DOCUMENT NAME	FIRST TIME	SET	PRICE PER PAGE	NO. OF PAGE/S	DOC STAMP	TOTAL	ACADEMIC YEAR	TERM	SCHOLARSHIP
TOTAL						0.00			

+ ADD DOCUMENT

BACK CONTINUE

AVAILABLE DOCUMENTS

DOCUMENT NAME
-- SELECT --

NUMBER OF SETS
1

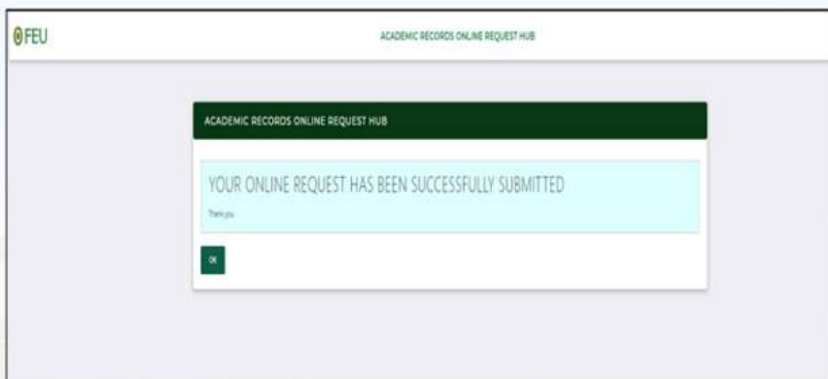
☐ THIS IS THE FIRST TIME TO APPLY FOR THIS DOCUMENT.

CANCEL OK



STEP 7

Once accomplished, a notification will be sent to your e-mail.



Dear Applicant,

Greetings from the Office of the University Registrar (OUR).

Your Online Application for Student Records is successfully received and will undergo a verification process.

An email notification will be sent to you upon verification regarding your login account to track the status of your application.

Meanwhile, we are happy to inform you that many FEU programs/courses are now certified internationally via the ASEAN University Network Quality Assurance (AUN-QA). The certification of other programs is ongoing, and you can help us get through the rigorous certification process by answering our FEU Institutional tracer study. To answer click

[here](#) To ensure the safety of our employees and as mandated by the local government due to the COVID-19 pandemic, FEU offices are currently manned by a skeleton workforce. For concerns, you may email us at our@feu.edu.ph.

Hoping for your utmost understanding.

Thank you.

OFFICE OF THE UNIVERSITY REGISTRAR

POLICY ON ABSENCES

Policy on Absences is based on the policies on student absences set forth by the Commission on Higher Education (CHED) in its Manual of Regulations for Higher Education (Article XXI, section 101) which reads: “A student who incurs absences of more than twenty (20%) percent of the prescribed number of class or laboratory periods during the school year or term shall fail or earn no credit for the course...”

FEU strictly follows this guideline because attendance to class is an integral part of the learning process. Presence in class engagements offers an opportunity not only to receive input but also to process this input through asking questions, participating in exercises and debates, and working on problem-solving or similar tasks. Attendance is important in and of itself—being in class all the time and on time is also a significant part of character building. It trains the student to prioritize study and to commit to their duty as a student.

The following implementing guidelines apply:

1. Per semester, a student can only accumulate a maximum of seven (7) absences but including absences incurred during the adjustment period for courses with two sessions per week (1.5 hours per session) and a maximum of three (3) absences for courses with one session per week (3 to 5 hours per session).
2. In the determination of an absence, all types of absences will be treated as the same, whether it is due to illness or family emergency or absence due to a student’s decision not to attend to prioritize other matters.
3. FEU students have the right to decide when to be absent considering their personal circumstances, although not attending the class is highly discouraged. They will not be asked to explain when they miss class. This privilege is based on the assumption that students as adult learners know how to manage their time properly and will use the privilege wisely by reserving the right to be absent for the event that they may need to be absent. For instance, students who use up all their absences in the early part of the semester cannot be accommodated because they fall ill later in the semester with no more absences to use.
4. FEU will provide accommodation for students in crisis (See Policy on Academic Accommodation/Making Up for Assessments Due to Absence).
5. Absence due to “humanitarian reasons” and are outside of the provisions under Policy on Academic Accommodation/Making Up for Assessments

Due to Absence are not allowed, as considerations, safety nets, and lead time are already in place to assist students (See Inset below for the details and Policy on Academic Accommodation/Making Up for Assessments Due to Absence for the exceptions).

“HUMANITARIAN REASONS”

FEU, as an inclusive learning space, always aims to provide the best possible accommodation or consideration for students encountering a difficulty provided that these are fair and reasonable. FEU also recognizes that adult learners have multiple roles aside from study and as it is the prioritization of roles is part of their personal and professional development.

A very common reason used by students when asking for consideration from their teachers is “humanitarian reasons.” These are expressed as, “Please do not drop me from this class even if I have not attended the majority of the meetings—for humanitarian reasons.” “Please allow me to enroll, even if it is past the enrollment period—for humanitarian reason.”

Using “humanitarian reasons” as the sole reason is not accepted because decisions are based on the requesting students’ antecedent circumstances such as academic performance and student conduct, the maximization of available support services, and unseen considerations like academic standards, the safety of the community, the workload of teachers, database system activities, etc.

When an appeal is turned down, FEU will refer the student to Guidance and Counseling and or academic advisers for appropriate intervention, especially the need to consider the prioritization of other equally important adult roles.

PUNCTUALITY

Punctuality to class is important for the same reason that attendance is important. Being on time for class or for all appointments, for that matter, is a positive characteristic. Punctual students or teachers are efficient, manage their time well, respect other people, are interested and invested, and are professional.

Making the effort to be in class on time is a matter of will and then of habit. It helps the students stay focused and develop the habit of beating deadlines.

There are hundreds of reasons to be late (traffic, woke up late, was busy, etc.) but all these reasons are easily surmountable through proper planning, prioritization, and focus.

The following implementing guidelines apply:

1. At FEU, both faculty and students respect time and schedules. Teachers are in the classroom a few minutes before the official start of the class, and they start the class on time. Students are expected to be in the classroom also at the official start time of the class.
2. Teachers are also mindful of class time and dismiss the class or allow their students to leave the class fifteen minutes before the official start time of the next class to allow movement between rooms and buildings.

ACADEMIC ACCOMMODATION/MAKING UP FOR ASSESSMENTS DUE TO ABSENCE

The general student population is called to learn the value of fortitude and develop grit. The general student population is expected to accomplish their responsibilities as students in a manner that values work-life balance and holistic development. Since the duties and responsibilities of FEU students are calibrated (2.5 hours per week per class guideline), students should be able to do this if they set their priorities and manage their time properly.

FEU is concerned as well for the mental wellness of its general student population. This is why its Guidance and Counseling Office has come up with several programs to provide psychosocial support and intervention in coordination with the FEU Psychological Clinic. Other university programs such as the Wellness and Recreation Program (WRP), the FEU Learning Journey (FLJ), and the Kumustahan program are permanent fixtures of FEU life. A distinction, however, must be made between, general, overall stress and difficulty, and common illness, and conditions that will render a student incapable of carrying out their duties as a student. For this tiny minority of students, students-in-crisis, the university can provide academic accommodation.

Academic accommodation comes in the form of permission to make up for a summative assessment or and/or a series of formative assessments. It may also come in the form of an extension of deadlines. Academic consideration is offered only to students who have a serious illness, a family emergency,

or for other justifiable reasons. Request to make up for a single formative assessment, even for these reasons, are generally not granted.

Considering that teachers may have a better understanding of the nuances and situations of their students, teachers may freely deal with requests for academic accommodation provided that the decision is fair, responsive, professional, and cares about genuine learning.

The following implementing guidelines apply:

1. Students-in-Crisis

They may be granted academic accommodation due to their incapability of carrying out their duties as students due to extenuating circumstances in subsections 4, 5, and 6.

2. Rule of Presence at 80% of the Semester

Students who have a serious illness or a family emergency or other justifiable reasons are still held to the rule of presence at 80% of the semester. Their absence for these reasons is not excused and are still counted. If a student has used up their quota of absences prior to a legitimate emergency that arises, the student will be advised to take a leave of absence as the 80% rule should be respected.

In general, students who will be unable to return to work after three weeks will be advised to take a leave-of-absence and or cancel enrollment.

3. Teacher as Initial Go-To Person

3.1. Students who wish to apply for academic accommodation should first approach and discuss the matter with each of their teachers.

3.2. Teachers will endorse the request through proper channels, as indicated in sub-sections 5, 6, and 7 of Academic Accommodation.

3.3. Teachers are encouraged to familiarize themselves with the FEU Policy on Absences and Academic Accommodation and to be guided by it. A teacher may, decide to give academic accommodation without raising the matter to the Department Chair, Dean, Health Services, or Academic Affairs provided that the principles of the policy and other academic policies are followed. Teachers are advised, however, to refer the matter to the Academic Affairs Office and/or the University Health Services to ensure a more uniform implementation of academic accommodation across all the teachers of a single student.

4. Serious Illness

What constitutes an illness is to be determined by the FEU University Health Service (UHS).

4.1. Students who wish to apply for academic accommodation should inform their Department Chair, and Dean, and the University Health Services.

4.2. A “report of illness” form should be filled out by the student’s attending healthcare professional and submitted with the appropriate medical reports to the UHS.

For COVID-19 Positive cases: Result of official RT-PCR Test should be submitted to UHS. If exposed to COVID-19 with symptom/s: Certification from attending physicians/UHS.

4.3. The UHS will coordinate with the Dean and Department Chair (who, in turn, will coordinate with the teacher) on whether academic consideration will be granted and for how long.

4.4 If the case involves mental/wellness health, the Guidance and Counseling Office and the Psychology Clinic (if applicable) will be consulted.

5. Family Emergencies

What constitutes a family emergency is to be determined by the FEU Academic Affairs Office (AAO). Deaths in the immediate family and loss of home due to fire are some of these emergencies.

5.1. Students who wish to apply for academic accommodation should inform their Department Chair, Dean and the AAO.

5.2. A “report of family emergency” form should be filled out by the student and submitted to the AAO.

5.3. The AAO will coordinate with the Dean and Department Chair (who in turn will coordinate with the teacher) on whether academic consideration will be granted and for how long.

6. Other Justifiable Reasons

For reasons other than illness and family emergencies, students are advised to speak to their Department Chair and Dean who may decide to disapprove or recommend the case to AAO for approval. For example, pregnant students may declare their temporary medical condition and apply for academic accommodation.

7. Decisions

In determining whether academic accommodation will be granted, the following will also be considered:

7.1. Criteria:

- 7.1.1.** The duration of the crisis: short-term or long-term (See 7.4 for details)
- 7.1.2.** The academic performance of the student prior to the crisis,
- 7.1.3.** The attendance record of the student (if the student stays within the 20% allowable absence if accommodation is granted),
- 7.1.4.** The likelihood of the student being able to cope with the work upon return from the absence,
- 7.1.5.** The likelihood that the student will be able to submit satisfactory work or better.
- 7.1.6.** Academic accommodation, therefore, may be granted to a single student for some courses and not for others.

7.2. Process:

- 7.2.1.** Decisions will be made through a quick consultation between the Dean, the UHS director, and the Senior Vice President for Academic Affairs.
- 7.2.2.** A standard letter indicating whether academic accommodation was approved and for which classes, for how long, and including other terms of the accommodation will be sent to the student and faculty through the Department Chair.

7.3. Alternative Requirement:

- 7.3.1.** In general, up to three and a half weeks of academic accommodation can be given to students (20% of the semester).
- 7.3.2.** If academic accommodation was requested within three weeks prior to final examinations, and if approved, an arrangement will be made where the student will receive an F at the end of the term. The student will be given no more than thirty days to complete their requirements for the class.

7.3.2.1. This special arrangement must be approved by AAO, not an internal arrangement between the student and faculty.

7.3.2.2. Teachers who request for a change of grade for reasons of academic accommodation will be sent a memo that they are in violation of policy.

7.4. Duration of the Crisis:

7.4.1. If the crisis is assessed to be a long-term crisis, the student may be advised to either withdraw from school or to take a lesser load. Attending to their health problem should be the priority.

7.4.2. If the crisis is short-term, the student may be given academic accommodation that may come in the form of a make-up for missed assessments. Absences, however, will not be excused, and the assessments to be made-up cannot be assessments that were missed throughout the semester. Make-up assessments will only be given for assignments missed during a specific period.

8. Confidentiality

All endorsements made by the teacher will be confidential. AAO will keep a record of all appeals (approvals and disapprovals) for academic accommodation.

ASSESSMENT AND GRADING

POLICIES AND GUIDELINES FOR GRADING AND ASSESSMENT UNDER 2018 - 2019 CURRICULA EFFECTIVE ACADEMIC YEAR 2018 – 2019 (UNDERGRADUATES)

Assessment is an important and integral part of the teaching and learning process. Grading serves the purpose of rating a student's performance. Grading, however, is only part of assessment. When done properly, assessment can cue instructors on whether learning is happening and guide them on how to proceed with instruction. Good assessment holistically measures learners' current and developing skills.

In FEU, assessment is a joint process that involves both teacher and learners. It is fair, transparent and is based on standards set by the FEU community and benchmarked against other top universities, local and international quality assurance organizations, and various government agencies.

ACADEMIC INTEGRITY

The most important measure of the FEU students' uprightness is their respect for and adherence to academic integrity. Academic integrity is based on the idea that the work for which students are assessed and graded are a true reflection of their ideas, knowledge, and skills. When students cheat on a test or plagiarize on a paper or project, the grade they receive is not a true reflection of their ideas, knowledge, and or skill. Assessment then becomes inaccurate or even false.

Academic integrity also includes the respect for and adherence to the conventions of the forms of academic output (e.g. documentation rules for research papers, rules in debate) regardless of how rigid and seemingly tedious they are. Students with academic integrity acknowledge ideas and information that is not their own and builds upon ideas that are their own.

Students who copy content from a source a paste onto a paper together with incomplete or no citation do a miniscule amount of work and misrepresent themselves. The academic requirement submitted deserves a failing mark. Compare that work to the work of students who thought out the issues and problems, found various sources and cited them properly, and created their work using their original ideas. In the latter case, a greater effort was exerted and learning most probably occurred. A fuller explanation of academic integrity is contained in the FEU policy on academic integrity. All FEU students are expected to adhere to this policy and failure to do so will be met with strict sanctions.

ACADEMIC PROFESSIONALISM

Members of the FEU community live out the core value of fortitude by adhering to academic professionalism. In FEU, professionalism is seen as the quality connected with people who, while maintaining a good work-life balance, can separate personal issues from professional requirements and get the job done well. While it is important to be involved in extra-curricular activities, to have healthy social lives, and to address rather than avoid personal issues, academic work should not take a back seat to these. Personal and even health problems should not be a reason not to do what is required. Virtually, all members of the FEU community have personal or health issues and yet what determines the cream of the crop and real success is the ability to separate the personal from the professional and to accord each their own time.

In the area of teaching and learning academic professionalism is manifested among students and faculty in the following ways:

Students	Preparing for class, carefully reading what is required, working on papers and projects diligently, mindfully practicing skills required, doing one's share in group work, attending class regularly and punctually, submitting requirements on time, maintaining congenial and respectful relations with members of the FEU community
Faculty	Preparing for class, ensuring that topics are focused on the matters designated in the Course Information Booklet, returning assessments right away, facilitating learning through discussions, attending class regularly and punctually, submitting requirements on time, maintaining congenial and respectful relations with members of the FEU community

ATTENDANCE

The Manual of Regulations for Private Higher Education (MORPHE), Section 101 states that students should not be absent for more than 20% of the class periods, (“A student who incurs absence of more than twenty (20%) percent of the prescribed number of class or laboratory periods during the school year or term shall fail and earn no credit for the course or subject...”)

FEU strictly follows this rule and makes no distinction between excused and unexcused absence. Students are expected to be responsible for their learning and should use their allowable absences responsibly and judiciously. Furthermore, the counting of the number of class days begins on the first meeting. Students are expected to be present on the very first day as class discussions are expected to start then.

The MORPHE rule on absences applies to all students, be they scholars, student leaders, working students, Dean’s listers, athletes, artists, and performers. These students are expected to balance their other commitments with their studies. Students who have other commitments that conflict with a class day should inform their teachers ahead of time if they are to miss a class. In such a situation, students have a right to make-up for missed assessments. The absence will still be recorded, and the student becomes responsible for the material covered during the class missed. Nevertheless, they are entitled to retake a missed assessment or to be given another deadline of submission of a requirement due on the day of the absence.

Attendance to class is an expectation and mere attendance does not measure learning. Attendance is not given any credit in the grading process and no extra points should be given for perfect attendance.

TRANSPARENCY

Assessment at FEU works on the premise that students are the owners and creators of their grades; faculty supply the guidelines, rubrics, and systems with which the grades are determined. Faculty act as a fair and “disinterested” judge and the students are the ones who actually determine their grades. Transparency is an important value in proper assessment and all matters pertaining to assessment, including the content of the assessment or what will be asked, should be known to the students.

As such, there should be:

- a course outline made available to the students on the very first day of class (ideally, even before the first day of class) that indicates all the assessments that will be required;
- full disclosure of the types of formative and summative assessments indicated in the course outline and an explanation of the weight or percentage of each assessment to the final grade;
- clear distinctions between and among formative and summative assessments and clear time gaps for when assessments are given;
- rubrics for evaluation of assessments that are available for students to consider and even negotiate;
- record of grades available to students at all times and consultation on grades throughout the term;
- active mechanisms for feedback to students; and
- student awareness of the QPA and its function as an indicator of academic achievement or underachievement.

FORMATIVE AND SUMMATIVE ASSESSMENTS

FEU places a premium on the students’ learning journey and the process and deepening of learning, critical and creative thinking, reflection, and problem solving. Formative assessments are important for this as they are tools that help identify learning gaps and help shape learning.

In FEU, formative assessments may be graded or ungraded and should occur throughout the semester.

FAs should refer to specific or smaller parts of the course. Its function is to build micro knowledges and skills that are translated in preparing for and achieving better opportunities for summative assessments. The more formative assessments, the higher the chance of learning.

Summative assessments evaluate student learning, knowledge, proficiency, or success at the conclusion of an instructional period like a unit, course, or program. In FEU, summative assessments are always graded.

FORMATIVE ASSESSMENT	SUMMATIVE ASSESSMENT
• Quiz (short-long) • Seatwork • Reporting • Work samples (portfolio) • Demonstration & observation of skill • Peer evaluation of project work • External review of student projects • Self-evaluation of work	• Departmental exams (Pen and paper) – unit, chapter, preliminary and final exams. • Case study/problem analysis • Capstone/application projects • Research/term paper • Performance test for skill-based courses

RATIO OF FORMATIVE TO SUMMATIVE

The ratio of formative to summative assessments are as follows:

For General Education (GE) courses:

70% of the grade should be formative and 30% should be summative.

For Professional Courses (except review classes and OJT)

50% of the grade should be formative and 50% should be summative.

For GE courses, there should be at least twelve (12) formative assessments. Six (6) to eight (8) of this should be graded. There should be at least one summative assessment during the middle of the term and one summative assessment on its last week.

GRADING SYSTEM AND GRADE DESCRIPTIONS

LETTER GRADE	QUALITY POINT	GRADE DESCRIPTIONS
A	4.0	Provides evidence of: • complete and comprehensive mastery of the concepts and principles of the course; • outstanding proficiency in analytical, critical, and creative thinking, and problem-solving skills; and • excellent fluency in oral written, and symbolic communication. Exhibits an exemplary level of independent and self-regulatory learning skills. Adheres to the University policy on academic integrity.

B+	3.5	Provides evidence of: • full mastery of the concepts and principles of the course; • high proficiency in analytical, critical, and creative thinking, and problem-solving skills; and • very good fluency in oral, written, and symbolic communication. Exhibits a high level of independent and self-regulatory learning skills. Adheres to the University policy on academic integrity.
B	3.0	Provides evidence of: • considerable mastery of the concepts and principles of the course; • significant proficiency in analytical, critical, and creative thinking, and problem-solving skills; and • good fluency in oral, written, and symbolic communication. Exhibits an above average level of independent and self-regulatory learning skills. Adheres to the University policy on academic integrity.
C+	2.5	Provides evidence of: • intermediate mastery of the concepts and principles of the course; • adequate proficiency in analytical, critical, and creative thinking, and problem-solving skills; and • average fluency in oral, written, and symbolic communication. Exhibits an ample level of independent and self-regulatory learning skills. Adheres to the University policy on academic integrity.
C	2.0	Provides evidence of: • satisfactory mastery of the concepts and principles of the course; • satisfactory proficiency in analytical, critical, and creative thinking, and problem-solving skills; and • acceptable fluency in oral, written, and symbolic communication. Exhibits a sufficient level of independent and self-regulatory learning skills. Adheres to the University policy on academic integrity.
D+	1.5	Provides evidence of: • elementary mastery of the concepts and principles of the course; • a certain proficiency in analytical, critical, and creative thinking, and problem-solving skills; and • some fluency in oral, written, and symbolic communication. Exhibits a somewhat low level of independent and self-regulatory learning skills. Adheres to the University policy on academic integrity.

D+	1.5	Provides evidence of: • elementary mastery of the concepts and principles of the course; • a certain proficiency in analytical, critical, and creative thinking, and problem-solving skills; and • some fluency in oral, written, and symbolic communication. Exhibits a somewhat low level of independent and self-regulatory learning skills. Adheres to the University policy on academic integrity.
D	1.0	Provides evidence of: • minimal mastery of the concepts and principles of the course; • minimal proficiency in analytical, critical, and creative thinking, and problem-solving skills; and • basic fluency in oral, written, and symbolic communication. Exhibits a low level of independent and self-regulatory learning skills. Adheres to the University policy on academic integrity.
F	0	Provides inadequate evidence of: • mastery of the concepts and principles of the course; • proficiency in analytical, critical, and creative thinking, and problem-solving skills; and • fluency in oral, written, and symbolic communication. • independent and self-regulatory learning skills. Adheres to the University policy on academic integrity.

The round-up of a grade will be based on the following scale

<i>Range</i>	<i>Quality Point</i>	<i>Letter Grade</i>
0.99 and lower	0.0	F
1.00-1.29	1.0	D
1.30-1.79	1.5	D+
1.80-2.29	2.0	C
2.30-2.79	2.5	C+
2.80-3.29	3.0	B
3.30-3.79	3.5	B+
3.80-4.00	4.0	A

GRADING PERIODS AND GRADE CALCULATIONS

There are two grading periods every semester. The first grading period, from week one (1) to week nine (9), ends with the midterm summative assessment.

The second grading period, from week ten (10) to week eighteen (18), ends with the final summative assessment.

The midyear term has six (6) weeks with the first grading period ending on week three.

Grades are calculated based on a weighted running average. As such, the grades at the midterm might not necessarily represent 50% of the final grade.

Sample 1:

Assessment	Type	Percentage	Grade	Grade Calculation	Quality Point
Quiz	Ungraded FA				
Oral Presentation	Graded FA 1	12 %	C	2 x 0.12	0.24
Quiz	Graded FA 2	10 %	B	3 x .10	0.3
Sharing	Ungraded FA				
Descriptive Paragraph	Ungraded FA				
Quiz	Ungraded FA				
Oral Presentation	Graded FA 3	12 %	C	2 x 0.12	0.24
Midterm Paper	SA 1	15 %	C+	2.5 x 0.15	0.375
Sharing	Ungraded FA				
Quiz	Graded FA 4	12 %	C	2 x 0.12	0.24
Short Essay	Graded FA 5	12 %	C+	2.5 x 0.12	0.3
Quiz	Ungraded FA				
Group Presentation	FA 6	12 %	C+	2.5 x 0.12	0.3
Final Paper	SA 2	15 %	B	3 x 0.15	0.45
				Net Quality Point	2.45
				Final Letter Grade	C+

Note: FA – Formative Assessment; SA- Summative Assessment; Ungraded FAs are given feedback but are not recorded as part of the final grade.

Sample 2:

Assessment	Type	Grade	Percentage	Grade Calculation	Quality Point
Quiz	Ungraded FA		70 %	(2+3+2+2+2.5+2.5)/6 x 0.70	1.63
Oral Presentation	Graded FA 1	C			
Quiz	Graded FA 2	B			
Sharing	Ungraded FA				
Descriptive Paragraph	Ungraded FA				
Quiz	Ungraded FA				
Oral Presentation	Graded FA 3	C			

Sharing	Ungraded FA				0.825
Quiz	Graded FA 4	C			
Short Essay	Graded FA 5	C+			
Quiz	Ungraded FA				
Group Presentation	FA 6	C+			
Midterm Paper	SA 1	C+			
Final Paper	SA 2	B			
			30 %	(2.5+3)/2 x 0.30	0.825
				Net Quality Point	2.46
				Final Letter Grade	C+

Note: FA – Formative Assessment; SA- Summative Assessment; Ungraded FAs are given feedback but are not recorded as part of the final grade.

QUALITY POINT AVERAGE (QPA)

An FEU student's final grade for a course generally comes in the form of a letter (A, B+, B, C+, C, D, D+, F), which is a summary of his or her performance in the formative and summative assessments. That final grade is reflected in the student's transcript of records.

So that student performance across courses can be summarized in one measure, the letter grades that a student receives in his or her courses are assigned numerical values called quality points: A is given a value of 4, B+ 3.5, B 3, C+ 2.5, C 2, D+ 1.5, D 1, and F 0.

The Quality Point Average or QPA is the summary measure that is used to reflect a student's performance over a given reference period, e.g., a semester, an academic year or throughout a student's entire stay in FEU. It is the weighted mean of the quality points that a student receives in all courses that he or she is enrolled in for credit during the reference period, where the weights are the proportion of the units of each course to total units taken.

The QPA is calculated at the end of every semester (to determine dean's listers), every year (to determine retention in the program or university), and at the completion of a degree program (to determine Latin Honors and confirm graduation).

The formula of the QPA can be written more concisely and accurately using mathematical notation as follows:

$$QPA = \sum_{i=1}^n w_i q_i$$

where q_i is the quality point of the letter grade in course i and $w_i = u_i / \sum_{i=1}^n u_i$ is the weight of course i , measured as the number of units assigned to course i divided by the total number of units taken during the reference period (n being the number of courses taken over the reference period). The formula calculates the QPA as the sum of the products of the course weight and the quality point in each course taken during the reference period.

Alternatively, the QPA may be calculated as follows:

$$QPA = \frac{\sum_{i=1}^n u_i q_i}{\sum_{i=1}^n u_i}$$

In this formula, the QPA is shown as the sum of the products of the number of units assigned to a course and the quality point in that course divided by the sum of the number of units of all courses taken during the reference period.

ANNUAL UNIVERSITY QPA REQUIREMENT

The annual QPA is always calculated in May (end of the second semester of the school year). Thus, midyear term grades are included in the calculation of the annual QPA of the following academic year, regardless of whether the program has a required midyear term enrollment.

Grades of transferees who enter FEU in the second semester will be included in the calculation of the QPA of the following academic year. Transfer credits will only be included in the calculation of the end-of-program QPA.

Students must meet the annual QPA requirement for retention in the program or in FEU. Specific degree program requirements apply for retention and promotion within the degree program. Students who do not meet the annual QPA requirement will be on University Non-Readmission (UNRA) status. The following are the QPA requirements for retention in the program or in FEU starting at the end of the second year, and overall program QPA requirement for graduation.

QPA REQUIREMENT:

For non-board programs- 1.50

For board programs- 2.00

However, students who, at the end of first year get a QPA lower than 1.5 shall undergo an intervention program by the Center for Learning Enrichment and Research for Students (CLEARS).

RETENTION POLICY

STUDENT RETENTION POLICY

Students with UNRA or PNRA status are subject to the FEU Selective Retention Policy (SRP). This policy includes an appeals process. If a student's appeal is approved, they must take and pass an enrichment course outside their curriculum. This course cannot be taken concurrently with their regular academic requirements. The aim of the enrichment course is to enhance study skills and encourage students to review their work habits.

This intervention program can only be taken once. Students who fail the program or are re-classified as PNRA are required to switch to another course, subject to the approval and policies of the department they are transferring to. Those re-classified as UNRA will be asked to leave the university. QPA to graduate shall be the overall program QPA of the student. Even if they have met all their academic requirements, students who fail to meet the QPA requirement by the end of their 4th or 5th year will not graduate. These students will need to take and pass a refresher course outside their study program.

PROGRAM SPECIALIZATIONS

Students will be allowed to determine their program specialization by the end of their second year in the program. The specialization chosen by the student shall be evaluated and approved by the department and institute.

MEET PROGRAM

The Center for Learning Enrichment and Research for Students (CLEARS) offers a Mentoring Enrichment and Engagement Training (MEET) which is a 10-week program facilitated every semester. It is designed for students who did not achieve the necessary QPA for promotion but wish to continue their university studies. The program is based on the belief that students who did not meet the QPA requirement need additional academic guidance to improve their learning. It aims to reinforce essential academic skills such as reading, writing, speaking, and listening. The program also covers skills not typically discussed in the classroom but are crucial for student development, such as time management, task management, and productivity.

Advisory for MEET

Mentoring Enrichment and Engagement Training

The Mentoring Enrichment and Engagement Training (MEET) program is open for UNRA/PNRA student applications.

- 1 Fill up the MS application form in this link:
<https://forms.office.com/r/isPG7VSPvS>



You may also use this QR code.

- 2 Upload and submit the following documents in your MS application form:

APCE (ACADEMIC PROGRAM CREDIT EVALUATION) REPORT

SCANNED ID OF GUARDIAN OR PARENT

LETTER OF APPEAL ADDRESSED TO THE SVPAA

MEDICAL CERTIFICATE (IF APPLICABLE)

- 3 After accomplishing the form, please wait for the verification and program details from the Student Retention Program (SRP) processing office.

Center for Learning Enrichment and Research for Students (CLEARS)

BS Architecture Qualifying Examination - 2018 Curriculum

All BS Architecture students are required to take a qualifying examination at the end of every academic year.

To be eligible to take the qualifying examination, a BS Architecture student must pass all board- (licensure) related course in any given semester.

In case a student fails in any board-related course, they must retake the course and pass it to be allowed to take the qualifying examination. In case a student fails the qualifying examination/remedial qualifying examination, the student can retake it after a year.

A refresher course may be given by the Institute on a case-to-case basis. The BS Architecture qualifying examination is a ladder type assessment administered at the end of each academic year. To pass the examination, the student must earn 70% or higher and must not have any failing grade in any of the subjects covered. Moreover, a student must first pass all qualifying examinations to be eligible to enroll in their thesis course.

BS Architecture Comprehensive Examination - 2021 Curriculum

The comprehensive examination evaluates the students' competency and mastery in the following professional courses: Architectural design, History and Theory of Architecture, Building Technology, Building Utilities, Planning, and other allied courses in preparation for the Architecture Licensure Examination.

Each professional courses will be clustered based on the general coverage of the Architecture Licensure Examination as follows:

- History and theory of architecture; principles of planning; architectural practice
 - Structural design; building materials and construction; utilities
 - Architectural design and site planning
- Seventy percent (70%) shall be the passing rate

To be eligible to take the Comprehensive Examination for Architecture 1 (CEA 1), a BS Architecture student must pass all professional and board-related courses prescribed as pre-requisites.

To be eligible to take the Comprehensive Examination for Architecture 2 (CEA 2), a BS Architecture student must pass the CEA 1 and all professional

and board-related courses prescribed as pre-requisites.

Retaking the comprehensive examinations is applicable to be eligible for graduation.

Initial and Final Qualifying Examinations for Medical Technology

1. Students must pass all first-year courses and must have an annual QPA of at least 1.50 and above (in accordance with the University Policy on QPA) to be eligible for the initial qualifying examination. This examination is a requirement for students under the 2024 curriculum to be promoted to the second-year level.
2. Students must pass all second-year courses and must have an annual QPA of at least 2.00 and above (in accordance with the University Policy on QPA) to be eligible for the final qualifying examination. This examination is a requirement for students under the 2024 curriculum to be promoted to the third-year level.
3. Students' combined results of 50% (annual QPA) and 50% (initial/final qualifying examinations) will be the basis in the grading of the examination.
4. Student must earn a grade of 65% from the combined annual QPA and initial/final qualifying examination scores to pass the said examinations.
5. The initial and final qualifying examination, which will be administered by the department, covers all the professional courses of the BS Medical Technology program.
6. Passing the initial and final qualifying examination is a requirement to be promoted to the second- and third-year level, respectively.

New Retention Policy for BSA Students effective S.Y. 2024-2025

1. For all students admitted to the BS Accountancy program, they must maintain the required grade in all of their accounting, taxation, and law courses from their first to third year in the program. A Grade of C+ or higher is required to remain in the BSA Program. Non-compliance to the grade requirement will automatically disqualify the student in the program. Retake will not be allowed.
2. To qualify for graduation with the BSA degree, the student must pass a written comprehensive examination for Integrated Accounting Review in their senior year (fourth year); A student who fails an integrated course for the third time shall re-enroll at least nine (9) units of major subjects

as recommended by the Dean or Associate Dean. Passing the written comprehensive examination is an absolute requirement for graduation.

ACADEMIC HONOR AND AWARDS

SELECTING THE VALEDICTORIAN

The valedictorian should be a graduate who meets the following qualities: academically excellent, outstanding in student/community involvement, the epitome of the FEU core values, and best able to deliver a relevant and inspiring valedictory during the Commencement Exercises.

All candidates for graduation with Latin honors are eligible for nomination. A candidate for graduation with the highest quality point average (QPA); however, is not necessarily the valedictorian. A screening committee created by the Academic Affairs Office will select the valedictorian based on the nominees’ QPA, contributions to community service projects and student leadership activities, panel interview, and speech construction and delivery.

SEMESTRAL HONORS (Deans’ List)

Excellent academic achievement is recognized every semester through the announcement of a Dean’s list. The Dean’s list contains the names of all the students of the previous semester with a semestral QPA of between 3.35 and 3.50 for second honors and between 3.51 and 4.00 for first honors.

HONOR	SEMESTRAL QPA
First Honor	3.51- 4.00
Second Honor	3.35- 3.50

To qualify for the Dean’s List, a student must have no failing grades (NSTP and WRP included) and no disciplinary case during the particular semester. The student must be enrolled in the required number of units indicated in their curriculum and must not drop any of the enrolled courses. If a student obtains the required marks but transfers to another University in the succeeding semester, they will not be awarded or included in the Dean’s list.

LATIN HONORS

Consistent and excellent achievement is recognized at the end of a student’s course of study through the awarding of Latin Honors. A student’s overall QPA

is calculated by averaging the grades for all the graded units required for a degree program. Latin honors are awarded during graduation.

Summa Cum Laude (with highest honors)- awarded to a student who obtains a grade point average (GPA) of 3.8 or better, provided that they have a residence of at least six (6) semesters immediately preceding the graduation.

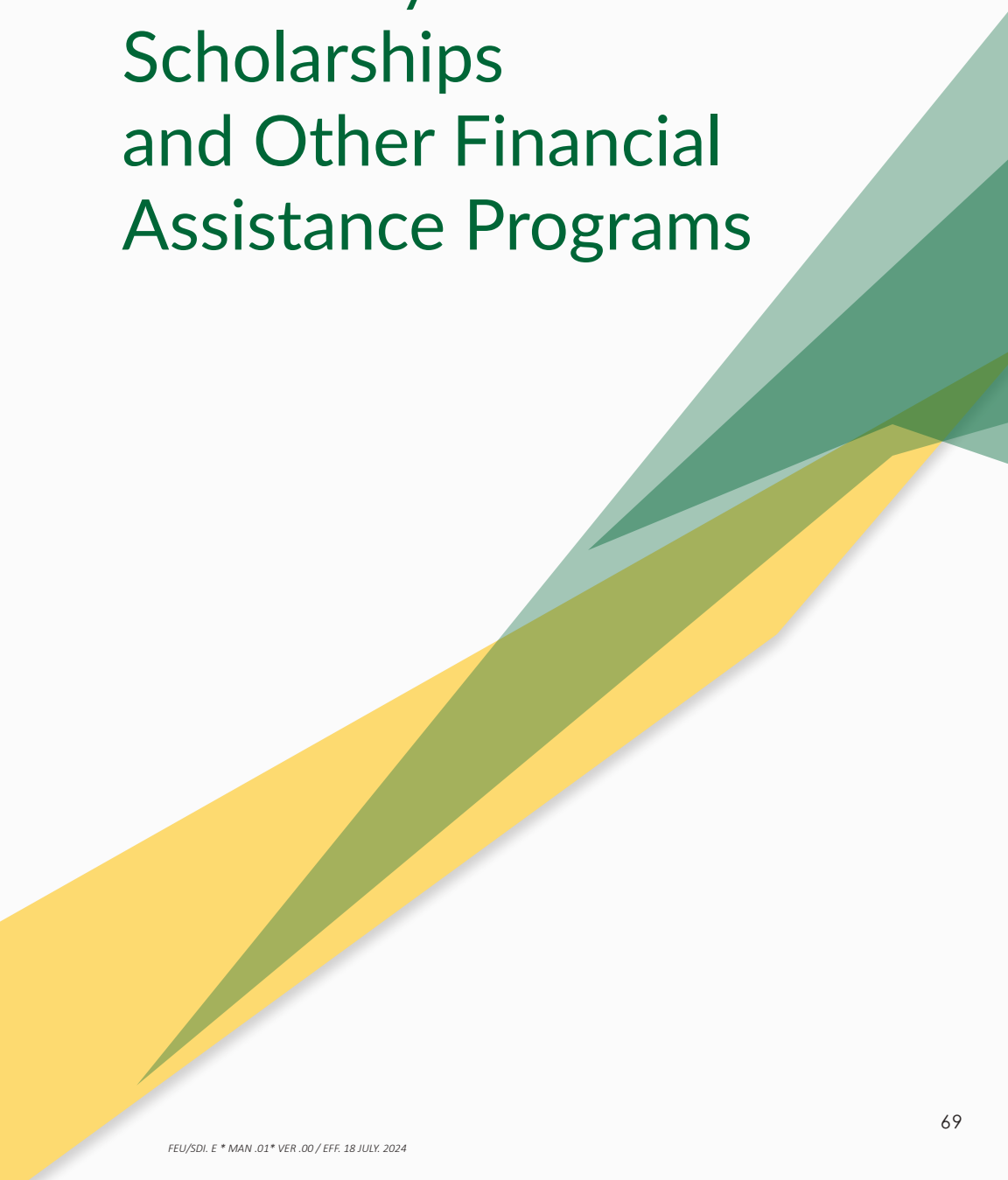
Magna Cum Laude (with high honors)- awarded to a student who obtains a GPA of at least 3.6, provided that they have a residence of at least six (6) semesters immediately preceding the graduation.e graduation.

Cum Laude (with honors)- awarded to a student who obtains a GPA of at least 3.4, provided that they have a residence of at least six (6) semesters immediately preceding the graduation.

LATIN HONOR	QPA
Summa Cum Laude	3.80 – 4.00
Magna Cum Laude	3.60 – 3.79
Cum Laude	3.40 – 3.59

To qualify for Latin honors, a student must have no major disciplinary case and no failing marks. Failures in NSTP and PATHFIT will also disqualify the student from receiving any Latin honor. Candidates are allowed a maximum of 15 units of AW marks for a four-year degree program and 18 units of AW marks for a five-year degree on their records.

University-Funded Scholarships and Other Financial Assistance Programs



UNIVERSITY-FUNDED SCHOLARSHIPS

The scholarship grants aim to provide education to academically excellent students, financially challenged but qualified students, and students who render service and represent the University in their respective fields of endeavor, athletics, and cultural.

Grantees are identified based on the records of the students assessed by the Admissions and Financial Assistance or by a Committee on Scholarships for special cases.

Externally funded scholarship grants are also available. Students who wish to avail themselves of such must also comply with the minimum requirements set by the external grantor.

MERIT-BASED

ENTRANCE SCHOLARSHIP PROGRAM (ESP)

Entrance Scholarship is awarded to first year exam takers who meet the eligibility requirements and will enroll during the first semester of the school year.

ELIGIBILITY:

- At least superior rating in FEUCAT
- SHS GWA of at least 90%

BENEFITS:

- Full tuition + assessed miscellaneous discount

DURATION:

Can be continuously availed of for four (4)/five (5) years (depending on the degree program) provided that the grantee complies with retention requirements.

NICANOR REYES SR. SCHOLARSHIP PROGRAM (NRSSP)

NRSSP is awarded to the top 20 takers of the FEUCAT with superior rating of a specific school year.

ELIGIBILITY:

- At least superior rating in FEUCAT
- SHS GWA of at least 90%

BENEFITS:

- Full tuition + assessed miscellaneous discount
- Allowances

DURATION:

Can be continuously availed for four (4)/five (5) years (depending on the degree program) provided that the grantee complies with retention requirements.

TEACHERS SCHOLARSHIP PROGRAM (TSP)

TSP is awarded to students who will enroll in any of the selected degree programs of the Institute of Education.

ELIGIBILITY:

- Must pass the FEUCAT
- SHS GWA of at least 88%

BENEFITS:

- Full tuition + assessed miscellaneous discount
- Allowances

DURATION:

Can be continuously availed for four (4)/five (5) years (depending on the degree program) provided that the grantee complies with retention requirements.

ACADEMIC SCHOLARSHIP

Academic scholarship grant is awarded to regular students who meet the required Quality Point Average (QPA) in the preceding semester.

ELIGIBILITY:

- Must be following the number of units based on the program curriculum
- No major offense
- QPA of at least B (3.2), no grade lower than C+ (2.5)

BENEFITS:

- Full (100%) / Partial (50%) / basic tuition (30%) discount

NICANOR REYES SCIENCE HIGH SCHOLARSHIP PROGRAM (NRSHSP)

The NRSHSP scholarship program is awarded to students from identified science high schools.

ELIGIBILITY:

- At least superior rating in FEUCAT
- SHS GWA of at least 90%

BENEFITS:

- Full tuition and Assessed Miscellaneous Fees Discount

DURATION:

Can be continuously availed for four (4)/five (5) years (depending on the degree program) provided that the grantee complies with retention requirements. .

JURIS DOCTOR (JD) ENTRANCE

JD Entrance is awarded to first year exam takers who successfully meet the eligibility requirements and will enroll during the first semester of the school year in the Juris Doctor program at FEU Makati.

ELIGIBILITY:

- Filipino Citizen of Good Moral Character
- Open to graduates who belong to the top 10 of any board exam results.
 - o Non-FEU graduates must submit their application within two (2) years from the release of the board exam result.
 - o FEU graduates may submit their application within five (5) years from the date of the release of the board exam result.
- Open to graduates with Latin Honors
 - o Non-FEU graduates must submit their application within two (2) years from the date of graduation.
 - o FEU graduates may submit their application within five (5) years from the date of graduation.
- Must pass the FEU Law School Qualifying Test

BENEFITS:

- Full tuition + assessed miscellaneous discount
- Allowances

DURATION:

Can be continuously availed for four (4)/five (5) years (depending on the degree program) provided that the grantee complies with retention requirements.

INSTITUTE OF LAW ACADEMIC

The IL Academic scholarship program is awarded to Institute of Law students who have performed excellently in academics in the preceding semester. Recipients will be determined by rank based on a fixed number of slots by the Institute of Law Dean's Office

ELIGIBILITY:

- Must be following the number of units based on the program curriculum
- GWA of at least 85 or its equivalent

- No grade lower than 77
- No major offense

BENEFITS:

- Full (100%) / Partial (50%) basic tuition discount

NEED-BASED

LONG-TERM EDUCATION ASSISTANCE PROGRAM (LEAP)

LEAP is awarded to students who are in dire need. .

ELIGIBILITY:

- Filipino citizen of good moral character
- with average FEUCAT result
- Passed the Qualifying Financial Evaluation
- Family income of not more than P300,000.00

BENEFITS:

- Full tuition + assessed miscellaneous discount
- Allowances

DURATION:

Can be continuously availed for four (4)/five (5) years (depending on the degree program) provided that the grantee complies with retention requirements.

Tamaraw ASSISTANCE PROGRAM (TamAP)

TamAP is a need-based scholarship program granted to incoming first-year students who meet the eligibility requirements.

ELIGIBILITY:

- Passed the FEU College Admission Test
- has no failing grade in any subject during SHS
- has good moral character
- a Filipino citizen
- Family must have an income of not more than P300,000 annually

BENEFITS:

- Full tuition + assessed miscellaneous discount

DURATION:

Can be continuously availed of for 4/ 5 years (depending on the degree program) provided that the grantee complies with retention requirements.

SPECIAL GROUPS

This is awarded to undergraduate applicants who belong to Indigenous groups.

ELIGIBILITY:

- Filipino citizen of good moral character
- with average FEUCAT result
- Passed the Qualifying Financial Evaluation
- Family income of not more than P500,000.00

BENEFITS:

- Full tuition + assessed miscellaneous discount

DURATION:

Can be continuously availed for four (4)/five (5) years (depending on the degree program) provided that the grantee complies with retention requirements.

PRESIDENTIAL DECREE 577 (PD 577)

This PD577 is awarded to legitimate children/declared beneficiaries (below 22 years old) of military personnel who were killed while on duty from September 21, 1972, to present.

BENEFITS:

- Full tuition + assessed miscellaneous discount

DURATION:

Can be continuously availed for four (4)/five (5) years (depending on the degree program) provided that the grantee complies with retention requirements.

FEU TUITION DISCOUNT (FTD)

The FEU Tuition Discount is awarded to students who meet the eligibility requirements for this program with a residency of at least one semester in the University.

ELIGIBILITY:

- Must pass the program QPA requirement of the program enrolled
- Minimum load of 15 units during the preceding semester
- No failing grade or dropped subjects during the preceding semester
- No major offense
- Annual family income not exceeding P500,000

BENEFITS:

- Full (100%) / Partial (50%) basic tuition discount

GRADUATE STUDIES TUITION DISCOUNT (GSTD)

The Graduate Studies tuition discount is awarded to applicants who are either alumni, profession-based (full-time government employees, school guidance counselors, nurses, and teachers) or public school teachers

ELIGIBILITY:

- Alumni – Must be an FEU graduate
- Profession-based- full-time/regular government employees, must have at least one (1) year work experience, school guidance counselors, nurses, and private school teachers
- Public school teacher – must be a full-time/regular public-school teacher with at least one (1) year work experience

BENEFITS:

- Alumni- 25% basic tuition discount
- Profession-based- 50% basic tuition discount
- Public School Teacher- 75% tuition basic tuition discount

JURIS DOCTOR (JD) NEEDS-BASED

The Juris Doctor Needs-based program is awarded to financially challenged first year JD examination takers who successfully meet the eligibility requirements and will enroll during the first semester of the school year in the JD program at FEU Makati. The Institute of Law Dean's Office endorses the qualified applicants to the Admissions and Financial Assistance office.

ELIGIBILITY:

- Filipino citizen of good moral character
- Family income of not more than P360,000 per year
- GWA of at least 80 or its numerical equivalent in the degree program
- Application must be submitted within three (3) years from the date of graduation.
- Must pass the FEU Law School Qualifying Test

BENEFITS:

- Full tuition + assessed miscellaneous discount
- Allowances

DURATION:

Can be continuously availed for four (4) years provided the grantee complies with the retention requirements.

SERVICE-BASED**ATHLETICS**

This is awarded to qualified athletes endorsed by the Director of the Athletics Department

BENEFITS:

- Full tuition + assessed miscellaneous discount

CULTURAL GROUP

This Cultural Group Scholarships is awarded to qualified members of the FEU Center for Arts (FCA) groups endorsed by the FCA Director.

BENEFITS:

Full (100%) / Partial (50%) Basic tuition discount

Notes:

- Each scholarship grant is a privilege, not an entitlement. Slots to be filled in is based on the available scholarship budget for a particular school year.
- The University implements a one-student, one-scholarship policy. If a student qualifies in both the University and externally funded scholarship grants, the student will decide which grant to avail of and will sign a waiver to document their decision.
- Scholarship grants are revoked upon enrollment cancellation. The policy on enrollment cancellation will be strictly implemented because the grant's purpose was not met.

OTHER FINANCIAL PROGRAMS

STUDENT ASSISTANTSHIP PROGRAM

FEU offers this program to students who are financially underprivileged but intellectually capable of pursuing tertiary education. The program envisions the employment of qualified students as student assistants or laboratory assistants on a contractual basis for a maximum of four (4) hours per day and not to exceed an aggregate of 200 working days. They shall be assigned to the different offices of the university for registration, as well as other temporary assignments, as needed.

Minimum qualifications include:

- a. at least 18 years of age
- b. third or fourth year student
- c. must be of good character and in good health
- d. must have at least a general weighted average of 2.50
- e. must undergo x-ray at the University Health Service
- f. those with not more than P100,000.00 annual family income shall be preferred

For details, please visit the Human Resources Department, Ground floor, Administration Building.

UNION, NON-UNION AND FACULTY EDUCATIONAL BENEFITS ARE MAINTAINED

Benefit is conditional in compliance with admission requirements and other university rules.

EXTERNALLY FUNDED SCHOLARSHIPS

Externally funded scholarships come from various industries and benefactors. The Admissions and Financial Assistance office monitors and administers this relationship to ensure non-duplication of scholarship awards.

PWD DISCOUNT (RA 10754)

In compliance with RA 10754, the University provides 20% tuition fee discount on bonafide PWD as defined under RA 7277, the magna carta for disabled person.

FAMILY DISCOUNT

Family discount is 30% on basic tuition of students admitted joining a sibling enrolled in FEU..

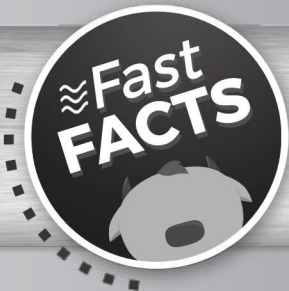
POLICY GUIDELINES

1. Any student of FEU who joined a sibling currently enrolled in FEU can avail themselves of the Family Discount.
2. There must be at least two (2) siblings enrolled in FEU at the same time.
3. The Family Discount is:
 - granted to the second and succeeding siblings simultaneously.
 - not applicable during the Midyear (Summer) Term.
 - applicable in addition to a scholarship grant to the qualified sibling.
 - in addition to the Cash Discount of 5%.
4. The application for renewal must be filed every semester.
5. For dropped subjects, the discount will be reduced proportionately.
6. For cancellation of enrollment, a discount is forfeited for the sibling whose enrollment is cancelled. However, if there are at least two (2) siblings enrolled at the University, the discount remains to be granted accordingly.
7. The application for a Family Discount must be submitted to the Treasurer's Office within thirty (30) days from the start of classes.

PROCEDURE

1. The eldest student-sibling fills out the application form, attaching the following documents:
 - 1.1. Photocopy of all siblings' certificate of registration for the current semester.
 - 1.2. Photocopy of all sibling's birth certificates (for new applicants only).

If there are discrepancies between the data entered in the birth certificates of the siblings (e.g., date of marriage or name of parents), an affidavit executed by one or both parents should be attached to the application form.



117 vs 27,956

Population of the Institute of Accountancy in 1928
versus FEU population in AY 2014-2015 first semester.



The Office of the University Registrar (OUR) ensures the delivery of effective and efficient student and academic support that meets the needs of students, parents or guardians, faculty, employees, accrediting and regulatory bodies, FEU Management, and its units in the following areas:

01 Enrollment Transactions

- »» Requests for overload, simultaneous subject enrollment, cross enrollment, crediting of subjects, and transfer credentials

02 Records Management

- »» Student records database and digitization of all records;
- »» Records verification and authentication;
- »» Reports on enrollment, graduation, degree programs, schedule of classes, and room allocation

03 Conduct of Commencement Exercises

- »» Evaluation of students' level and eligibility for graduation
- »» Generation of the final list of confirmed candidates for graduates and Latin Honors
- »» Event management of the Commencement Exercises



04 Assistance to International Students

- »» Student visa application requirements in coordination with the Bureau of Immigration
- »» Other enrollment-specific needs and concerns

05 Liasing with CHED and other Government Agencies

- »» Application for new programs, revision of curricula, submission of requirements, as well as dissemination of new memoranda, circulars, advisories, and other information

06 Academic Program Planning and Development

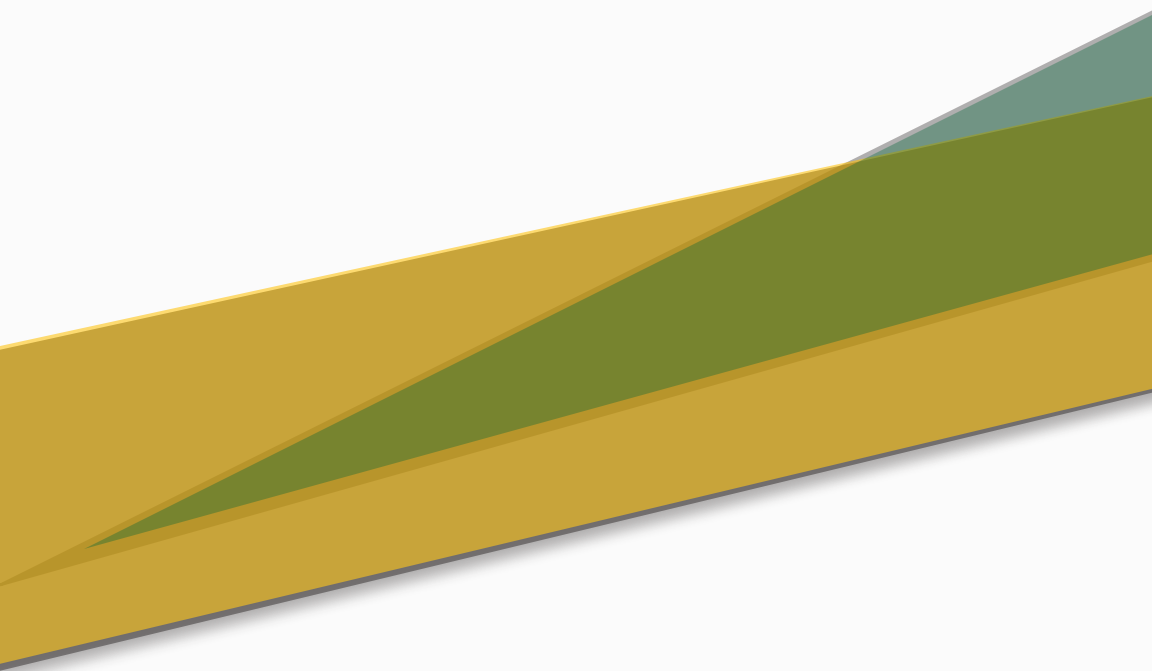
- »» Setting of the academic calendar, grade encoding schedules, class schedules, and new program offerings and/or revisions
- »» Support unit for academic program development and accreditation of degree programs in accordance with the standards of accrediting and regulatory bodies

07 Degree Audit

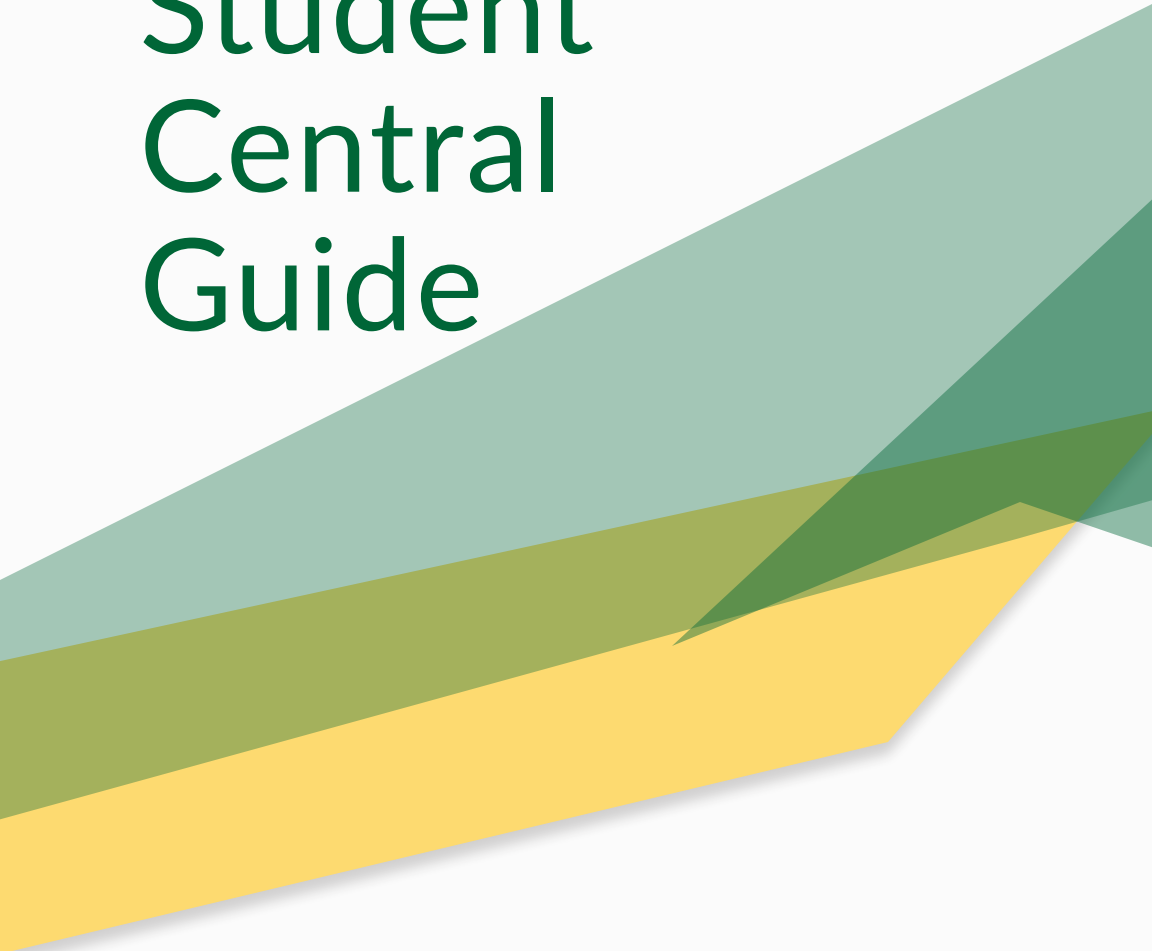
- »» Verification and authentication of student, faculty, and alumni credentials for employment purposes

The Office of the University Registrar is located at the ground floor of the Admissions Building. It is open from Monday to Friday (08:00am to 05:00pm) and Saturday (08:00am to 04:00pm), with lunch breaks from 12:00nn to 01:00pm.





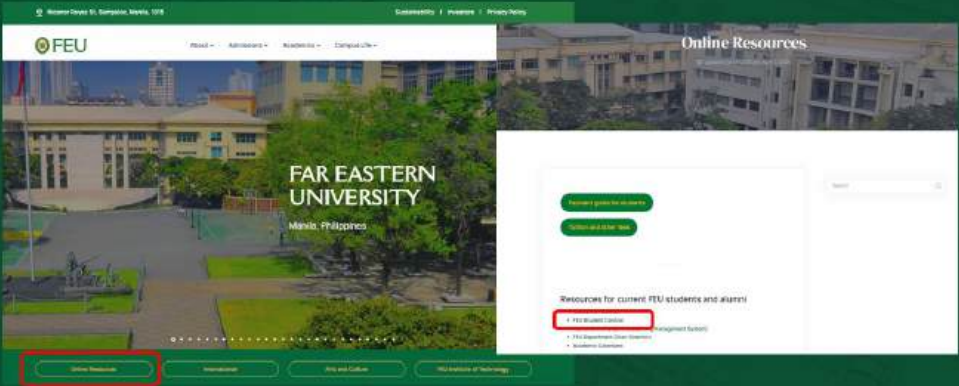
Student Central Guide

An abstract graphic design featuring several overlapping, semi-transparent geometric shapes. The shapes are primarily in shades of green and yellow, creating a layered, mountain-like effect. The topmost shape is a light green triangle pointing towards the top right. Below it, there are darker green and yellow shapes that also point in similar directions, creating a sense of depth and movement. The overall composition is clean and modern, with sharp edges and a minimalist aesthetic.

ACCESS



FEU Website: www.feu.edu.ph >> Online Resources >> Student Central



ACCESS



LOGIN PAGE

✓ Enter Email and Password

Common Concerns:

- **Forgot PW** – Use the Forgot PW facility and system will send a PW reset link to FEU email.
- **Invalid/Incorrect PW** – Make sure to use FEU email address in accessing Student Central. In case access is still unsuccessful, use the Forgot PW facility and system will send a PW reset link to FEU email.
- **Logged in another computer** – Wait for 20 minutes for active session to end. To avoid this, always log out properly after each access.



DASHBOARD

Student Central
Menu

Click on the FEU Logo to go back to Overview

- ❖ My Information – displays student basic information which is the basis for enrollment eligibility
- ❖ Calendar – displays enlisted courses per term
- ❖ Edit – where contact details are edited
- ❖ Change Password – facility in changing password

ENROLLMENT

ENROLLMENT MENU

Eligibility:

- Status is Active or Admitted
- Academic Standing is not PNRA/UNRA
- No outstanding balance
- No academic hold
- VISA Requirements Submitted (For International Students)

Transactions:

- Pre-enrollment - Pre-enlistment to next term for active students
- Enrollment - Selection of courses during enrollment period
- Adjustment - For adding or removing course/s and swapping section

ENROLLMENT



ENROLLMENT METHODS

Eligible for active and admitted students, with good and unrated standing, no outstanding balance and no academic holds.

- Free Course Enrollment
 - One-by-one selection of courses
- Batch Enrollment
 - Batch (group) selection of courses
- Fixed Batch Enrollment
 - Pre-defined batch for students
- Cross/Supplemental Enrollment
 - Applicable for cross-enrollees and supplemental students

ENROLLMENT



FREE COURSE SELECTION

1. Select Free Course Enrollment method, then click Enroll.

2. Select course/s to enroll.

ENROLLMENT

FREE COURSE SELECTION

3. Select preferred section and schedule then click submit.

3

Section Select

Open Section Slot

Closed Section Slot

Group 1

Section	Days	Time	Building	Room	Batch	Faculty	Status	Available
GED201B-SPC-148N	MTW	19:00-20:30			ABDC101			10

Group 2

Section	Days	Time	Building	Room	Batch	Faculty	Status	Available
WSPD101-LF	WLS	14:00-15:30			B10N101			11

Submit

Cancel

Next

4

Next

4. Click Next when all desired courses are selected.

ENROLLMENT

FREE COURSE SELECTION

5. Charges will be shown. Click Enroll to confirm.
6. Confirmation of transaction will be shown.

VAD

VISUAL AND DEVELOPMENT FEE

805.00

Generic Tuition Subtotal:

23,464.00

Subject Miscellaneous Fees

Fee Component	Description	Amount
GED201B-SPC LAB FEE	GED201B-SPC	979.00
WSPD101-LEARNING JOURNEY FEE	WSPD101-LF	250.00
Subject Miscellaneous Fees Subtotal:		1,229.00

TOTAL: 48,857.50

5

Enroll

Back

Cancel

✓ Enrollment successfully submitted!

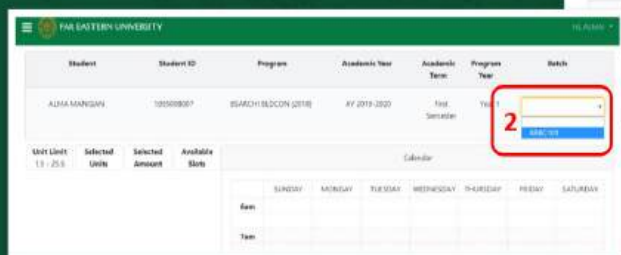
We will be processing your enrollment transaction. Please pay the minimum down payment within five (5) days to prevent cancellation of your saved enrollment. Please also allow us one (1) business day to process your enrollment and payment. At the moment, you are not allowed to Adjust Enrollment. The policies, regulations, procedures, and fees in this assessment are subject to change without prior notice. If necessary, to keep University policies in compliance with CHED. The University reserves the right to change curricula, rules, fees and other requirements, of whatever kind, affecting students based on updated policies.

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ENROLLMENT

BATCH ENROLLMENT

1. Select Batch Enrollment method, then click Enroll.
2. Select preferred batch.



FEU EASTERN UNIVERSITY

Enrollment Eligibility

Academic Year: AY 2019-2020

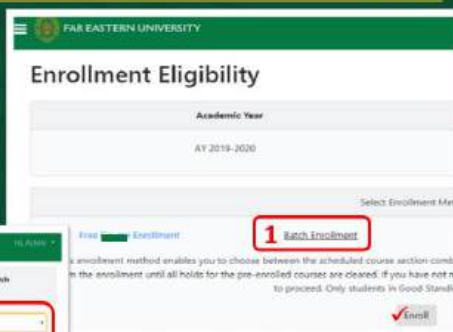
Select Enrollment Method: **1 Batch Enrollment**

Student: ALMA MANSANGAN, Student ID: 1205008007, Program: BSARCH BLOCOR (2018), Academic Year: AY 2019-2020, Academic Term: First Semester, Program Year: Year 1, Batch: **2 ARBC101**

Unit Limit: 13 / 25.5, Selected Units: , Selected Amount: , Available Slots:

Calendar: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY

6am, 7am, 8am, 9am, 10am, 11am



FEU EASTERN UNIVERSITY

Enrollment Eligibility

Academic Year: AY 2019-2020

Select Enrollment Method: **1 Batch Enrollment**

Student: ALMA MANSANGAN, Student ID: 1205008007, Program: BSARCH BLOCOR (2018), Academic Year: AY 2019-2020, Academic Term: First Semester, Program Year: Year 1, Batch: **2 ARBC101**

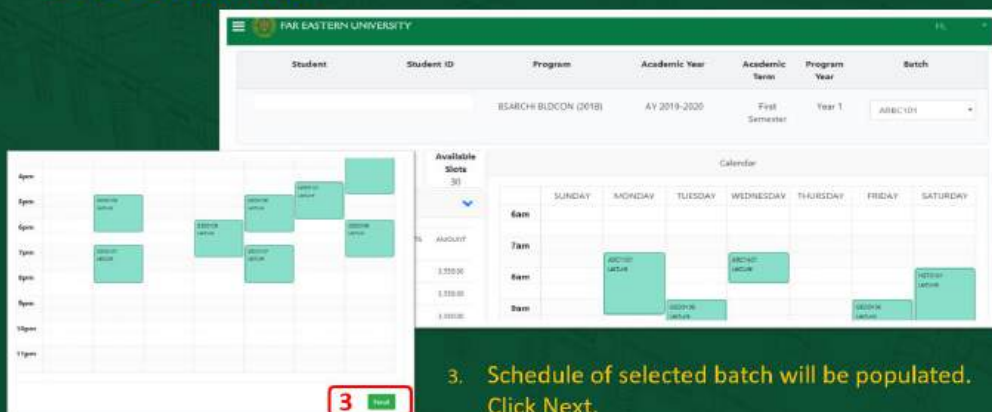
Unit Limit: 13 / 25.5, Selected Units: , Selected Amount: , Available Slots:

Calendar: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY

6am, 7am, 8am, 9am, 10am, 11am

ENROLLMENT

BATCH ENROLLMENT



FEU EASTERN UNIVERSITY

Enrollment Eligibility

Academic Year: AY 2019-2020

Select Enrollment Method: **1 Batch Enrollment**

Student: ALMA MANSANGAN, Student ID: 1205008007, Program: BSARCH BLOCOR (2018), Academic Year: AY 2019-2020, Academic Term: First Semester, Program Year: Year 1, Batch: **2 ARBC101**

Unit Limit: 13 / 25.5, Selected Units: , Selected Amount: , Available Slots:

Calendar: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY

6am, 7am, 8am, 9am, 10am, 11am

3 **Enroll**

3. Schedule of selected batch will be populated. Click Next.

ENROLLMENT

BATCH ENROLLMENT

- Charges will be shown. Click Enroll to confirm.
- Confirmation of transaction will be shown.

Fee Component	Description	Amount
VAD	VISUAL AIDS DEVELOPMENT FEE	800.00
Generic Tuition Subtotal:		23,646.00
Subject Miscellaneous Fees		
ORCD100-SPEECH LAB FEE	ORCD100-SPEECH LAB FEE	970.00
WRP101-LEARNING JOURNEY FEE	WRP101-LEARNING JOURNEY FEE	230.00
Subject Miscellaneous Fees Subtotal:		1,220.00
TOTAL:		48,857.50

4

Enrollment successfully submitted!

We will be processing your enrollment transaction. Please pay the minimum downpayment within five (5) days to prevent cancellation of your saved enrollment. Please also allow us one (1) business day to process your enrollment and payment. At the moment, you are not allowed to Adjust Enrollment. The policies, regulations, procedures, and fees in this assessment are subject to change without prior notice. If necessary, to keep University policies in compliance with CHED. The University reserves the right to change curricula, rules, fees and other requirements, of whatever kind, affecting students based on updated policies.

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ENROLLMENT

FIXED BATCH ENROLLMENT

- Select Fixed Batch Enrollment method, then click Enroll.



FAR EASTERN UNIVERSITY

Enrollment Eligibility

Academic Year
AY 2019-2020

Select Enrollment Method

You have to choose this enrollment method if a student batch is pre-assigned to you. There is a schedule created for you. No mandatory course selection is allowed. You will not be allowed to confirm the enrollment until all holds for

FEU
FUTURE-READY
LEARNING

Nesuro – EDGAR

The screenshot displays the FAE Eastern University website interface. At the top, a green navigation bar contains the university's logo and name. Below this, a table provides details for a specific student: Student ID, Program (B.Arch), Academic Year (AY 2019-2020), Academic Term (I), Program Year (Year 1), and Batch (ARCH101). The main content area is titled 'Available Slots' and includes a calendar for March 2020. The calendar shows green boxes indicating available slots for various programs and terms. A sidebar on the left lists available slots with a search bar and a filter button.

2. Schedule of assigned batch will be populated.
Click Next.

ENROLLMENT



FIXED BATCH ENROLLMENT

- Charges will be shown. Click Enroll to confirm.
- Confirmation of transaction will be shown.

USD	VISUAL AIDS DEVELOPMENT FEE	800.00
Generic Tuition Subtotal:		23,646.00
Subject Miscellaneous Fees:		
Fee Component	Description	Amount
GED100-SPEECH LAB FEE	GED100-SPC	978.00
WIP0101-LEARNING JOURNEY FEE	WIP0101-LJF	250.00
Subject Miscellaneous Fees Subtotal:		1,228.00

Enrollment successfully submitted!

TOTAL: 48,857.50



We will be processing your enrollment transaction. Please pay the minimum down payment within five (5) days to prevent cancellation of your saved enrollment. Please also allow us one (1) business day to process your enrollment and payment. At the moment, you are not allowed to Adjust Enrollment. The policies, regulations, procedures, and fees in this assessment are subject to change without prior notice. If necessary, to keep University policies in compliance with CHED. The University reserves the right to change curricula, rules, fees and other requirements, of whatever kind, affecting students based on updated policies.

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ENROLLMENT ADJUSTMENT



Eligible for students with confirmed (Billed) enrollment.

- Adjustment methods are:
- Free Course Adjustment - One-by-one adding and removing of courses and swapping of section
 - Batch Adjustment - Batch (group) swapping of sections

FINE EASTERN UNIVERSITY

Adjustment Eligibility

Adjustment Info	
Academic Year AY 2019-2020	Academic Term First Semester
Select Adjustment Method	
Free Course Adjustment	Batch Adjustment

ENROLLMENT



FREE COURSE ADJUSTMENT

Adjustment Eligibility

Adjustment info

Academic Year: AY 2019-2020

Academic Term: First Semester

Select Adjustment Method

1 ☐ **Free Course Adjustment**

Click 'Adjust' to proceed to Free Course Adjustment

1. Select adjustment method, then click Adjust.
2. Previously enrolled courses will be populated. Select the course to be added, removed or swapped.

Unit Limit: 15 - 25.5 Selected Units: 25.5 Selected Amount: 38,537.50

Calendar

Course Code	Course Name	Units	Amount
ART 101	ART APPRECIATION	4	4,125.00
HIST 101	INTRODUCTION TO WORLD HISTORY	4	4,125.00
INTRO 101	INTRODUCTION TO PHYSICS	4	4,125.00
PHYS 101	PHYSICS	4	4,125.00

2

ENROLLMENT



FREE COURSE ADJUSTMENT

Section Select ☒ Open Section Slot ☐ Closed Section Slot

Group 1

Section	Days	Time	Building	Room	Batch	Faculty	Status	Available
GED0106-LEC-Sec1-MN	M,TH	21:30-22:00			B5NR101		☒	34

3 ☒ **Group 2**

Section	Days	Time	Building	Room	Batch	Faculty	Status	Available
GED0106-LEC-Sec2-MN	T,F	09:00-10:30			ARBC101		☒	36

4

3. Select section to add or swap, then Submit.
4. Click Remove if course is to be removed. Please note that removing a course is considered dropping and may incur charges.

ENROLLMENT



FREE COURSE ADJUSTMENT

- Revised charges will be shown. Click Adjust to confirm.
- Confirmation of transaction will be shown.

Subject Miscellaneous Fees		
Fee Component	Description	Amount
ARC1401-SPECIAL ASSESSMENT FEE	ARC1401-SAF	3,350.00
ARC1412-SPECIAL ASSESSMENT FEE	ARC1412-SAF	3,350.00
IEED1009-SPEECH LAB FEE	IEED1009-SPLC	975.00
NGTD101-NGTTP FEE	NGTD101-NGTTP FEE	1,950.00
WRPD101-LEARNING JOURNEY FEE	WRPD101-LJR	250.00
Subject Miscellaneous Fee Subtotal:		9,945.00

FEU EASTERN UNIVERSITY

HS, ALMA: -

TOTAL: 49,950.00

5

Adjust Back Cancel

Enrollment Adjustment successfully submitted!

We will be processing your enrollment adjustment transaction. Please also allow us one (1) business day to process your adjustment.

The policies, regulations, procedures, and fees in this assessment are subject to change without prior notice, if necessary, to keep University policies in compliance with CHED. The University reserves the right to change curricula, rules, fees and other requirements, of whatever kind, affecting students based on updated policies.

ENROLLMENT



BATCH ADJUSTMENT

- Select adjustment method, then click Adjust.
- Previously enrolled courses will be populated. Select the course to be added, removed or swapped.

FEU EASTERN UNIVERSITY

Adjustment Eligibility

Adjustment Info

Academic Year: AY 2019-2020

Academic Term: First Semester

Select Adjustment Method

Free Course Adjustment

Click 'Adjust' to proceed to Free Course Adjustment

Adjust

1

Batch Adjustment

Units Link	Selected Units	Selected Amount		
1.5 - 25.5	25.5	35,617.38		
Course Code	Course Name	Units	Amount	Calendar
ARC1401	ART APPRECIATION	3	3,350.00	SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY 6am 7am 8am 9am 10am
ARC1412	ARTS IN PROGRESS	3	3,350.00	
IEED1009	INTERNSHIP PLACEMENT	3	3,350.00	
WRPD101	WRPD101	3	3,350.00	

2

ENROLLMENT



NetSuite - EDCRP

BATCH ADJUSTMENT

3. Previously selected batch will be shown. Select batch new batch, then click Next.

ENROLLMENT



NetSuite - EDCRP

BATCH ADJUSTMENT

- Revised charges will be shown. Click Adjust to confirm.
- Confirmation of transaction will be shown.

Fee Component	Description	Amount
ARCT401-SPECIAL ASSESSMENT FEE	ARCT401-SAP	3,360.00
ARCT412-SPECIAL ASSESSMENT FEE	ARCT412-SAP	3,360.00
GED0109-SPEECH LAB FEE	GED0109-SPC	875.00
NET0101-NETIP FEE	NET0101-NETIP FEE	1,362.00
WR0101-LEARNING JOURNEY FEE	WR0101-LJP	250.00
Subject Miscellaneous Fees Subtotal		9,865.00

TOTAL: 49,959.00

4 Adjust Cancel

Enrollment Adjustment successfully submitted!

We will be processing your enrollment adjustment transaction. Please also allow us one (1) business day to process your adjustment.

The policies, regulations, procedures, and fees in this assessment are subject to change without prior notice, if necessary, to keep University policies in compliance with CHED. The University reserves the right to change curricula, rules, fees and other requirements, of whatever kind, affecting students based on updated policies.

ENROLLMENT REQUEST

FAIR EASTERN UNIVERSITY

Admissions

Enrollment

Make Requests

Request Status

Enrollment Request Status

Transactions

Student Reports

My Grades

My Curriculum

Academic Hold List

COR

Status
Active Student
Academic Standing
Good Standing
Outstanding Balance as of
12/4/19
\$00.00

Calendar

Academic Year
AY 2018-2019

Academic Semester
Second Semester

Course	Section	Faculty	Building	Room	Day
MAA 241	MAA 241-001-0401-101	MARK ROSA CARDEN	15	333	TU
MAAT 243	MAAT 243-001-0401-101	CHRYSE DINO-ABARICO	15	333	TH
MAAT 243	MAAT 243-001-0401-101	MARK ROSA CARDEN	15	333	TH

Calendar

	Sunday Dec 1	Monday Dec 2	Tuesday Dec 3	Wednesday Dec 4	Thursday Dec 5
6am					
7am					
8am					
9am					

ENROLLMENT REQUEST

- **Academic Clearance** – to appeal for enrollment for PNRA/UNRA cases.
- **Additional Load** – to increase load for lower year students (requires paper request).
- **Advance Course** – to enroll higher year courses.
- **Cross-Campus** – to enroll course/s in other campus.
- **Cross-Enrollment** – to enroll course/s in another schools/universities.
- **Enrollment Adjustment Add/Swap** – to access adjustment when calendar is closed.
- **Enrollment Adjustment Drop** – to drop courses.
- **Enrollment Cancellation** – to cancel the entire enrollment.
- **Lieu Course** – to enroll for a substitute course (requires paper request).
- **Overload Request** – to increase units for students in terminal year.
- **Promissory Note** – request to pay down payment or outstanding balance at a later date.
- **Readmission** – for graduated students enrolling for higher education or previous students who already transferred to other school wish to re-enroll.
- **Request for Enrollment** – to access enrollment when enrollment is closed.
- **Returning Student** – for on leave student who wishes to return and re-enroll.
- **Simultaneous Enrollment** – to enroll prerequisite and requisite at the same term (requires paper request)
- **Shifting Request** – to change program
- **Sibling Discount** – to avail of discount for student with sibling also enrolled in the same term.

Make Requests

- Academic Clearance
- Additional Load
- Advance Course
- Cross-Campus
- Cross Enrollment
- Enrollment Adjustment Add/Swap
- Enrollment Adjustment Drop
- Enrollment Cancellation
- Lieu Course
- Overload Request
- Promissory Note
- Readmission Request
- Request for Enrollment
- Returning Student
- Simultaneous Enrollment
- Shifting Request
- Sibling Discount

REQUEST STATUS



FAR EASTERN UNIVERSITY

- Admissions
- Enrollment
- Make Requests
- Request Status**
- View Academic Clearance
- View Promissory Note
- View Readmission Request
- View Returning Students
- View Shift Requests
- View Sibling Discount

- Check Status if request is approved or rejected
- If Pending Approval, follow-up from Approvers.
- Please wait for 5-30 minutes for request to populate in Approver's account.



FAR EASTERN UNIVERSITY

Enrollment Request List

Request No.	Type	Date Created	Academic Year	Academic Term	Program	Program Year	Status
34857	Advance Course		AY 2018-2019	First Semester	BSHRM - A(2014)	Year 2	Approved
35002	Advance Course		AY 2018-2019	First Semester	BSHRM - A(2014)	Year 2	Approved
67005	Advance Course		AY 2018-2019	First Semester	BSHRM - A(2014)	Year 2	Approved
67067	Advance Course		AY 2018-2019	First Semester	BSHRM - A(2014)	Year 2	Approved
67089	Additional Load Request		AY 2018-2019	First Semester	BSHRM - A(2014)	Year 2	Rejected

TRANSACTIONS



FAR EASTERN UNIVERSITY

- Admissions
- Enrollment
- Make Requests
- Request Status
- Enrollment Request Status
- Transactions**
- Student Reports
- My Grades
- My Curriculum
- Academic Hold List
- COR

Status: Active Student

Academic Standing: Good Standing

Outstanding Balance as of 12/14/19: \$33.00

Calendar

Academic Year: AY 2018-2019 | Second Semester

Course	Section	Faculty	Building	Room	Day
BA 301	BA 301-LEC-SECT-001	MILA RODA GARDEN	SS	803	1
MA&T 245	MA&T 245-LEC-SECT-001	CHERRY DAVIS A. NUNO	SS	801	Th
MA&T 249	MA&T 249-LEC-SECT-001	MARILYN HERRERA	SS	402	2

Calendar Grid:

	Sunday Dec 1	Monday Dec 2	Tuesday Dec 3	Wednesday Dec 4	Thursday Dec 5
6am					
7am					
8am					
9am					

Academic Year		Academic Term					
AY 2019-2020(MBA)		Second Trimester					
DATA	NAME	ACADEMIC YEAR	ACADEMIC TERM	TYPE	REF. NO.	AMOUNT	
12/05/2019	1905960507	JUAN DELA CRUZ	AY 2019-2020(MBA)	Second Trimester	Tuition Bill	TB5596537	25,156.00

The screenshot displays the FEU Student Portal. On the left, a green sidebar contains navigation links: Admissions, Enrollment, Make Requests, Request Status, Enrollment Request Status, Transactions (highlighted with a red circle), Student Reports, My Grades, My Curriculum, Academic Hold List, COR, and Statement of Account. The main area shows student details for M&A Pre-MB(2017). It includes fields for Status (Active Student), Program (M&A Pre-MB(2017)), Current Program Year (Year 2), and Outstanding Balance as of 9/1/20 (29100). Below this is a table of courses:

Course	Section	Faculty	Building	Room
MBA 718	MBA 718-BE-Sec1-MPH	SIA JOCKOMO SANTOLOME	A18	802
MBA 727	MBA 727-BE-Sec1-MPH	EUSEBIO DE VIGIL	A18	808
MBA 728	MBA 728-BE-Sec1-MPH	YVES SAUTERA	A18	800
MBA 730	MBA 730-BE-Sec1-MPH	SIA ULGARDA CALUPAZ	A18	801

At the bottom, there is a calendar view for September 2017, with Tuesday highlighted.

STUDENT REPORTS



MY GRADES:



FAR EASTERN UNIVERSITY

PL ALMA3

My Grades

Academic Year		Academic Term	
AY 2019-2020(MBA)	Second Trimester		

COURSE	COURSE NAME	CREDITS	FINAL TERM LETTER GRADE	GRADE POINT	EQUIVALENT COURSE	EQUIVALENT COURSE DESCRIPTION	EQUIVALENT CREDIT GRADE	EQUIVALENT COURSE UNIT
MBA 740	THESIS WRITING	5	AW					

STUDENT REPORTS



MY CURRICULUM:

Student Number	
2025123451	
Student Info	MBA 740 THESIS WRITING 5 AW AY 2019-2020(MBA) Second Trimester Pending
	MBA 700 RESEARCH METHODS IN BUSINESS 3 A AY 2018-2019(MBA) Second Trimester Satisfactory
	MBA 701 LEADERSHIP AND HIGH-PERFORMANCE TEAMS 3 B- AY 2018-2019(MBA) Second Trimester Satisfactory
	MBA 702 MARKETING MANAGEMENT 3 A- AY 2018-2019(MBA) Second Trimester Satisfactory SATISFACTORY
	MBA 703 OPERATIONS MANAGEMENT 3 A AY 2018-2019(MBA) Third Trimester Satisfactory
	MBA 704 FINANCIAL MANAGEMENT 2 A AY 2018-2019(MBA) Third Trimester Satisfactory
	MBA 706 STRATEGIC MANAGEMENT 3 B- AY 2018-2019(MBA) Third Trimester Satisfactory
	MBA 710 SPECIAL TOPICS IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT 3 Failing
	MBA 711 ENTREPRENEURSHIP & THE MANAGEMENT OF NEW VENTURES 3 Failing
	MBA 712 LEADERSHIP AND MANAGING SOCIAL ENTERPRISE 3 Failing
Student Name	MBA 716 SPECIAL TOPICS IN ACCOUNTING AND FINANCE 3 B- AY 2019-2020(MBA) First Trimester Satisfactory

STUDENT REPORTS



ACADEMIC HOLD LIST:

 FAR EASTERN UNIVERSITY

Academic Holds List

INACTIVE	#	DEPARTMENT	ACADEMIC YEAR	ACADEMIC TERM	TYPE	HOLD	DESCRIPTION	SCOPE	CLEARED	TEMPORARY CLEARED
No	1	ACADEMIC : Student Discipline	AY 2017-2018		Discipline Case	Assault/Physical Injury	2ND MAJOR OFFENSE DISMISSAL	Major	No	No
No	2		AY 2015-2016		Discipline Case	Vandalism		Major	Yes	No
No	3		AY 2015-2016		Guidance and Counseling Case	Online Student Personnel Survey	Non-compliance w/ the On Line Survey	Minor	Yes	No
No	4	ACADEMIC : Library Services	AY 2015-2016		Library Case	Unreturned Library Materials	LIBRARY IMPROVEMENT	Major	Yes	No

STUDENT REPORTS



COR:

COR Report

Student Name	Program	Campus
1995096007	MBA-TH-NB(2017)	Manila

Academic Year

AY 2019-2020(MBA)

Academic Term

First Trimester

View

change upon final enrollment registration.

User: 1995096007

Run Date: 09/01/2022 10:26 AM

Certificate of Registration

First Trimester, Academic Year 2019-2020(MBA)

INSTITUTE OF ACCOUNTS, BUSINESS AND FINANCE (IABF-MBA)

Program: Master of Business Administration (Thesis NB) - Manila

Post Date: 06/15/2019 06:00 AM

Units	Building Room	Days	Time	Faculty
3	AB0902	S	12:00 PM - 03:00 PM	M N BARTOLOME
3	AB0903	S	06:00 PM - 09:00 PM	S L DE JESUS
3	AB0900	S	09:00 AM - 12:00 PM	R C BAUTISTA
3	AB0901	S	03:00 PM - 06:00 PM	M V CALUPAZ
Total Units	12			

Charges

Date	Transaction	Amount
05/13/2019	Initial Assessment	Php 39,737.00
	Added Courses	

The Current Term Assessment includes charges for courses enrolled during the current term. It does not include charges for courses enrolled in previous terms.

STUDENT REPORTS



STATEMENT OF ACCOUNT:

Statement of Account

Student Name	Program	Campus
2023123451 JUAN DELA CRUZ	MBA-TH-NB(2017)	Manila

Academic Year

Academic Term

AY 2019-2020(MBA)

First Trimester

View

2020 10:28 AM

Page 1 of 1

STATEMENT OF ACCOUNT
AS OF SCHOOL YEAR 2019 TERM I

INST. ACCOUNT, BUSINESS FINANCE
MASTER OF BUSINESS ADMINISTRATION (THESIS NB) - MANILA
YEAR 2

Description	Charge	Payment	Balance
EVIDENT BALANCE			-2,631.00
Tuition BldgTB538552			
SPECIAL TOPICS IN ACCOUNTING AND FINANCE	7,128.00		4,497.00
SPECIAL TOPICS IN SALES AND MARKETING	7,128.00		11,625.00
PROJECT MANAGEMENT SYSTEMS	7,128.00		18,753.00
NEGOTIATION AND DIPLOMACY	7,128.00		25,881.00
STUDENT INSURANCE FEE	37.00		25,918.00
STUDENT AFFAIRS FEE	290.00		26,208.00
PHOTOCOPY FEE	200.00		26,408.00
COMPUTERIZATION FEE	1,369.00		27,777.00

Student Experience



STUDENT RIGHTS

FEU has the implicit or “built-in” obligation of providing students with atmosphere that promotes or assists in attaining its primary undertaking of imparting knowledge. It is the legal responsibility of the University to ensure that adequate steps are taken to maintain peace and order within the campus premises and to prevent the breakdown thereof.

The student while in FEU, is in the custody and hence, the responsibility of the University authorities as long as the student is under the control and influence of the University, whether the semester has not yet begun or has already ended, or even if the student is just relaxing in the campus in the company of their classmates.

The student, by enrolling and attending the University, places themselves under the custodial supervision and disciplinary authority of the University authorities, which is the basis of the University’s correlative responsibility for the student’s torts, committed while under the University’s disciplinary authority.

Hence, the FEU student is expected to exhibit a high degree of maturity and personal integrity; they are entitled to their rights with corresponding obligations and is therefore responsible for their own actions. That being stated, hereunder are the rights of FEU students.

A. ACADEMIC RIGHTS

Section 1. Academic Freedom

- a. Students have the right to choose their field of study from among existing curricula without prejudice to the pre-existing requirements for admission in certain programs of the University.
- b. Students shall express their opinion inside and outside the classroom in a respectful manner and subject to existing University policy.
- c. Student shall resort to procedures, as provided for in the Students’ Handbook, for the redress of their grievances concerning faculty, grades, class policies, and other academic-related matters

Section 2. Academic Procedures

- a. A copy of the updated Student Handbook must be made available to each student.

- b. Students have the right to complete information on their individual program of study.
- c. No regular classes shall be conducted during activity periods.
- d. Students must not be required to attend any academic activity during University mandated and/or national holidays.
- e. Students must be provided with course outlines or course information booklet at the beginning of every semester.
- f. Students must be graded according to their merits.
- g. Students have the right to be informed at the beginning of each semester how they will be evaluated in their course.
- h. Any change of requirements which are initiated by the faculty should have the approval of the Institute and prior consent of the class must be secured taking into consideration the individual concerns of the students.
- i. Absences must not be taken against the grades of a student unless they have exceeded the maximum allowable absences.
- j. Students have the right to access and review all their class performance data which may include but not limited to, graded quizzes, exams, and projects, throughout the semester including the midterm and final consultation periods.
- k. Students have the right to an explanation concerning the bases of their grades for particular items, especially essays, oral exams, and group work.
- l. In case of group work, the students must be provided with a system of marking by the faculty that ensures just and equitable grading of individual members of the group.
- m. Students must be informed of long examinations at least one (1) week in advance, and the major examinations at least two (2) weeks in advance.
- n. Students must be informed of any major papers, projects, and other requirements, including the due dates thereof during the class orientation at the first day of classes.
- o. In the event that students fail to comply with or submit any major requirement because of some grave reason, such as but not limited to sickness, hospitalization or accident, they shall have the right to do make-up work pending the presentation of relevant and valid proof.
- p. Students have the right to see their papers and the computation of their final grades from the posting of the grades until the end of the period prescribed for any petition to change said grades.

- q. Grades already given to students can only be changed if there was manifest error in computation or encoding, and for as long as the students will still have passing mark in the course, if such was the case. A passing final grade already given and posted to the student's records can no longer be changed to a failing grade.
- r. Students have the right to consult their teachers at the consultation hours chosen by the faculty, which must be announced to the students during the class orientation on the first day of classes.

Section 3. Security of Tenure

Students have the right to complete their program of study (or any parallel academic program) in the university, except in cases of academic deficiency, violation of Student Code of Conduct, health and safety reasons, behavioral deficiency, or non-payment of tuition and fees.

Section 4. Evaluation of Faculty

Pursuant to the right of the students to quality education through competent and committed faculty as shown in their attendance and punctuality in their classes, their specialization and expertise, and teaching competence, the students have the right to evaluate their faculty towards the end of the semester.

Section 5. School Facilities

The students have the right to adequate academic facilities, such as but not limited to adequate classrooms, library, study area, research, laboratory, and physical education facilities, including open spaces for student academic interactions.

B. ACCESS TO INFORMATION

Section 1. Subject to submission of all requirements and settlement of or clearance of pending impediments, students have the right to be issued official certificates, diplomas, transcripts of records, record of rating, transfer credentials, and other similar documents within seven (7) working days from the filing of request.

Section 2. Students have the right to be informed of tuition fees, special fees or assessments, and their breakdown, as well as due dates for payments.

C. FREEDOM OF EXPRESSION

Section 1. Students may express their views and opinions inside and outside

the classroom in a respectful manner and subject to existing university policy. Any opposition to university policies, which are disadvantageous to the interests of the students, shall not be a ground for denying or withdrawing scholarship grants and privileges of deserving students.

Section 2. The privacy of communication and correspondence of students is inviolable. However, any form of private communication and correspondence that violates university policies or is injurious to the reputation of the University or any of the stakeholders is not allowed.

Section 3. Rights of Student Publications

- a. Students have the right to publish student newspapers and other similar publications, as guided by Republic Act 7079 (otherwise known as the “Campus Journalism Act”), without fear of persecution from, and without threat of being in any way penalized or punished by university officials for any view responsibly expressed. The student publication shall not be subjected to any kind of coercion, bribe, duress, or censorship.
- b. The student editor-in-chief and their staff shall be selected according to official procedures, without the interference or influence of the University officials.
- c. During their term, the editor and the editorial staff can only be removed upon compliance with both substantive and procedural due process.

Section 4. Right to Religious Expression and Practice

- a. The University recognizes the students’ right to religious expression. It shall endeavor to support students with accessible multi-faith religious services and facilities, subject to the Policy on the Management of Faith-Based Groups.
- b. Students shall have the right to practice their respective religions as long as they do not hinder the practice of other faiths and beliefs and do not transgress the policies of the University, as well as its Vision and Mission.

Section 5. Right to Choice of Attire

Students shall have the right to dress according to their respective SOGIE while keeping within the prescribed school attire of the University. In the absence of school attire, students are expected to dress simply, appropriately, and decently.

D. RIGHT TO PARTICIPATE IN POLICY-MAKING

Section 1. Adjustment of tuition fees may only be in effect after students and or their parents have been consulted at least thirty (30) days before the start of the academic year when the adjustments are to take effect.

Section 2. Students shall have the right to be consulted on any proposed increase or creation of university fees. The justification for such shall be disseminated and discussed in consultative meetings properly documented and circulated.

Section 3. Involuntary contributions shall not be imposed on students.

Section 4. Students shall have the right to be consulted, through their representatives, before any university policy affecting them is approved and implemented.

E. RIGHT TO ORGANIZE

Section 1. Student Organizations

- a. The University prohibits student membership in fraternities, sororities, and other organizations operating within the University premises not recognized by FEU through the Student Development Office.
- b. Student organizations have the right to seek recognition and accreditation subject to standards and requirements set by the Student Development.
- c. Student organizations shall be given the liberty to create their own leadership structure through their Constitution and By-Laws (CBL) and set their own directions and goals through their General Plan of Activities (GPOA) that complement the thrust of Student Development and their respective Institute. The faculty advisers of the student organizations act in an advisory capacity. The Office of Student Development sets the parameters within which the organizations shall operate.

Section 2. Student Council

- a. The University shall ensure the democratic and autonomous existence of the student councils in each Institute.
- b. While Institute Student Councils represent student body of their

respective institutes, the FEU Central Student Organization (FEUCSO), as the central student government, shall be the official representative of all the student organizations in the University.

- c. All student councils, including all the other student organizations in the University, shall have their own sets of officers, both elected and/or appointed, and shall have the right to determine their policies and programs on matters within their respective jurisdiction, guided by their respective duly ratified constitution and/or by-laws.
- d. The University shall also provide, free of charge, shared spaces including The Huddle, to the FEU Central Student Organization, and all recognized and accredited organizations.

Section 3. Security of Tenure

Student leaders shall be assured of security of tenure in their positions for the duration of their term, unless removed due to poor academic standing, academic and or behavioral violations of the Student Code of Conduct, or impeachment.

Section 4. Student Activities Finances

The collection of organizational fees by the university is subject to recommendation of central and institute student councils. The allocation of which shall be in accordance with the existing fund transfer mechanism of student organizations and subject to audit by the Student Development Office.

Section 5. Allocation of Facilities for Student Activities

The University shall provide, free of charge, shared spaces to house the offices of the different recognized student organizations within the campus. Whenever possible, it shall allow student organizations to use the University facilities for their events, free of charge, for their first use during the Activity Periods, subject to the Policy on Use of University Premises, to support and encourage student participation in extra-curricular activities.

F. RIGHT TO SECURITY

Section 1. While the students have the right to be free from any form of unreasonable search and seizure as defined by law, students shall, however, upon entering the campus, submit themselves to inspection by the security officers when requested. Bags, portfolios, brief cases, and packages are subject to inspection at all times. Items prohibited under the Student Code

of Conduct shall be confiscated and subject to proper disposal, without prejudice to imposition of sanctions for violation of the Student Code of Conduct.

Section 2. All students shall have the right to be treated with courtesy and respect, to be free from physical and sexual harassment, and to be protected from libelous and slanderous statements.

Section 3. With the pursuit of academic excellence and attainment of the exercise of academic freedom in mind, the University endeavors to have an atmosphere free from fear and unreasonable restraint for the students.

G. RIGHT TO DUE PROCESS IN DISCIPLINARY PROCEEDINGS

Section 1. Students have the right to be informed of the complaint against them, to answer the charge/s hurled against them, and to be rendered an impartial decision.

Section 2. Students have the right to choose whether to undergo informal resolution process or to request for a full investigation on the case by the Ad Hoc Discipline Committee.

Section 3. The students have the right to have their parents witness the presentation of their defense during the hearing conducted by the Ad Hoc Discipline Committee.

Section 4. Sanctions on the students shall not be meted out without affording the students due process, particularly the observance of the following rights: (a) to be presumed innocent until proven otherwise, (b) to be informed of the charge(s), (c) to confront the complainant and the evidence against them, and (d) to be heard.

Section 5. All decisions in any disciplinary proceeding of the students involved shall be based on relevant and substantial evidence.

Section 6. The gravity of disciplinary sanctions shall be proportionate to the seriousness of the violation committed.

Section 7. The students have the right to appeal the decision on their case to the Director of Student Discipline.

H. GENERAL PROVISIONS

Section 1. No policy shall be enforced ex post facto.

Section 2. Students shall have the right to file an appeal on any policy and decision of the University, in accordance with existing procedures.

BEING RESPONSIBLE IN SOCIAL MEDIA

As a student who constantly needs to communicate with fellow classmates, using social media such as Facebook, X (formerly Twitter), and Instagram is almost inevitable. At one click, one might forget their engagement with FEU and the sworn responsibility of adhering to the highest standards of Fortitude, Excellence, and Uprightness. The following guidelines may help a Tamaraw craft a responsible social media message:

1. Consider your image and your university. Whether you like it or not, the ideas you post, the pictures you show, and even your interests are somewhat related to FEU. Posting pictures of you and your friends drinking alcoholic beverages, more so while wearing the uniform, may negatively reflect on your priorities and may unnecessarily put FEU, your second home, in bad light.
2. Sometimes, it is better NOT to comment. In the realm of social media where deviant shout-outs and posts seem to solicit more deviant comments, restraining oneself from reacting to such posts is advised. Remember that “whoever wins in a rat race is still a rat.” Remember, too, that self-control is power. If your comment will not do any good, then just press the delete button.
3. Make sure your post is accurate. Your posts should be original. Do not just claim that a picture, video, essay or any text is yours. There is no harm in citing or acknowledging the authors. Double-check the spelling, grammar, and tone of your post. Social media is filled with critics waiting to lambaste erroneous posts.
4. Learn to say “No.” Not everything posted or shared in social media is factual. When in doubt, double-check the information by comparing it with other sources. Reject the post by not spreading lies that may unnecessarily cause panic or misinformation. Better yet, comment that the post is untrue and attach your counterevidence.

5. Be selective on who will see your posts. Some people use social media for stalking. To an extent, they may use your posts against you. Filter your posts accordingly so that only trusted people would see them.
6. Secure your social media accounts. Even friends can hack your account and post nonsense on your wall. To prevent any unauthorized access, secure your account with a strong password and never share it with anyone, not even with your significant other. Do not be a poser by having several accounts.
7. “Think before you click.” Do not be a victim of fake news. Do not just share news articles on social media recklessly. Make sure you have read and checked the article’s source, the legitimacy of the online site, and the veracity of the information details. Remember: Sharing fake news entails contributing to the misinformation of netizens.

CHED MEMORANDUM ORDER FOR STUDENT OFF-CAMPUS ACTIVITY

All student off-campus activities within the Philippines, not including internships, practicums, or on-the-job training must abide with CMO 17 Series of 2017. The following are the covered activities for students: educational tours, degree program-relevant events, field studies, mission-based activities, seminars and/or conferences, community outreach programs, performances, and competitions.

Approval in the participation in the above-mentioned activities must be in compliance with CMO No. 63, Series of 2017, signed approval by the President or head of the institution. Coordinate with partner institutions with appropriate local government units (LGUs) or non-government organizations (NGOs) when necessary.

The University must ensure the safety and well-being of all student participants. All student participants must obtain written consent from their parents/guardians and medical clearance if applicable.

STUDENT CODE OF CONDUCT

PRELIMINARY STATEMENT

Far Eastern University (FEU) is committed to maintaining a wholesome, orderly and peaceful campus conducive to personal and intellectual growth.

The FEU Student Code of Conduct has been designed and established to foster a safe, trustworthy and inclusive community based on mutual respect and the highest ethical and moral standards among its members.

The University, after observance of due process, reserves itself the right to implement and apply corrective actions or sanctions to any student who violates any of the University's rules and regulations, policies or fails to satisfy its academic standards. It is encouraged that all students found to have committed violations should reflect on their actions, leading to an active pursuance of individual growth and development and contributions to the community.

In this context, students are guided by the FEU Student Code of Conduct articulated here.

ARTICLE I

General Conduct and Behavior

Section 1. Students shall always conduct themselves in appropriate manner and appearance in accordance with the policies promulgated by the University.

Section 2. Students shall wear their proper school and civilian attire and validated school identification cards upon entry and while inside the campus.

Section 3. Students shall not bring into the University premises objects, videos, films, pictures and other similar materials which tend to are incite violence or the commission of offenses against life and humanity.

Section 4. Students shall not bring into the premises of the University any alcoholic drink, prohibited drug or controlled substance and other related paraphernalia.

Section 5. Students shall not enter the University premises under the influence of liquor or any prohibited drug or controlled substance or drink or take liquor or any prohibited drug while inside the University premises.

Section 6. Students shall not engage in gambling, lottery or in any other scheme where chance, monetary and/or material considerations are involved. Such schemes include the enticement of the students to part with their money or property in consideration of promise of gain or benefit. Students shall not bring any gambling paraphernalia, playing cards or any card games inside the University.

Section 7. Students shall not bring into the University premises explosive materials and pyrotechnics, firearms and deadly weapons of any kind. The use of a weapon or a threat to use one shall aggravate the act without prejudice to the application of existing laws.

Section 8. Students shall always be respectful and observe proper decorum while inside or outside the University and in using online platforms. They shall refrain from using language and/or committing acts in any form or medium, that are disrespectful, profane, vulgar, indecent, scandalous, or which in any manner may cause prejudice or tend to disturb or tarnish the good reputation and integrity of the University and its stakeholders.

Section 9. Students shall not vandalize or damage any property of the University or of other students, faculty members, employees, or officials of the University. Students shall not post announcements, without first having secured written permission from proper authority.

Section 10. Students should always observe clean as you go (CLAYGO) practice and shall not commit any form of littering or unsanitary acts within the University premises.

Section 11. Students shall not, in any manner, commit acts which shall disturb classes and academic functions or display unruly behavior.

Section 12. Students shall not commit any form of dishonesty, including but not limited to:

- A. Violation of test-taking guidelines
- B. Falsification or forgery of documents
- C. Misrepresentation of any kind
- D. Plagiarism
- E. Unethical Use of Artificial Intelligence
- F. Concealment or omission of material facts
- G. Unjust enrichment, theft, robbery or pilferage

- H. Solicitation of funds and sponsorship without the approval of appropriate school authorities.
- I. Credit and debit card fraud through the use of digital and non-digital applications.
- J. Computer hacking, identity theft or the use of computer system in the commission of illegal or improper acts.
- K. Lending/borrowing of IDs and Certificate of Registration

Section 13. Students shall not form and maintain any form of barricade, or make or maintain any form of obstruction to prevent, coerce or threaten students, faculty members, officials or personnel of the University from entering or going out of the campus.

Section 14. Students shall not be involved in any form of hazing or any activity which promotes violence, coercion or threats against their fellow students and any member of the school community. Students shall neither join nor recruit others to become members of organizations not recognized by the University.

Section 15. Students shall not smoke or vape while inside the campus. They shall not bring into the University premises cigars, cigarettes, e-cigarettes, vapes, matches and lighters.

Section 16. Students shall refrain from publicly displaying acts of intimacy.

Section 17. Students shall voluntarily submit themselves and/or their belongings for lawful inspection and/ or search when requested by proper authorities.

Section 18. Students shall refrain from playing basketball, volleyball and other similar games in prohibited areas.

Section 19. Students shall not use school facilities without proper authorization or permit.

Section 20. Students shall refrain from engaging in all forms of bullying, harassment and other similar activities.

Section 21. Students shall not initiate and participate in any concerted activity or rally inside the University premises.

ARTICLE II

In the Classroom

Section 1. Students shall enter and leave the classroom in an orderly manner.

Section 2. Students shall enter only the classroom only after the outgoing class has left the room.

Section 3. Students may leave the classroom only upon permission of the faculty during class hours.

Section 4. Students shall not eat inside the classroom and in other restricted areas.

Section 5. Students shall keep the classroom clean and orderly.

Section 6. Students shall put their mobile phones and other electronic devices in silent mode while inside the classroom and are not allowed to use the same while the class is ongoing. In no instance shall the students be allowed to use their mobile phones and other electronic devices during examinations, quizzes and other class activities.

Section 7. Students shall not be allowed to sit in or join any class where they are not officially enrolled without securing prior approval from the faculty concerned.

Section 8. Students shall be liable for any damage to University property because of their willful or negligent acts.

ARTICLE III

In CAD, Academic and Clinical Laboratories

Section 1. Students shall not possess or use any unauthorized software on any assigned computer, machine or equipment inside the CAD, Academic and Clinical Laboratories.

Section 2. Students shall not upload or download any program, software or virus that may cause the computer system to stall or crash or which may otherwise affect its normal function.

Section 3. Students shall not eat or bring any food or beverage to the CAD, Academic and Clinical laboratories.

ARTICLE IV

In Libraries

Section 1. Students shall always observe proper conduct in the library.

Smoking, eating, making unnecessary noise, engaging in loud conversations and scandalous acts are strictly prohibited.

Section 2. Students shall not bring out any library material without the necessary permit.

Section 3. Students shall not destroy library materials, furniture and equipment in the library.

Section 4. Students shall wear the proper school and civilian attire and a valid FEU identification card to avail themselves of library services.

Section 5. Students shall deposit food, containers, tumblers and beverages in the designated area before entering the library.

Section 6. Students shall turn off or set to silent mode their mobile phones and other electronic devices before entering the library.

ARTICLE V

In Corridors, Passageways and Elevators

Section 1. Students shall not loiter or create any disturbance in the corridors at all times.

Section 2. Students shall keep all stairways, corridors and other common areas clear for passage.

Section 3. Students shall maintain order and observe proper conduct in using the elevator.

ARTICLE VI

In Academic and Social Functions

Section 1. Students shall wear appropriate and decent clothing while attending social and academic functions.

Section 2. Students shall observe proper decorum during social functions and follow the rules and regulations of the activity, organizers and venue.

ARTICLE VII

Outside the Campus

Section 1. Students shall always refrain from committing acts that may embarrass the University, besmirch its reputation or bring dishonor upon its name.

Such acts include, but are not limited to:

- A. Public display of intimacy
- B. Drunkenness
- C. Disturbance of public peace
- D. Smoking and vaping
- E. Gambling
- F. Engaging in physical fights or verbal tussle
- G. Dishonesty
- H. Use or possession of illegal substance
- I. Use or possession of deadly weapons

Section 2. All provisions on students' behavior shall also apply when students are on approved off-campus activities.

ARTICLE VIII

Offenses and Interventions

Section 1. General Provisions

- A. All cases involving discipline and welfare of students shall be under the jurisdiction of the Office of Student Discipline.
- B. All academic dishonesty cases are endorsed to the Office of Student Discipline for the necessary intervention, which includes the referral of the matter to the Center for Learning Enrichment and Research for Students (CLEARS) for appropriate action.

- C. The Office of Student Discipline handles all cases involving violations of the Student Code of Conduct. The institutional disciplinary process encourages the internal, swift and amicable resolution of complaints.
- D. The Office of Student Discipline may recommend the convening of the Student Discipline Committee for the formal investigation of a case and decide the appropriate intervention after due process, considering the following:
 - 1. Nature of and the circumstances surrounding the violation
 - 2. Respondent's prior disciplinary record
 - 3. Character and position of the complainant or aggrieved person
 - 4. Case Precedents
 - 5. General safety concerns
 - 6. Pertinent and applicable aggravating and mitigating circumstances.
- E. The interventions to be implemented by the Office of Student Discipline shall be discussed with the student during the conference called for the purpose. The student shall exercise the prerogative of whether or not to inform or involve their parents or guardians regarding disciplinary action. The student will sign a Student Consent and Undertaking form.
- F. Any appeal on the intervention/s to be implemented shall be addressed to the Senior Vice President for Academic Affairs (SVPAA) whose resolution on the appeal shall be considered final and executory.
- G. A student who is proven have committed a serious violation by the Student Discipline Committee and whose continued presence shall be detrimental to his own interest and that of the other members of the school community shall be dropped from the rolls of the University.
- H. Prohibited items brought by students inside the campus shall be confiscated and shall be disposed of accordingly.

Section 2. Classifications of Offenses

Specific violations are grouped and defined as follows:

- 1. Minor Violations** – refer to acts that do not involve serious injury or harm or those acts arising from simple misconduct or sheer negligence.
- 2. Major Offenses** – refer to acts that may endanger the life and safety of the FEU community and those that are against the fundamental

values of discipline, honesty and integrity. It also includes the repeated violations of the Student Code of Conduct.

A. OFFENSES AGAINST SAFETY AND SECURITY

1. Minor

- a. Not wearing proper school or civilian attire and FEU Identification or temporary ID while inside the campus.
- b. Tampering of ID including the putting of any material that would alter or block the information listed in the ID.
- c. Lending one's ID, Certificate of Registration (COR) or nameplate or using another student's ID, COR and nameplate.
- d. Refusal to submit to usual security inspection.

2. Major

- a. Possession of alcoholic drink within the campus or outside the University during an academic function or school activity.
- b. Drinking or being under the influence of liquor within the campus or outside the University during an academic function or school activity.
- c. Possession of deadly weapons inside the University premises or outside the University during an academic function or school activity.
- d. Improper use and tampering of fire alarms and safety equipment.
- e. Unauthorized entry into the school premises.
- f. Computer hacking, identity theft or the use of computer system in the commission of illegal or improper acts.
- g. Engaging in reckless activities that might lead to damage to life or property.
- h. Keeping prohibited items inside the locker.
- i. Utterance or posting of bomb threat or jokes.
- j. Possession or discharge of firearms and explosives
- k. Possession, use or sharing of any prohibited drug or controlled substance or chemicals or any drug paraphernalia within the campus or outside the University during an academic function or school activity.
- l. Possession of pyrotechnics and inflammable materials within the campus or outside the University during an academic function or school activity.

B. OFFENSES AGAINST PERSONS

1. Minor

- a. Inciting to a fight

2. Major

- a. Disrespect towards a University official, teaching and non-teaching personnel, fellow students or any other member of the FEU community.
- b. Harassment or intimidation
- c. Any form of bullying
- d. Defamation verbally or any act constituting the irresponsible use of social media and other communication platforms
- e. Using abusive, disrespectful or indecent language against a fellow student, faculty, staff or visitor
- f. Physical assault
- g. Grave threat
- h. Other analogous cases
- i. Habitual disregard or willful violation of established policies, rules or regulations consisting in the commission of three (3) or more minor offenses, regardless of nature

C. OFFENSES AGAINST PROPERTY

1. Minor

- a. Writing on walls and other University equipment or property.
- b. Posting of stickers and announcements in unauthorized areas.

2. Major

- a. Destruction of University property or personal belongings of any member of the FEU community or visitors on campus.
- b. Accessing or using confidential school documents.
- c. Unauthorized use of University tax identification number, official seal, logo or other trademarks without prior approval or permission.
- d. Use and uploading or downloading of unauthorized software or virus that may cause University computer or computer system to stall, crash or affect its normal function.
- e. Non-observance of the policy on computer security breach.
- f. Unjust enrichment, theft, robbery or extortion.
- g. Misappropriation, unauthorized use or budget reallocation of recognized and accredited student organization.
- h. Selling, disposing of or tampering of stolen property.
- i. Other analogous cases
- j. Habitual disregard or willful violation of established policies, rules, or regulations consisting in the commission of three (3) or more minor offenses, regardless of nature.

D. OFFENSES AGAINST ORDER AND CONDUCT

1. Minor

- a. Simple misconduct
- b. Littering, spitting or any other unsanitary acts.
- c. Creating disturbance in the corridor during class hours, or blocking of corridors and stairways.
- d. Eating outside the designated areas.
- e. Unauthorized use of classrooms and other school facilities.
- f. Unruly behavior while inside the campus or outside the University during an academic function or school activity.
- g. Unauthorized use of mobile phones or electronic gadgets during class hours and University activities.
- h. Smoking and vaping while inside the University and outside during an academic function or school activity.
- i. Nonobservance of general administrative and institutional policies
- j. Use of inappropriate attire or clothing while inside the University and outside during an academic function or school activity.

2. Major

- a. Unauthorized possession of listed prohibited items within the University and outside during an academic function or school activity.
- b. Gambling or playing online games within the University or outside the campus during an academic function or school activity.
- c. Possession, display, and distribution of subversive and lewd materials, videos, films, pictures and literature
- d. Creating barricades or any form of obstruction
- e. Disturbance of ongoing classes, academic function or any school activity
- f. Bribery or attempt to bribe a faculty member, non-teaching staff or any security personnel.
- g. Invasion of another person's space or privacy.
- h. Refusal to comply with notices issued in the course of investigation of disciplinary cases.
- i. Committing retaliatory acts against the complainants in a disciplinary case.
- j. Hazing or organizing or being involved in the activities of groups or organizations which are not recognized by the University.
- k. Solicitation of funds or sponsorship packages using the name of the University or any of its department.
- l. Acts of subversions and insurgency.
- m. Demonstrations or boycotting of classes, including use of class hours

- and classrooms in the pursuit of their objectives.
- n. Any act tending to cause dishonor or discredit to the name of the University.
- o. Other analogous cases
- p. Habitual disregard or willful violation of established policies, rules, or regulations consisting in the commission of three (3) or more minor offenses, regardless of nature.

E. OFFENSES INVOLVING DISHONESTY

1. Minor

- a. Violation of basic test-taking guidelines
- b. Representing the University or any recognized and accredited student organization in activities without official authorization.

2. Major

- a. Plagiarism
- b. Violation of University AI Policy
- c. Perjury, misrepresentation, concealment or omission of material facts.
- d. Any form of credit and debit card fraud in official transactions with the University.
- e. Forgery, falsification or alteration of any University records.

F. OFFENSES AGAINST PUBLIC MORALS

1. Minor

- a. Gambling while inside the campus or outside the University during an academic function or school activity
- b. Swearing while inside the campus or outside the University during an academic function or school activity

2. Major

- a. Unauthorized possession, display and distribution of lewd materials.
- b. Public display of intimacy.
- c. Acts of indecency or lasciviousness

Section 3. Formative and Corrective Actions/Sanctions

The Student Discipline Office takes a formative and corrective approach in the implementation of the Student Code of Conduct, making sure that due process is at all times observed and the appropriate disciplinary action is accordingly imposed.

The goals of these formative and corrective actions are to make the students realize the inappropriateness of their actions, to address underlying issues that

may have contributed to the situation and to restore their relationships with the affected members of the FEU community.

Depending on the assessed needs and the nature of the violation, formative and corrective actions may include, but are not limited to one or a combination of the interventions listed below:

1. Minor Violations

Minor violations refer to acts that do not involve serious injury or harm or those acts arising from simple misconduct or sheer negligence. The interventions are as follows:

First Offense: Mediation, Educational Conversations, Counseling

Second Offense: Warning, Reprimand

Third Offense: Community Service, Payment of damages for destroyed or lost property if applicable

2. Major Offenses

Major Offenses refer to acts that may endanger the life and safety of the FEU community and those that are against the fundamental values of discipline, honesty and integrity. It also includes the repeated violations of the Student Code of Conduct. Penalties may be imposed separately or may be a combination of different penalties for multiple violations.

First Offense: Mandatory participation in educational, counselling programs or seminars, learning sessions, community outreach programs, community administrative service, restitution for lost or damaged property, and the like

Second Offense: Forfeiture or suspension of privileges, loss of scholarships, disqualification from Latin honor, deferment of graduation, if graduating, non-readmission, suspension, restitution and imposition of special task related to the nature of the offenses committed

Third Offense: Temporary withholding of student records, restriction in participation in school activities, mandatory referral to clinical or psychological assessment and compliance with any resulting treatment plan, restitution, deferment of graduation, dismissal or expulsion

Not all violations will be considered in the same manner, and the University reserves the right to impose different sanctions and or remedies depending on the facts and nature of each case.

- A. When the behavioral violation is perpetrated by a non-FEU student within the University or during University- approved activities with the cooperation or participation of an FEU student, the latter shall be liable for the acts of the former.
- B. The imposition of the disciplinary interventions for violation of any rule or rules under this Code shall not preclude the University from referring the case to the proper government authorities when the same may involve violations of penal laws.
- C. Any appeal or request for reconsideration of interventions imposed for behavioral violations must be addressed to the Senior Vice President for Academic Affairs (SVPA) who shall decide on the merit of the request and render the final decision on the case.

Section 4. Scholastic (Academic) Dishonesty

First offense: No recorded violation but the student must undergo a special counselling session and attend a full day seminar-workshop on academic integrity at the FEU Center for Learning Enrichment and Research for Students (CLEARS).

Second offense: Forfeiture or suspension of privileges, loss of scholarships, disqualification from Latin honor, deferment of graduation, if graduating, non-readmission, suspension, restitution and imposition of special task related to the nature of the offenses committed

Third offense: Temporary withholding of student records, restriction in participation in school activities, mandatory referral to clinical or psychological assessment and compliance with any resulting treatment plan, restitution, deferment of graduation, dismissal or expulsion

- Students who have more than one case of academic dishonesty will be automatically disqualified from Latin honors and from scholarship grants.
- A second offense of academic dishonesty in addition to the commission of a major violation under the Student Code of Conduct will merit a penalty of dismissal.

ARTICLE IX

Student Conduct Committee

Section 1. Cases which cannot be readily resolved by the Office of Student Discipline by reason of conflicting claims between the parties, or where informal resolution process fails, or those cases where the violation committed is a major offense and where the intervention to be imposed for the offense is

dismissal, shall be referred to the Student Conduct Committee.

Section 2. The Student Conduct Committee oversees and reviews all disciplinary cases that impose the sanctions of either suspension or dismissal and submits recommendations to the Senior Vice President for Academic Affairs (SVPAA) who decides or make appropriate actions on cases of these nature.

Section 3. The Student Conduct Committee is a composed of seven (7) members headed by a member of the Deans and Directors Council with the Director of the Office of Student Discipline as an ex officio member in addition to five other members who are either faculty, academic officials and at least one student.

Section 4. Whenever necessary, the Student Conduct Committee shall conduct a clarificatory investigation of the case that shall become the basis of their recommendations to the SVPAA.

ARTICLE X

Conferences, Seminars, Educational Tours, Picnics, Outings, etc.

Extra-curricular activities may be allowed with the approval of the President or the Senior Vice-President for Academic Affairs, upon the favorable recommendation of the Director of Student Development.

ARTICLE XI

Posters

Only posters or notices bearing the signature of the Director of Student Development shall be allowed on designated areas.

ARTICLE XII

Use of the University Seal or Logo

No student shall be allowed to use the University seal or logo or to reproduce the same in any printed form, engraving or by any manner of reproduction without the written approval of the appropriate University officials.

ARTICLE XIII

Institute Policies

Special policies inherent to the courses that their students are enrolled in may be imposed by the Institutes. Such policies shall form part of the Student Code of Conduct, violations of which are to be classified as minor offenses.

ARTICLE XIV

Student Conduct Records

A. Disciplinary Hold and Clearance

Re-enrollment or withdrawal necessitates the fulfillment of all academic and non-academic responsibilities. Students found guilty of violating the Student Code of Conduct are issued a disciplinary hold which will be cleared only upon compliance with the imposed corrective action or sanction. Students should be able to complete the intervention during the semester in which the violation was committed.

In instances where their cases have not yet been resolved or they have not served adequately the prescribed corrective action or sanction, the student may request for temporary clearance for purposes of enrollment.

B. Certificate of Good Moral Character

The Office of Student Discipline issues the standard Certificate of Good Moral Character (CGMC) to students who have no record of any major offense or multiple minor offenses under the Student Code of Conduct. However, a Type B CGMC may be issued provided that:

- The student does not have any other ongoing disciplinary case;
- The student has acknowledged accountability and expressed remorse for his or her actions;
- The student has already rendered and fulfilled all sanctions or corrective actions and obligations related to the violation committed; Students sanctioned with non-readmission, dismissal, or expulsion may not be issued CGMCs.

C. Discipline Records

Discipline records are considered confidential records and only those persons authorized by the student or by the Office of Student Discipline may have access thereto and any information cannot be released to third parties unless authorized in writing by the concerned student.

Discipline records are kept for five years after the recorded commission of the offense. At the end of this period, these records are destroyed or disposed of.

ACCREDITED/RECOGNIZED STUDENT ORGANIZATIONS AND CORE GROUPS

Fifty-five (55) student organizations serve as the arms of Student Development, Institutes and Departments of degree programs in providing out-of-the-classroom learning experiences for the students to form them holistically.

Membership to these organizations is dependent on students' needs, interests and degree programs.

The organizations usually conduct projects during the Activity Period. Projects range from competitions, seminars, workshops, exhibits and festivals, creative arts performances, etc. which are based on the 5 Cs of the 21st Century Leader (collaboration, critical thinking and problem-solving skills, communication, creativity, and cultural adaption) and anchored on the aspirations of the University.

The following list of organizations are clustered based on their common themes and functions.

LIST OF ACCREDITED AND RECOGNIZED STUDENT ORGANIZATIONS

A. UNDER STUDENT DEVELOPMENT

Student Government

1. FEU Central Student Organization (FEUCSO)
2. FEU Makati Student Council (FEUMkSC)
3. Institute of Accounts, Business and Finance Student Council (IABF-SC)
4. Institute of Architecture and Fine Arts Student Council (IARFA-SC)
5. Institute of Arts and Sciences Student Council (IAS-SC)
6. Institute of Education Student Council (IE-SC)
7. Institute of Health Sciences and Nursing Student Council (IHSN-SC)
8. Institute of Tourism and Hotel Management Student Council (ITHM-SC)

Student Publication

1. The FEU Advocate

Academic Organizations Institute of Tourism and Hotel Management

1. Hotel and Restaurant Management Society (HRMSOC)
2. Pacific Asia Travel Association (PATA) FEU- Chapter

Institute of Accounts, Business and Finance

1. Institute of Internal Auditors Student Chapter (IIASC)
2. Junior Marketing Association (JMA)
3. Junior Philippine Institute of Accountants (JPIA)
4. Junior Philippine Institute of Accountants (JPIA Makati)
5. Organization of Junior Finance Executives (OJFINEX)
6. Enterprise Management Society (EMS)

Institute of Architecture and Fine Arts

1. United Architects of the Philippines Students Auxiliary (UAPSA)
2. Circle Art and Design Magazine (CIRCLE MAG)
3. League of Advertising Students (LOADS)

Institute of Health Sciences and Nursing

1. Medical Technology Society (MTSOC)
2. Nursing Society (NURSINGSOC)

Institute of Arts and Sciences

1. Mathematics Society (MATHSOC)
2. English Language Circle (ELC)
3. Interdisciplinary Studies Society (IDS SOC)
4. International Studies Society (IS SOC)
5. Political Science Society (PSSOC)
6. Biological Science Society (Bio SOC)
7. Psychology Society (PSYCHSOC)
8. Literature Society (LITSOC)
9. Communication Society (COMSOC)

University Wide Organizations

1. Red Cross Youth Council (RCYC)
2. Junior People Management Association of the Philippines- FEU Chapter (JPMAP)
3. Tamaraw Volunteers Manila (TAMVOL Manila)
4. College-Y Club (CYC)
5. FEU-ACP3 Peace TAYO
6. FEU Muslim Circle (FMC)
7. FEU Scholar Society (Scholars Soc)
8. Young Women's Christian Association (YWCA)
9. Youth for Christ (YFC)
10. FEU Peers Manila
11. Drug Abuse Prevention Core Group (DAPCG)
12. Tams FX (TFX) |E-Sports
13. Anti-Bullying Core Group (ABCG)
14. Oratorical and Debate Council (ORADEC)
15. FEU Film Society (FILMSOC)
16. FEU International Students Organization (FEU ISO)
17. FEU Sexuality and Gender Alliance (FEU SAGA)
18. Buklurang Mag-aaral sa Filipino (BUMAFIL)
19. The Entrepreneurship Club (E-Club)
20. One FEU Music and Records (OFMR)
21. Tamang Boto
22. Business-Oriented Student Society (BOSS) |FEU Makati|
23. Tamaraw Volunteers Makati (TAMVOL Makati)
24. FEU Peers Makati

B.UNDER FEU CENTER FOR THE ARTS | UNIVERSITY WIDE

1. FEU Guides
2. FEU Bamboo Band
3. FEU Chorale
4. FEU Dance Company
5. FEU Drum and Bugle Corps (DBC)
6. FEU Drummers
7. FEU Theater Guild (FTG)

C. UNDER ATHLETICS DEPARTMENT | UNIVERSITY-WIDE

1. FEU Boosters
2. FEU Cheering Squad-Dancers
- D. Under-Graduate Studies
1. FEU Graduate Student Council (FEU-GSC)
2. Master's in Business Administration (MBA) Student Council
3. FEU-IE Graduate Studies Students' Association |IE|

E. UNDER PRESIDENT'S OFFICE

1. Central Bar Operations (CBO) |IL|
2. The Far Eastern Law Review |IL|
3. Legal Aid Bureau |IL|
4. FEU-IL Moot Court Council |IL|
5. Institute of Law Student Council (IL-SC)

Routine Student Activities

1. The Ten Outstanding Senior Students (TOSS)

The Search for FEU Outstanding Senior Students is an annual project that aims to recognize outstanding graduating students for their academic excellence, outstanding leadership, extensive community involvement, and exemplary character and values anchored on fortitude, excellence, and uprightness. The recognition hopes to inspire other students to support and follow the outstanding students' lead.

Recognized outstanding senior students will serve as potential nominees or official candidates of FEU to the Ten Outstanding Students of the Philippines (TOSP) and other national searches.

2. Graduate Send-Off Celebration

An annual event for graduating students to celebrate their journey in the happy halls of FEU. The event also gives the graduates an opportunity to look forward to activities where industry partners welcome the graduates to the working world.

3. Tatak Tamaraw

A week-long event that instills the value of togetherness, inclusivity, and festivity at the onset of the school year. This event promotes diversity and

inclusivity among the students. Different talents and performers are invited to ensure the festivity in welcoming the first-year students to university life.

4. Induction and Oath-taking Ceremony

This activity sets the thrust of Student Development projects every school year to ensure that all projects are geared towards a common theme and to achieve a more systematic and organized project design, execution, and evaluation. It aims to inspire student leaders to carry out their leadership roles with courage despite all odds.

5. Circles of Leadership Influence Program (CLIP).

This program aims to create learning opportunities that allow students to actively engage in discourses and participate in training solutions that will optimize their skill sets towards the ultimate goals of enabling other people, serving the local and global community, and creating and sustaining an FEU brand of leadership.

CLIP projects include:

- For elected/appointed student leaders- Technology Transfer of Attitudes, Skills, Knowledges (TASK); Management of Operations and Systems Training (MOST); and Planning, Integration and Teambuilding Project (PITP)
- FEU Leadership Excellence (FLEX) Training- provides discussion regarding leadership for all students. The discussion focuses on the operationalization of the FEU core values and taps on potential leaders and servant leaders. FLEX will aid participants to learn more about opportunities at FEU that will develop their sense of purpose while consciously shaping and building their core values as their foundation.
- Freshmen Assembly- aims to orient first-year students about various leadership opportunities in the university, including student government, organization leadership and membership, and mentoring programs. It aims to identify their leadership potential and encourage them to become future leaders who shape the vibrant campus life and the fulfillment of the university's aspirations.
- Leaders as Mentors Programs (LAMP)- is a leadership training seminar-workshop conducted by FEU Student Development (SDEV) in cooperation with Career and Placement Office which focuses on enhancing 21st century skills necessary to successfully navigate leadership roadmap from first year up to graduating year.

STUDENT SERVICES UNITS

ADMISSIONS AND FINANCIAL ASSISTANCE

The Admissions and Financial Assistance (AFA) office is responsible for the recruitment and screening of qualified student applicants, administration of the FEU College Admission Test (FEUCAT), admission and enrollment of first-year students and other types of students, and database management for the FEU Applications or FEU Apps. They are also responsible for managing and monitoring internal and external financial assistance programs, grants,

and partnerships of the university that benefit a wide array of scholars and grantees.

The AFA office is located on the ground floor of the Admissions Building.

CAMPUS MINISTRY

The University caters to the spiritual needs of students, faculty, and personnel through the Archdiocese of Manila's ministry on Campus. It is composed of scheduled and sponsored masses, confessions, novena devotions and other forms of religious activities. To ensure that the interest of the students in religious and spiritual activities is sustained, activities such as recollections, bible studies and similar spiritual formation activities are regularly conducted inside and outside of the campus.

Schedule is as follows:

Holy Masses – Monday to Friday, 12:15PM

Confessions – for booking and preferably after the mass.

The campus ministry office is located at the back of the FEU Chapel.

INFORMATION TECHNOLOGY SERVICES (ITS)

The Information Technology Services (ITS) helps the University achieve its corporate objectives through the effective use of Information and Communications Technology (ICT). Specifically, the ITS works with various units in the University in identifying areas where the application of ICT could result in significant benefits and in developing and implementing automated systems and IT infrastructure. ITS aims to improve overall productivity by enhancing the speed, accuracy, reliability, security and user-friendliness of ICT and computer processes.

MEDIA CENTER

The Media Center Services (MCS) is the multimedia arm of the FEU Corporate Affairs Office.

MCS is responsible in documenting university activities and events. MCS provides multimedia services not limited to photography, audio, and videography, and supports academic and non-academic offices through content creation and production of instructional materials.

Multimedia content can be shared digitally via One Drive or transferred in playable external hard drives and DVDs.

Clients can request for multimedia services via MCS online request form <https://forms.office.com/Pages/ResponsePage>.

The MCS office is located on the ground floor of the Nicanor Reyes Hall. You may visit their office for inquiries and details regarding their services.

Follow them and subscribe to their YouTube channel at <https://www.youtube.com/channel/UCOBT4TYwh1A1eAt1mvvzxoA>

STUDENT DEVELOPMENT (SDEV)

Student Development (SDev) envisions a dynamic support unit that is responsive to the diverse needs of the students through the creation of learning experiences for students' holistic development.

Towards this end, SDev implements the following programs:

1. Student Organization Activities and Research (SOAR)- This program promotes vibrant and proactive student organizations that initiate and implement student development activities. It includes the accreditation of student organizations and student publications and monitoring of their approved activities.
2. Circles of Leadership Influence Program (CLIP)- This program aims to create learning opportunities that allow students to actively engage in discourses and participate in training solutions that will optimize their skill sets towards the ultimate goals of enabling other people, serving the local and global community, and creating and sustaining an FEU brand of leadership.

LIP projects include:

- For elected/appointed student leaders
 - Technology Transfer of Attitudes, Skills, Knowledges (TASK)
 - Management of Operations and Systems Training (MOST)
 - Planning, Integration and Teambuilding Project (PITP)
 - For scholars
 - Skills and Competencies Advancement and Leadership Education (SCALE)
 - For first year students
 - Freshmen Leadership Excellence (FLEX) Training
3. Leadership Succession- SDev ensures leadership succession by administering the conduct of student elections through the FEU-COMELEC and by providing training and mentorship opportunities for the Council of Advisers (CoA) through the Advisers' Competencies' Training (ACT)
 4. Student Off-Campus Engagements (SOCE). SDev is also tasked to select official student representatives to local and international leadership development programs and off-campus conferences, seminars, forums, and competitions for students.

SDev is located on the ground floor of Education Building. You may visit FEU-Student Development website through this link: <http://feu-clip.weebly.com>

COMMUNITY EXTENSION SERVICES

Community Extension Services (CES) takes the lead in implementing research-based community extension programs of the University. It also serves to coordinate, supervise, monitor, and evaluate the extension services rendered by the various institutes/programs in the partner communities of the University. The office is located at Science Building rooms 317 A and B or can be reached through telephone numbers +632 8849-4000 Loc. 217 and e-mail community@feu.edu.ph.

FEU CES Partner Communities

Project HOPE

Project HOPE (Harnessing Offenders' Personal Empowerment) is FEU's flagship community extension program since the 1990s. It was re-launched as Project HOPE 2.0 in 2017 with the theme "Sama-sama na Pagtugon sa Pagpapatibay ng Pag-asa tungo sa Pagbabagong Buhay". Through the re-launch, various institutes and departments were concertedly involved in providing programs that utilize their expertise and at the same time address the needs of the persons deprived of liberty (PDL) at the Manila City Jail Female Dormitory (MCJFD) in Sta. Cruz, Manila. The aim is to holistically transform the lives, alleviate the plight, and ameliorate the socio-economic status of the PDLs of MCJFD. In particular, the programs provided to the partner jail community addressed the priority needs of the PDLs, such as livelihood, health and psychological services, literacy programs, and recreational activities.

One of the livelihood programs of FEU CES at the Manila City Jail Female Dormitory, the Bread of HOPE bakery.



Project JOInT

Project JOInT (Jail Officers in Training) is a sister program of Project HOPE. FEU has been helping the persons deprived of liberty (PDL) under the care

of the Manila City Jail Female Dormitory (MCJFD) and Community Extension Services wants to extend its programs to also include the jail officers. Project JOInT is aimed at providing the jail officers of MCJFD with various seminars and trainings that are relevant to their needs and will help them acquire knowledge and skills that will make them more efficient at work. Through Project JOInT, jail officers will be able to enhance the quality of their service to the PDLs under the care of MCJFD.



Jail officers teaching the local tour guides of Quilitisan the basics of self-defense

Project SAM

Project San Agustin Museum is centered on providing programs that address cultural preservation and dissemination. Under Project SAM, FEU CES delivers programs that concern the protection and care of selected San Agustin Museum's collections through basic activities such as the examination, assessment, documentation, research, and recommendation on the different artifacts. The partner museum is located in Intramuros, Manila.



Fine Arts and Architecture students guided by faculty experts during their extension service in the partner museum.

Project Calatagan

Project Calatagan is a capacity building with a coastal community in Barangay Quilitisan, Calatagan, Batangas. It aims to share with the FEU partner community, the knowledge and expertise from the different institutes of the University through provision of programs related to economic and agricultural sustainability, natural resources management, ecotourism, and various health-related programs.



Handmade soap making and mushroom cultivation as alternative sources of income for community members in Quilitisan.

Project Mangyan

Project Mangyan is a partnership with the Divine Word College of San Jose (DWCSJ), a private co-educational college run by the missionaries of the Society of the Divine Word (SVD) based in Occidental Mindoro. It consists of development of the Mangyan's literacy program and curriculum, technical assistance on indigenous learning system, and facilitation of psycho-social, health, and economic programs. It is also devoted to providing programs that help in the preservation and dissemination of the Mangyan culture.



Baking workshop and beadwork pieces as livelihood programs for the Mangyans

NATIONAL SERVICE TRAINING PROGRAM AND COMMUNITY RELATIONS

The NSTP and Community Relations (NSTP & COMREL) coordinates with the other university offices and outside partners to implement the National Service Training Program (NSTP) that helps develop the social and civic consciousness of university students.

Under the NSTP, the students take two (2) courses—NSTP 1 (as prerequisite) and NSTP 2. In NSTP 1, students are exposed to seminars and trainings on the following topics: Leadership and the FEU core values; the Impact of National and International Issues on the Self (the modules include Citizenship, Drug Education, Disaster Awareness, Preparedness, and Management, Environmental Protection, and National Security issues); Self in Relation to Society (the modules include the Self and the Filipino community, Peace Education, and Human Rights); and various discipline-based workshops. The students' social and civic consciousness leads to practical application as they eventually immerse in community service under either the Civic Welfare Training Services (CWTS) or the Literacy Training Services (LTS) in NSTP 2. Additionally, students who successfully completed the two (2) NSTP courses become members of FEU NSRC, the school-based National Service Reserve Corps (NSRC) that that may be mobilized for civic welfare and literacy programs, bio-community upliftment advocacies, and disaster risk reduction management activities of the NSTP and Community Relations in partnership with the local government units and the national government agencies. In line with its civic-oriented tasks, the NSTP & COMREL works to foster harmonious partnership between and among the University, the University stakeholders, the residents of the barangays that surround the FEU Manila campus, the City of Manila and other local government units, and relevant national government agencies. It assists the surrounding barangays in civic welfare projects as well as collaborative cultural and recreation activities. Through its partnership with the local government units, national government agencies, and non-government organizations, the NSTP & COMREL engages the NSTP students and the NSRC in meaningful and collaborative work aligned with the FEU core values of Fortitude, Excellence, and Uprightness under the rule of law and the NSTP values of Maka-Diyos, Maka-Bansa, Maka-Tao and Maka-Kalikasan.

The NSTP and Community Relations office is located on the ground floor of the Nicanor Reyes Hall, Room 113. The office can be reached at local 281.

STUDENT DISCIPLINE

The Student Discipline (SD) is tasked to develop, monitor, implement, and improve policies and processes pertaining to the code of conduct of all types of students. It provides consultancy, case reports, and complaints desk for violations incurred by students through:

- a. referrals and incident reports from FEU stakeholders;
- b. written or walk-in complaints from fellow students; and
- c. caught-in-the-act violations.

To address these complaints and violations, SD investigates through its discipline officers and/or Student Discipline Committee and conducts conference with parents. It provides resolution of cases through intervention programs in coordination with the Guidance and Counseling and University Health Services. It monitors the implementation of student discipline resolutions and intervention programs and recommendations in coordination with program heads and deans. SD also manages the students' welfare desk such as cases of lost and found, school attire exemption, request for ID, student complaints, handling and disposal of confiscated items, handling of incident reports, request for the review of CCTV, conducts educational conversations, and other welfare concerns. SD is the office in charge of records management of students' violations, blocking/unblocking of students in the FEU computer system, issuance of clearance from violations, and of certificate of good moral character.

The Student Discipline (SD) office provides a safe space for students to voice concerns about their university experience. SD offer guidance and support, directing students to the appropriate office for specific issues. Through educational conversations, SD also helps clarify concerns and enables students to make positive choices while upholding their rights.

SD Project

Project Empathy- Aligned with FEU's commitment to diversity and inclusion, the FEU Empathy Project uses non-formal education to prevent intolerance, racism, and sexual prejudice. By focusing on orientation, integration, and inclusion, the project fosters empathy towards diversity and free expression among faculty, FEU students, and staff.

The SD office is located on the ground floor of Nicanor Reyes Hall.

OFFICE OF THE UNIVERSITY REGISTRAR

The Office of the University Registrar (OUR) ensures the delivery of effective and efficient student and academic support that meets the needs of students, parents/guardians, faculty, employees, accrediting and regulatory bodies, and the FEU Management and its units in the following areas:

1. Enrollment Transactions

- Requests for overload, simultaneous subject enrollment, cross enrollment, crediting of subjects, and transfer credentials

2. Records Management

- Student records database and digitization of all records;
- Records verification and authentication; and
- Reports on enrollment, graduation, degree programs, schedule of classes and room allocation

3. Conduct of Commencement Exercises

- Evaluation of students' level and eligibility for graduation;
- Generation of the final list of confirmed candidates for graduates and Latin Honors; and
- Event management of the commencement exercises

4. Assistance to International Students

- Student visa application requirements in coordination with the Bureau of Immigration; and
- Other enrollment-specific needs and concerns

5. Liaising with CHED and other Government Agencies

- Application for new programs, revision of curricula and submission of requirements as well as dissemination of new memoranda, circulars, advisories, and other information

6. Academic Program Planning and Development

- Setting of the academic calendar, grade encoding schedules, class schedules, and new program offerings and/or revisions; and
- Support unit for academic program development and accreditation of degree programs in accordance with the standards of accrediting and regulatory bodies

7. Degree Audit

- Verification and authentication of student, faculty, and alumni credentials for employment purposes

The Office of the University Registrar is located on the ground floor of the Admissions Building. It is open from Monday to Friday, 8:00 am to 5:00 pm, with no lunch break.

SECURITY DEPARTMENT

The Security Department provides protection to all bona fide FEU students, personnel, and visitors inside the premises of the University. It also preserves and protects all assets of the University. It further assists in the implementation of the University rules and regulations that are geared towards establishing an environment that is conducive to the development of an individual. Security needs are attended to 24/7 by a unit of well-trained, qualified, and licensed security personnel.

The Security Department office is located on the ground floor of the Science Building, near the Tayuman Canteen.

GUIDANCE & COUNSELING (G & C)

The Guidance & Counseling (G & C) offers FEU students comprehensive, responsive, proactive, dynamic, evidence-based, and advocacy-driven guidance services and programs designed to help them become more directed and purposive in life. It also assists students to fully enhance capabilities in coping not only with university demands but more so with life's complexities to reach their fullest potentials. G & C actively collaborates with various Institutes, Academic Services Departments, Student Organizations, Industry partners, and other school stakeholders to ensure promptness and efficient delivery of services and programs. All G & C Programs are available through face to face, blended, and online guidance programs.

G & C Vision & Mission

G & C seeks to contribute to the holistic development of students by providing psychological support and helping them prepare for their future roles as productive members of society.

G & C Objectives

G & C provides an opportunity for students to identify, understand, develop, and have the appreciation of themselves based on their personalities, abilities, interests, and aptitudes to have holistic development, thereby preparing them to become responsible citizens that contributes to nation building.

The G & C services include the following:

1. Orientation and Information
2. Initial and Exit Interviews
3. Individual Inventory

4. Counseling and Follow-up
5. Psychological Testing and Assessment
6. Research and Evaluation
7. Intervention Programs for Special Target Groups
8. Creative Activities
9. Consultation
10. Collaborative Seminars and Workshops

Access the FEU Guidance & Counseling TeleWellbeing through this link: bit.ly/FEUTeleWellbeingV2. Set an online appointment with your assigned Guidance Counselors for personal, social, academic, and career concerns.

The G & C Intervention Programs include the following:

- . Academic Achievers Development (AAD) Program seeks to promote the values and expertise of scholars so that they will serve as models to other students.
- . Anti-Bullying Core Group Program (ABCG) is an advocacy driven program in the prevention of bullying not only on the campus but even outside FEU.
- . Academic Competence and Empowerment (ACE) Program aims to help new students adjust to university life through values formation and life skills development modules.
- . Athletics Counseling Program (ACP) designed to meet the needs and challenges of student-athletes such as building on the self and developing a winning attitude.
- . Children of OFW's Support Program (COSP) addresses the rising concerns of OFW children such as personal, social, academic, and career concerns while being away from significant people in their lives.
- . Drug Abuse and Prevention Core Group (DAPCG) Program aims to prevent substance abuse by providing skills enhancement program and behavior modification strategies.
- . International Students Empowerment Program (ISEP) offers modules for international students to adjust and cope with the university life and Filipino culture.
- . Peer Counselors Program (PEER) is a continuing training and development program for peer facilitators to promote mental health advocacy.
- . Program for Career Development (PROCEED) to assist students in enhancing their career growth and development.
- . Students at Risk (STAR) Program provide modular activities to provide the knowledge, skills, values, and attitudes regarding healthy psychological wellbeing.

Procedures in Availing Counseling Services:

To provide the students, parents, and other university stakeholders with the step-by-step process in availing Counseling Services to walk-in, call-in, and referred clients. Moreover, to ensure safety and improve the psychological well-being of the client.

1. Counselees who wish to avail of the counseling services can inquire at the Guidance & Counseling office or through the online appointment channel.
2. G&C staff will direct the counselee to the corresponding Counselor in charge.
3. The Guidance Counselor will schedule a session with the counselee at a time agreeable to both client and the counselor.
4. The Guidance Counselor may schedule a counseling/follow-up session/termination with the counselee if necessary. (Follow-up session may also mean administering test or battery of tests to clients)
5. Once results of the assessments indicate that counselee needs further evaluation from a psychologist/psychiatrist, the parents/guardians of the counselee will be called for conference and proper referral. Counselee is required to submit clearance for enrolment/fit to study on the agreed date of submission to University Health Service (UHS) and Guidance & Counseling Office.
6. If the student will not be able to provide a medical clearance at the agreed schedule, the UHS will impede the student's access to the campus. The UHS will coordinate with the Security Office concerning the students' entry to the university gates.
7. Once clearance has been issued from the Psychiatrist or Psychologist, the counselor will refer the counselee to the Department Chair to assist the student with academic concerns.
8. The counselor will monitor and conduct follow-up/counseling sessions with the concerned counselee.
9. The counselee will evaluate the counseling conducted.
10. The Guidance Counselor prepares a counseling report.
11. The Guidance Counselor will keep a copy of the counselee's record for documentation.

The Guidance & Counseling Office is located on the ground floor of the Institute of Accounts, Business, and Finance Building. You may contact them through +632 7777338 Loc. 275 or 276 or guidancecounselor@feu.edu.ph

You may visit their website at <https://www.feu.edu.ph/guidance-counseling/>
Like and send a message to their Facebook page, FEU Guidance & Counseling.
To make an appointment for counseling, you may follow these steps:

1. Go to App Store or Google Play Store.
2. Search and download “Power Apps”.
3. Open Power Apps and log in using your Microsoft Log in credentials.
4. Proceed to TAMS GO and click the TELEWELLBEING to schedule an appointment with your Institute Counselor.

CENTER FOR LEARNING ENRICHMENT AND RESEARCH FOR STUDENTS (CLEARS)

CLEARs oversees all activities related to the proper conduct of research in the undergraduate level at FEU. Its Learning Enrichment (LE) component, which is yet in the making, is meant to provide academic enrichment opportunities for students with learning needs.

Also under CLEARs is the Language Learning Center (LLC), an office that caters to international students required to undergo intensive training in English for admission to any of the university’s degree programs.

Vision

CLEARs envisions FEU as a leader in student research and in providing support to students with learning needs.

Mission

Its mission is to become the University’s arm in safeguarding the integrity of student research and in ensuring the production of socially relevant and publishable scholarly outputs.

The office also aims to be the University’s repository of support for students who need help to survive their challenging courses and ultimately complete their degrees in the University.

Programs, Activities, and Services

1. Mentoring Educational Enrichment Training (MEET) program

The MEET is a five-week intervention program for students who do not meet the required minimum QPA. It is designed to enhance the students’ academic skills essential to their learning of concepts in advanced courses. It likewise aims to re-ignite students’ passion and to strengthen

their commitment towards their studies. A student can avail of this program ONLY ONCE throughout their stay at FEU.

2. Academic Integrity Day (AID)

AID is an annual activity that re-orientes students on the value of academic integrity. All students participate in a seminar capped by a Canvas activity consisting of a quiz on proper citation and documentation aimed at training students on how to avoid plagiarism.

3. Language Editing

This service is offered by the Language Learning Center, an office under CLEARs, to ensure the correctness of student thesis reports in the level of format, language, and style.

4. Intensive English Language Course (INTELAC)

INTELAC is a program designed to develop students' proficiency in English. The course is particularly required for international students who do not meet the English proficiency requirement for admission to the University.

The CLEARs office is located at ARFAB 103. You may send them an email at clears@feu.edu.ph

HEALTH SERVICES

The University Health Services (UHS) is the unit responsible for ensuring the health and wellness of the FEU Community. The UHS consists of qualified medical professionals (physicians, dentists, nurses, and other trained support staff who provide medical care to those in need). They provide primary care, outpatient care, and emergency care for illnesses so that students can stay healthy while getting their education.

Core Processes and Services Offered

Services Offered for students:

- Freshmen/Pre-enrolment medical examination
- Freshmen Dental examination
- Emergency Medical Management
- Outpatient Medical consultation and treatment
- Provision of medical support for on-campus activities
- Dental Consultation and management [Dental extraction, Oral prophylaxis (one per sem), and laser dental filling (one per semester)].
- Nebulization for asthmatic patients
- Minor surgical procedures, such as suturing, dressing of wounds

- Medical certificate issuance and validation
 - Hospital referral and transportation by ambulance
 - Assistance for claims for Accident Insurance coverage
 - Physical Examination and Clearance for Internship/OJT/Practicum/Educational Tours etc. And scholarship grants
 - Physical Examination and Clearance for participation in athletics/competitive sports activities
 - Adult Immunization
 - Conduct of health education and information dissemination on health-related topics
 - Referral to Guidance & Counselling for mental health concerns
 - Distribution of first aid kits for off-campus activities like team building, retreats, seminars, and workshops
-

Physical Examination and Vaccination

Pre-enrolment Physical Examination is mandatory for all first-year students. Failure to undergo the required Freshmen Physical Examination may result to barring of students from entry to FEU campuses.

Physical examination and/or may be required in higher year levels depending on the course, activity and requirements of partner institutions.

Vaccines against the following are available (charged to student):

- o Rabies
- o Chicken pox
- o Influenza/Flu
- o Hepatitis A
- o Hepatitis B
- o Human Pappiloma Virus
- o Measles. Mumps, Rubella
- o Pneumonia
- o Polio
- o Tetanus
- o Tetanus, Diptheria
- o Typhoid

LIBRARY SERVICES

The Library Services exists to provide a wide range of information resources, services, and communication technology that enhance the teaching, learning, and research programs of FEU. It aspires to be a leading academic information

resource center to develop responsible and well-informed professionals who can contribute to the global advancement of society. The Library Services encompasses the Main Library and a satellite library. The Main Library is located on the second and third floors of the Nicanor Reyes Hall Building and is open from Mondays to Fridays, 8:00 am to 9:00 pm, and on Saturdays, 8:00 am to 6:00 pm. It is divided into sections uniquely characterized by their collections, services, and loan policies: Circulation, Reference, Periodicals, Filipiniana, Special Collections Room, Graduate Library, and Electronic Library. Likewise, the location of the satellite library is in the Makati campus, where they can find the Law and MBA-JD library.

The University Library collection covers various academic fields/subject areas in print, non-print, and digital forms. While books, theses, and dissertations are primarily in print formats, periodicals (newspapers, magazines, journals) are available in print and digital formats. At present, the library subscribes to more than a hundred titles of print periodicals. Likewise, electronic databases contain thousands of journals in digital format, namely:

- EBSCOhost – an online subscription of international journals and magazines covering various fields such as business, medicine, nursing, art and architecture, tourism and hospitality management, among others (<https://search.ebscohost.com>).
- JSTOR – a highly selective digital library of academic content in many formats and disciplines. The collections include top peer-reviewed scholarly journals as well as respected literary journals, academic monographs, research reports from trusted Institutes, and primary sources. (<https://www.jstor.org>)

Also, there are other online platforms that can be used to access Ebooks such as EBSCOhost, ProQuest LibCentral, Proquest Ebook Central, VitalSource, Taylor & Francis, Bloomsbury, Elsevier, ENCLEAR, and others.

Additionally, an instructional and supplementary materials in CD/DVD-ROM formats are provided to users. All of these resources are searchable through the Library's Online Public Access Catalog (OPAC) (<http://library.feu.edu.ph>) For username, password, database tutorials, and research assistance, students may send an email to universitylibrary@feu.edu.ph. Students will be able to access the online resources by using their FEU office.com/outlook account. The library provides the following services to students and faculty:

1. CIRCULATION SERVICES

Provides the borrowing, returning, renewal, reservation, and assessment of payments of fines concerning library materials. These services are offered during the library operation hours and may also be accessed remotely through online transactions. Borrowing, Document Delivery Service, and Returning can be transacted remotely by filling out the online form at cut.ly/borrowing-returning or by viewing the full details in the first page of the OPAC (library.feu.edu.ph).

Borrowing privileges of various library users:

User Group	Circulation and Filipiniana Books		Circulation, Filipiniana, Periodicals
	No. of Books	Loan Period	Document Delivery Service via Email (Scan/ Digital Format)
Undergraduate Students	4	2 weeks	
Graduate Students	5	2 weeks	
JD Student	5	2 weeks	
Employee/ Administrator	6	1 month	
Faculty	6	1 semester	
Student/Faculty from other FEU Campus	1	2 weeks	

2. REFERENCE SERVICES

2.1 User education. Involve activities that teach users how to maximize library resources, services, and facilities using individual or group instruction.

- Information Literacy Instruction Program (ILIP) including source evaluation
- Electronic Resources Tutorials
- Library Orientation
- Research Assistance
- Reference Desk / Virtual Reference

2.2 Information and Referral. Assists users in identifying other community resources and agencies that can supplement the university library's services or information. Referral letters are issued necessarily for outside research.

2.3 Selective Dissemination of Information. Involves activities that inform users about recent library resources and services. It entails publication of the Current Awareness Bulletin – a bi-monthly publication containing updates on library acquisitions, services, and open access websites.

3. BIBLIOGRAPHIC SERVICES

Assists users by providing or preparing bibliographic lists of library materials for their research; official requirements for accreditation and recognition of new programs and course offerings; and course readings/syllabi of faculty members.

4. INTERNET ACCESS

The Electronic Library has two hundred and thirty-four computer terminals with an Internet connection available for students and members of the faculty. Students may avail the free use of these computers for the first 20 hours, and on the succeeding hours, they may pay Php15.00 per hour.

5. PHOTOCOPYING SERVICES

Materials in the Graduate Library, Periodicals Section, and Reference Sections and some items in the Filipiniana Section and Law Library cannot be checked out for home use. However, they can be taken out for photocopying purposes. Photocopying of materials must comply with the provisions of the Law on Copyright (Intellectual Property Code – RA 8293). Photocopying Services are available inside the library. Minimal charges apply; only cash payment will be accepted.

6. PRESERVATION AND CONSERVATION ROOM

This facility is designated to ensure continued accessibility of the library's paper-based collection through preservation and conservation. The library's bindery can also be found in this section. The library also provides binding services to its constituents and FEU administrative offices. Its primary purpose is to preserve the physical condition and, more importantly, conserve the content of an information resource.

7. DIGITIZATION SERVICES

It converts the analog document into digital format and maintains the digital

asset and digital collection of the FEU Library. Likewise, they expand the library service in FEU archives resources for comprehensive research of the user subject to the Library Copyright Policy. In addition, they allow users to read older or unique documents without damaging the originals via digital scans.

8. ROOM RESERVATION SERVICES

The primary purpose of the Library Services is to provide study space and workspace for students and faculty members of the FEU community. The goal of the library room reservation services is to maximize the use of library facilities while maintaining a high-quality environment for study, collaboration, research, and education. The Office of the University Librarian handles all room reservations.

8.1. DISCUSSION ROOMS. There are six (6) discussion rooms available for use by students, faculty members, administrators, and managers of FEU. These are located on the ground floor of NRH, and students may only use this within the library office hours.

8.2. VIEWING ROOM. The Viewing Room is located on the 2nd floor inside the Electronic Library premises.

These facilities are available for the use of the FEU Community within the library office hours. Application for the use of the Viewing Room must be made through communication with and approval of the University Librarian. Such requests must be filed via email and sent to mggamolo@feu.edu.ph and [cc universitylibrary@feu.edu.ph](mailto:universitylibrary@feu.edu.ph).

All these facilities may be used by members of the Far Eastern University community, including employees, faculty, and students, provided that they make their requests through the proper channels.

9. HYBRID EM/RFID DIALOC ID SECURITY SYSTEM WITH LIBRARY

CIRCULATION SYSTEM. An electronic book monitoring and security system have been installed to minimize if not eliminate book loss. All library books are now electronically equipped. Any book being checked out for home use or for photocopying purposes must be properly deactivated. Deactivation is done at the Circulation and Law Library Counters.

For inquiries about the library services, please call (+63 2) 7777-338 loc.280; 849-4000 loc. 278 or drop an email to mggamolo@feu.edu.ph or at library@feu.edu.ph.

ALUMNI RELATIONS OFFICE

The Alumni Relations Office (ARO) serves as the formal link between FEU and the alumni community. Committed to creating a vibrant alumni community, ARO provides an avenue for FEU graduates to give back and become responsible agents of positive development in our society by living a life of Fortitude, Excellence, and Uprightness.

Programs and Services:

- **FEU Alumni Card**

This serves as membership identification to the alumni community. Details on card types, application process (walk-in and online), and discounts and privileges can be found at <https://thefeualumni.com/>.

- **C3V (Courtesy Call and Campus Visit)**

The program includes a tour of the school premises and facilities led by the FEU Guides of the FEU Center for the Arts (FCA), brief orientation on Alumni Relations Office (ARO) projects/activities, and a meet-and-greet session with the University's official

- **Green and Gold Awards**

Every five (5) years, the University recognizes the exemplary and extraordinary contribution of its graduates. These are alumni whose achievements in their respective fields have substantially brought honor and prestige to the University and to the growth and development of our society.

- **OUR HOME** (Organized University Reunion and Homecoming Events)

Alumni Relations Office (ARO) assists various alumni groups and associations in holding reunion and gatherings at FEU.

- **FEU Alumni Speakers Bureau (ASB)**

Another way of giving back, FEU invites alumni to become lecturers or resource persons in seminars, learning sessions, and conferences. More importantly, they serve as an inspiration and model to FEU Students and Community.

- **Coffee @ Home**

In line with ARO's objective to further strengthen the ties between the University and Alumni, this activity aims to keep the alumni updated with ARO's programs and make them part of the community. This activity will gather former students from several batches who are currently excelling in their respective fields and to discuss the possibilities of putting up an alumni association.

- **TAMBayanihan (TAMaraw Bayanihan)**

is an avenue for Alumni community to give back and share their

blessings. ARO, in partnership with different offices supports various initiatives and projects such as scholarships, community services and outreach programs, and cultural, sports, and academic developments.

- **TAM Reach (Tamaraw Reach)**

The ARO schedules interviews with esteemed and undiscovered alumni to reconnect with them, promote the programs of the office, gather their information. This is ARO's way to revitalize the involvement of FEU alumni to the University.

- **PNS (Pre-Nuptial Shoot)**

The campus serves as pre-nuptial shoot venue for documenting memories of the soon-to-be-couples. This privilege is available to FEU alumni with active alumni ID cards. Engagement shoots may be in the form of photography and videography.

The Alumni Office is located on the ground floor of the Admissions Building.

CAREER AND PLACEMENT OFFICE

The FEU Career and Placement Office (CAPO) stands at the forefront of industry-ready education. Our programs are meticulously designed to bridge the gap between academia and the professional world. We understand the evolving needs of industries, and our curriculum is curated to equip students with the practical skills and knowledge necessary to excel in their respective fields. Our office provides avenues that will help students become efficient and FEU-ture ready individuals in terms of work preparation, immersion, and exposure through the various career development and mentoring programs. Moreover, CAPO maximizes its increasing network and strong linkages with industry partners in improving curriculum and developing programs and activities beneficial for students' career preparation. By working closely with students and academic institutes, CAPO do not only build strategic partnership with different industries and networks but also empower students to take ownership of their career decision that leads to meaningful professional endeavors. CAPO provides holistic developmental career programs for FEU students through STEP and STEEP:

A. Support and Training Employment Program (STEP)

STEP program covers a wide array of avenues designed to help our students prepare for the world of work. It gives them firsthand knowledge and experience sourced from company and field experts through career talks, seminars, and workshops. Furthermore, career mentorship is also provided to ensure that students are supported as they navigate their chosen careers while

still in the university. The program is committed in ensuring that our students receive adequate training and support from the university thus extending their learning beyond the four corners of the classroom.

1. Career Advising Program (CAP)

The Career Advising Program (CAP) is designed to support and help students navigate their career path through the mentorship of FEU alumni, faculty and industry partners. This program allows students to learn more about themselves in order to maximize their strengths, develop personal interests, and unleash innate skills and abilities for a better career direction beneficial to their future endeavors.

2. Pre-Employment Preparation Talk (PEP Talk) Webinar Series

PEP Talk prepares our students, interns, and the graduating batch for employment by equipping them with the necessary knowledge through talks touching on various career development topics such as preparing for the world of work, pursuing higher studies, finding international scholarships, learning how to start an online business, creating your own digital brand and online content, among others delivered by seasoned faculty, outstanding FEU alumni, and industry professionals and experts.

3. Student EXPO (Exposure to Partner Organization) Online/ Onsite Forum

Student EXPO provides our second year to third year students firsthand exposure to the country's top local and multinational companies through an informative and non-intimidating, student-friendly online forum in preparation for their internship program or employment. This activity allows students to personally connect and ask questions to our industry partners for information, familiarization, and realization of expectations which are beneficial for their future employment.

4. Online/ Onsite Mock Interview with Coaching (OMIC)

OMIC is a personality, communication, and critical thinking skills development activity designed to train our students, interns, and fresh graduates on how to be successful in handling internship or job interviews through a simulation session followed by feedback and coaching from our volunteer coaches from our industry partners, FEU administrators, and outstanding alumni.

5. Young Leaders Educational Dialogue (YOU LEAD)

YOU LEAD is designed to provide leadership talk and training dedicated to

our student leaders about various leadership approaches and skills through engagement with our invited industry professionals and experts.

6. FEU Company Tour/ Virtual Tour

Company Tour/ Virtual Tour is an activity which opens opportunities for select second year students to have an actual exposure to industry partner's operations and workplace. This provides access to students to observe actual workplace settings and interact with company representatives to help them realize whether they are on the right track in terms of career and future employment.

7. Communication Workshop (CO-WORK) Series

CO-WORK is a workshop-seminar activity for the graduating students and graduates which intends to provide training on (1) job application writing, (2) understanding non-verbal communication to connect in the workplace, and (3) how to effectively handle job interviews. This output-based activity serves as an enrichment to the students' purposive writing and communication skills through discussion and feedback mechanism from invited expert resource speakers and facilitators.

8. FEU eResume

FEU eResume is an online tool available via the Tams Service Deck. It is the most convenient way to help students create their own resume for internship and job application.

B. Student Employment Engagement Program (STEEP)

STEEP allows our students to experience a meaningful immersion in their chosen line of career/work. Various engagement includes internships, company tours, and participation in company activities with our industry partners. This program ensures that all engagements of our students are maximized to achieve their optimum professional growth.

1. Online/ Onsite Recruitment Exclusive for Tamaraws (ORE Tams) / FEU Career Fair

ORE Tams/FEU Career Fair is FEU's regular job fair designed to support our graduating students and recent graduates in search for employment opportunities from the country's top local and multinational companies. ORE Tams company participants offer various job openings aligned to the degree programs of students and graduates.

2. Tamaraw Career Recruitment Services (TamCARES)

TamCARES is a career services activity dedicated for the graduating batch which allows students to connect and engage with different companies, academic institutions, professional organizations, government agencies, business groups, and non-government organizations through various career talks, information sessions, and career development activities which include but not limited to: job recruitment for the corporate world of work or in the academe, support in pursuit of higher studies or continuing education, setting up and starting a business, capacity or capability building, and skills training and enhancement.

3. EOR (Exclusive Onsite Recruitment)/ OER (Online Exclusive Recruitment)

EOR/ OER is an event where employment opportunities are offered for graduating students and alumni held inside the FEU campus thru onsite submission of resume. On-the-spot assessment and hiring may be conducted by company representatives to ensure placement whether in internship or employment. The activity is in partnership with a specific featured partner company which offers exclusive employment opportunities for students and graduates coming from different institutes. This activity can also be done virtually through available online platforms.

4. Student Internship Support (SIS)

FEU CAPO provides support services for students who are seeking for internship opportunities from our trusted company partners representing diverse industries and sectors. This onsite/online service gives students options to conveniently find and apply for internship positions through CAPO's social media postings and announcements or via onsite consultation.

5. CAPP (Career and Apprenticeship Preparation Program)

CAPP is designed for graduating students to experience a management training programs or a similar initiative, upon graduating in pursuit of being mentored to be fully prepared for the world of work by industry experts.

6. Job Posting Services

Job Posting provides support to our graduating students and graduates in finding career opportunities from our industry partners through online job postings via our managed social media accounts: LinkedIn, Facebook, and FEU official website.

In the pursuit of achieving holistic career development for students, CAPO works closely with other offices:

- Academic Affairs Office (AAO)- connects with CAPO through its University Linkages Office.
- Academic Services Office – facilitates the FEU Learning Journey which is an online module that provides a more formal structure for mentoring that will capacitate students to navigate their academic lifecycle and prepare for career and life goals. It also integrates various career development modules developed by CAPO for first year to third year students.
- Guidance and Counseling Office – provides Career Testing and Counseling (behavioral) services for first to fourth year students.
- Student Development Office – collaborates with CAPO in organizing and conducting Leadership and Management Training Programs of students, particularly student leaders and organization members to achieve maximum potential and professional growth.
- Center for Learning Enrichment and Research for Students – cooperates with CAPO in conducting the Co-Work or Communication Workshop series, a workshop-seminar activity for the graduating students and graduates, which intends to provide training to improve their verbal and non-verbal communication skills.
- Alumni Relations Office – partners with CAPO in rolling out activities that support the development of graduates as well as in the implementation of the institutional tracer study to track and monitor the career status of alumni.
- Academic Institutes – connect for meaningful activities designed for the career development of students, internship support, as well as the development of curriculum in response to industry demands.
- Student Organizations and Councils- connect with CAPO for activities, workshops, and seminars involving career development and employment opportunities.

At FEU CAPO, our programs are designed with a singular purpose — to enhance the educational journey for our students. By offering valuable insights and mentorship from industry professionals spanning various disciplines, we go beyond the conventional educational paradigm. FEU isn't just an educational institution; it serves as a gateway to industry excellence. Through strategic partnerships, the orchestration of special events, and an unwavering commitment to preparing students for the challenges of the professional realm, we actively empower the next generation of leaders, innovators, and

industry trailblazers. The fusion of academic rigor with practical exposure positions our students to thrive in their respective fields, embodying the ethos of excellence that defines FEU.

Please visit the CAREER AND PLACEMENT OFFICE at Room 106 of the Admissions Building.

The office is open Mondays through Fridays, 8 am to 5 pm.

You may also send us an e-mail at placement@feu.edu.ph

Follow us also on our Official Facebook page: FEU Career and Placement Office

FEU LEARNING JOURNEY

The FEU Learning Journey (FLJ) is an online module that aims to capacitate students to navigate their academic lifecycle and prepare for career and life goals.

The “Bakit List” (also known as the “BK list”) is a component of FLJ that allows students to engage in a variety of academic service programs, activities, learning interventions, and educational opportunities. This list captures students at various developmental stages, which is a useful learning opportunity.

FLJ is offered during the regular semesters using a ladderized approach that focuses on each student’s purpose, abilities, creativity, culture, and connection.

DEVELOPMENTAL STAGES OF FLJ BAKIT LIST

1

**FIRST
YEAR:**



I AM AWARE.

- Why am I in college?
- What do I want to become?
- How do I maximize my stay in FEU?

I AM CAPABLE.

- Am I on the right track?
How do I ensure I am on the right track?
- Am I ready to face the world outside?
- How do I become better?

2

**SECOND
YEAR:**



3

**THIRD
YEAR:**



I AM DRIVEN.

- What else should I develop to prepare for the world of work?
- What challenges could hinder my studies?
- How do I cope with the challenges?

I AM BRAVE.

- How do I execute my game plan for my target career?
- How do I become more than ready to spread my wings and soar high?

4 & 5

**FOURTH/FIFTH
YEARS:**



THE FEU LEARNING JOURNEY (FLJ) CAPACITATES YOU TO NAVIGATE YOUR ACADEMIC LIFECYCLE AND PREPARE FOR CAREER AND LIFE GOALS.

We recognize that you have a “constellation of evolving identities, needs, and purposes” (Lizzio & Wilson, 2010) as you begin, thrive on, and complete university life.

To help you in your transitions (from year level to career path or psychosocial development), we encourage you to access a wide array of learning opportunities:

WRITE REFLECTIVE BLOGS



MEET YOUR MENTORS



ACTIVELY PARTICIPATE IN PROGRAMS AT YOUR OWN PACE, BASED ON YOUR OWN INTERESTS AND MOTIVATIONS



DOCUMENT YOUR DEVELOPMENT THROUGH PHOTOS, PORTFOLIOS, ETC.



Mechanics

The FEU Learning Journey (FLJ) is an online module that aims to capacitate students to navigate their academic lifecycle and prepare for career and life goals.

The “Bakit List” (also known as the “BK list”) is a component of FLJ that allows students to engage in a variety of academic service programs, activities, learning interventions, and educational opportunities. This list captures students at various developmental stages, which is a useful learning opportunity.

FLJ is offered during the regular semesters using a ladderized approach that focuses on each student’s purpose, abilities, creativity, culture, and connection.

FLJ (year level-semester)	Prerequisite	FLJ (year level-semester)	Prerequisite
FLJ 1-1	None	FLJ 1-1	None
FLJ 1-2	FLJ 1-1	FLJ 1-2	FLJ 1-1
FLJ 2-1	FLJ 1-2	FLJ 2-1	FLJ 1-2
FLJ 2-2	FLJ 2-1	FLJ 2-2	FLJ 2-1
FLJ 3-1	FLJ 2-2	FLJ 3-1	FLJ 2-2
FLJ 3-2	FLJ 3-1	FLJ 3-2	FLJ 3-1
FLJ 4-1	FLJ 3-2	FLJ 4-1	FLJ 3-2
FLJ 4-2	FLJ 4-1	FLJ 4-2	FLJ 4-1
		FLJ 5-1	FLJ 4-2
		FLJ 5-2	FLJ 5-1

BK tasks are assigned a complete or incomplete grade. There will only be two transcript grades encoded: **Pass and In Progress**.

The online module has no units; however, it is required for graduation. The FLJ office is located at room 113, Nicanor Reyes Hall. You send them an email at learningjourney@feu.edu.ph. You may also call them through (+63) 87777-338 local 271. Follow their official Facebook page: <https://www.facebook.com/feulearningjourney>

FEU CENTER FOR THE ARTS (FCA)

Art and culture are alive in FEU!

The FEU community is provided with numerous opportunities to appreciate the best artistic and cultural outputs from its students, the rest of the Philippines, and other countries. In 1990, Dr. Lourdes Montinola, the FEU Chair at the time and then President Felixberto Sta. Maria established the President's Committee on Culture and the Arts (PCCA) to uplift and develop the cultural awareness of FEU students, and the FEU community in general. From the PCCA under the leadership of Nick Agudo, it became the PCC or President's Committee on Culture under Jesus Cruz and Rustica Carpio. It eventually became the FEU Center for the Arts (FCA) under Martin Lopez.

The FCA continues the rich history of the FEU Auditorium, the cultural center of the Philippines in the 1950s by presenting worthwhile artistic programs from FEU, the rest of the Philippines and other countries. The FCA hopes to enrich the University experience of students by inculcating in them the value and necessity of the arts and culture. The FCA programs a year-round calendar of cultural activities including theater, music and dance performances, campus tours, film screenings, exhibits, festivals, competitions, and lectures and workshops. These programs not only showcase the artistic talents of FEU's students but also those of established local and foreign artists with the goal of building awareness, appreciation, and audiences for the arts. Director Lopez states: "Each year, we see to it that we have a wide range of cultural programs for our students. This is not just to bring the arts closer to the student community, but also to help those involved in the cultural groups to develop skills that they may not necessarily learn in the classroom, such as collaboration, innovation, and self-esteem." – "Art and Culture Take Center Stage in FEU," 2014

The FCA nurtures seven campus-based cultural groups (CGs) namely, the FEU Bamboo Band, Chorale, Dance Company, Drum and Bugle Corps, Drummers, Guides, and Theater Guild.

These groups perform on and off campus, locally, internationally, and online. CG Members who meet academic and artistic standards enjoy partial or full scholarships. Exceptional student artists who are recognized not just by their Artistic Directors and peers but also by respected professionals in the arts may qualify for full scholarships plus miscellaneous fees. More information on the CG's and their achievements as well as the annual cultural season

may be found on the social media pages of the FCA:

- FB: facebook.com/FEUcenterfortheArts
- YouTube: FEU Center for the Arts
- IG and X (Twitter): @FEUCenterArts

FEU BAMBOO BAND

In 1966, FEU President Dr. Nicanor Reyes Jr. with the help of Mr. Victor Toledo, established in the FEU Grade School the Singing Bamboo Band also known as the “FEU Pangkat Kawayan (FEUPK).” The FEUPK transferred to the FEU Girls High School then to FEU Diliman before eventually returning to the Manila Campus. In 2007, the group was reorganized and changed its name to the “FEU Bamboo Band (FBB)”. At present, it consists of 50 young and talented FEU students from different institutes conducted by Mr. Norberto Cads.

The basic instruments that the FBB uses are the marimba, which produces the melody, bumbong, which carries out bass and chord rhythms, and angklungs which provide melodies and counterpoints to the marimba tunes. These instruments are ingeniously crafted from indigenous materials, mainly bamboo and narra. Most of them are handmade by Professor Siegfredo Calabig.

The FBB does not only perform regularly for major activities and programs in FEU. It has also performed in Malacañang Palace, the Cultural Center of the Philippines, the Quezon Memorial Circle, Folk Arts Theater, hotels, and museums. They were featured artists in “Concert at the Park” in Rizal Park, “Sining at Kalinangan sa Baywalk”, the Filipino Heritage Festival’s tour of Naga and Albay, SinagTala’s “Come to the Stable” Christmas concert, and the Filfest Cultural Foundation. Recent concerts in FEU include “Dreams a Disney-Inspired Concert”, “Music Evolution”, “A Toast to Broadway”, and “Let It Beatles”. The FEU Bamboo Band is under the FEU Center for the Arts.

More information may be found on the social media pages of the FBB:

- FB: facebook.com/FarEasternUniversityBambooBand
- YouTube: FEU Bamboo Band
- IG: @FEUBambooBand

FEU CHORALE

The FEU Chorale is the premier and official choir of the University under the FEU Center for the Arts (FCA). It was revived in 2004 by then FEU Chair Dr. Lourdes R. Montinola, with Mr. Emerson Hernandez as its Artistic Director (AD). The group participated and won in several choral competitions, performed

in various television programs, and graced multiple functions in and outside the University. From 2017 to 2023, Mr. Karl Angelo Tangco took over as the AD and conductor of the group. In 2019, the FEU Chorale won first place in the Senior Choir Category of the National Music Competition for Young Artists (NAMCYA). In the same year, the group, comprised of non-music students from the different institutes of the University, embarked on its first international choral competition, the 4th Andrea O. Veneracion International Choral Festival, bagging first place in the Mixed Category and second in the Folk Song Category. With this feat, the FEU Chorale was chosen as one of two choirs to represent the Philippines in the 2nd Asia Choral Grand Prix in Bali, Indonesia in July 2023.

Before they flew to Bali, they joined the Sing, Tarlac, Sing Choral Festival & Competition in July 2023 and won 1st runner-up. They also won the Folk Song category.

The group had the opportunity to collaborate and perform together with some of the country's best choirs, most notably with the Philippine Madrigal Singers in a joint concert in 2009, a performance of Gabriel Faure's "Requiem" together with Cantus in 2020, virtually with the De La Salle University Chorale and other university and community choirs in a concert hosted by the former during the height of the pandemic in 2021, online with the Filamer Christian University Chorale and the De La Salle Medical and Health Sciences Institute Saring Himig and Himig Scientia through Musica FEUropa and in person with Kammerchor Manila and the Letran Singing Ambassadors in 2022. Musica FEUropa was the annual choral competition and festival organized by the FEU Center for the Arts through the FEU Chorale in partnership with the European Union. This event held every May for 14 years showcased the talents of various choirs from all over the country and fostered an awareness and appreciation of the music, languages and composers of the Philippines and different European Union countries. In 2024, Roijin Suarez took over as the AD and conductor of the group.

More information may be found on the social media pages of the FEU Chorale:

- FB: www.facebook.com/FEUChoraleOfficial
- YouTube: www.youtube.com/@feuchorale6543
- IG: @feuchorale

FEU DANCE COMPANY

The FEU Folk Dance Group, now the FEU Dance Company (FDC), was formed and conceptualized in 1957 by Alejandro Roces, who was the Dean of the

Institute of Arts and Sciences at that time, a National Artist for Literature. The group was formed in response to an invitation for schools to present Philippine folk dances at the Brussels World Fair of 1958. Though the trip did not materialize, 100 dancers were recruited from the entire Physical Education Department under Alfredo Reyes, son of FEU Founder Dr. Nicanor Reyes.

Corazon Iñigo, a member of the faculty, became the dance coach. The group made its debut in the Philippine Folk Dance Festival at the Rizal Coliseum on October 1, 1957. Of the original 100, the group was reduced to the most talented 25 members. The FEU Folk Dance Company finally made it to Europe in 1959. It became the first Philippine university-based group to compete and win in Europe.

The group extended its stay to accept a prolonged engagement at the Sarah Bernhard Theater in Paris. The members were able to perform in front on an audience that included Pope John XXIII, now a Saint. They received a red carpet welcome when they landed in Manila.

Currently, the FDC's goal is to provide students with a venue to express and develop their artistic talents in dancing. It is the only collegiate dance company doing all dance genres, namely Classical & Modern Ballet, Contemporary and Jazz, Folk, Street, and Dance Sport. The FDC won the 2014 Folk Dance Competition sponsored by the Bayanihan National Folk Dance Company in the Cultural Center of the Philippines, which paved the way for their participating and winning third place in the Cheonan World Folk Dance Competition in Korea in October 2015. In 2017, they were the Grand Champions in the Dance Supremacy Dance Competition and 1st Runner up in the Ego Dance Competition. In 2018, the FDC Street Alliance won the UAAP Street Dance Competition then won 1st Runner up the following year. Also, in 2018, the FDC represented the country in the prestigious Andong Mask Festival in South Korea, in which they took home the silver medal. The FDC participated and won 2nd place in the College Kings division of Dance Supremacy 2023, held at the Samsung Performing Arts Theatre. Also in 2023, Deborah Afuang took over as the FDC's new Artistic Director. Just two months later, the group won the College Kings and Queens divisions of Dance Supremacy 2024.

Past artistic directors of the group include Rosalie Merino Santos, Josie Sison, Milagros Miguel, Rebecca Morales, Asuncion Alzona-Henry, Tony Bermudez, Yek Borlongan, Irma Lopez-Escobia, Cherissa Rodriguez-Chastain, Rob Villaroya, Gigi Felix Velarde-David and Eduardo Malagkit.

More information may be found on the social media pages of the FDC:

- FB: www.facebook.com/FEUDanceCompanyFCA
- YouTube: www.youtube.com/@FEUCenterfortheArts
- IG: [@_feudancecompany](https://www.instagram.com/_feudancecompany)

FEU DRUM AND BUGLE CORPS

The FEU Drum and Bugle Corps (DBC) was organized in 1937 by FEU founder Dr. Nicanor Reyes, Sr. to perform for the school during the University Athletic Association of the Philippines (UAAP) Season and to participate in various area festivals. Under the baton of Illumar Togado from 2003-2023, the FEU DBC won several local and international competitions, including 1st runner-up in the 2009 National Drum and Bugle Corps Competition that was held in the Quirino Grandstand, Manila. In 2016, the DBC Brassline placed third in the Brassline Battle of the Jember Open Marching Competition in Indonesia.

Under the direction of John Carlo Obrero (2013-2015) and Kevin Castelo (2015-present), the FEU DBC- DRUMLINE won several local, national, and international competitions including nine championships such as the 2015 Jember Open Marching Competition in Indonesia. Most recently, they won the 2023 Bakood Festival's Drumline Battle in Bacoor City, Cavite. The FEU DBC's Drumline was the first runner-up in the 1st Philippine International Marching Band Competition in 2018 at the Mall of Asia Arena.

Some of the current performers have musical backgrounds; most of them do not. Those with no previous training are taught by the staff and other members of the DBC, including alumni. Members and alumni have been consistently recognized for the marching bands they lead in their respective locales outside the campus. Other past Artistic Directors (AD) of the FEU DBC include Moises Panaguiton and Benedict Balagapo.

Mr. Kevin Castelo, who finished his master's degree in Percussion at the University of Indiana, presently leads the FEU DBC with the assistance of Mr. Koowie Relevo, IABF Class of 2017. The group has had workshops with Jun & Sandra Viray, Edgar Avenir, Antonio Reyes, Johnny Rogers, Reggie Padilla, Jacob Sawyer, Claude Diallo, John Carlo Obrero, Isaac de Alva III, JR Alberto, Ricson Poonin, and Cary Anderson.

More information may be found on the social media pages of the FEU DBC:

- FB: www.facebook.com/FEUDrumandBugleCorps
- YouTube: www.youtube.com/@FEUCenterfortheArts

- IG: feu.dbc
- TikTok: feu.dbc
- X: FEUDBC

FEU DRUMMERS

The FEU Drummers specializes in hyping the crowd through loud drumming and cheers. They are the official pep drummers of FEU. They are mostly involved in selected sports events of the University Athletic Association of the Philippines (UAAP) and school-based activities of the University.

On April 24, 2014, the FEU Drummers was established after the disbandment of its counterpart organization, the FEU Green Bisons. It was back to square one, with less than five (5) members and a limited number of drums. In the years that followed, the FEU Drummers grew in number and equipment while also expanding its skills and performance opportunities. The organization was first under the supervision of FEU's Physical Education Department then transferred to the FEU Center for the Arts in 2017. Mr. Kevin Castelo served as its first moderator, followed by Mr. Isaac de Silva III. Mr. Kevin Castelo returned as their current Artistic Director after he took his Masters in Percussion from the University of Indiana.

More information may be found on the social media pages of the FEU Drummers:

- FB: www.facebook.com/FEUDRUMMERS
- YouTube: www.youtube.com/@FEUCenterfortheArts
- IG/X/TikTok: feudrummers

FEU GUIDES

The Far Eastern University Guides was established in 2008 as the Ushering and Tour Guiding Committee (UTGC). It was a partnership initiated by Mr. Martin Lopez of the FEU's President's Committee on Culture, now the FEU Center for the Arts and the Tourism Management Society. It was an answer to the growing demands for tours within FEU's UNESCO awarded art deco campus. The members were initially Tourism Management Students. In 2014, the UTGC became the FEU Guides and welcomed students from other institutes. The Guides became FEU's frontliners and help spread cultural heritage awareness through the tours they conduct. They are also the official ushers of the art deco FEU Auditorium, now a National Cultural Treasure, and other major venues on campus. Their ushering services have been engaged by organizations such as the Philippine Educational Theater Association, Children's

Hour, the Alumni Association of Xavier School, the Psychology Association of the Philippines and the Alun Alun Dance Circle in such venues as the PETA Theater, the Philippine International Convention Center and the Metropolitan Theater.

The FEU Guides organize and execute the annual Creepiyu and Tamarace around the FEU Manila campus as a fun way of promoting the University's rich history and treasure trove of important artworks and buildings. The FEU Guides is currently lead by Mr. Ivan Man Dy, an Art Deco Expert and renowned tour guide of Binondo and Intramuros. Past advisers and Artistic Directors of the group include April Dopeño, Mel Dulalia, Evan Carl Ibarra, Jade Maniago, Clarisse Mae Nerida, and Mark Sinay.

More information may be found on the social media pages of the FEU Guides:

- FB: www.facebook.com/FEUGuidesFCA
- YouTube: www.youtube.com/@FEUCenterfortheArts
- IG/X: feuguides

FEU THEATER GUILD

The FEU Dramatic Guild, which became the FEU Theater Guild (FTG), was founded in 1934 by professor–director Sarah Kabigting Joaquin, a notable figure in Philippine theater. The Guild first rehearsed in one of the theatres along Rizal Avenue. After a few months, the group moved to a small social hall in a former cigarette factory on Azcarraga (now C. M. Recto) Street.

“Call Me Mike,” a comedy in three acts by Reach and Taggart, was the Guild’s first production. It was directed by Mrs. Joaquin and actor–director Alberto Cacio. The play was staged in the Metro Theatre, Manila on December 4, 1940. Despite a typhoon signal no. 4 at that time, the production was hailed a success by the audience. Manila’s Dramatic Critics placed FEU’s name in the city’s theatre history. After receiving positive reviews of “Call Me Mike”, FEU Founder Dr. Nicanor Reyes personally offered Joaquin a “world class theater” to serve as its permanent venue for productions.

In 1949, the promise of a professional theatre was realized when Architect Pablo S. Antonio Sr., who later became a National Artist for Architecture, built the FEU Auditorium. When the Guild resumed operations after World War II, it became one of the most active campus–based theatre organizations in Manila. It produced plays within and outside the campus, joined festivals, sponsored workshops, participated in fund-raising activities, and collaborated with other theatre companies such as the Barangay Theater Guild, which was

also founded by Mrs. Joaquin. In the decades that followed, other Artistic Directors who lead the group included Ginnie Sobrino, Mark Aspiras, Dr. Jaime Ang, Normita Cadiz-Amacan, Karen Panela, Lauro “Lary” Simbol, Dr. Rustica “Rustie” Carpio, Dr. Gene Pamittan, Gloria A. Mendoza, and Atty. Christine Carpio-Aldeguer. In 2009, Edward “Dudz” Teraña of the Philippine Educational Theater Association (PETA) became the FTG’s Artistic Director. Major changes in the Guild occurred including the introduction of laboratory productions, a four-year training program for area specialization, and the separation of organizational and artistic committees. The group now stages at least one major and one minor production per semester.

At present, FTG members are continuously being trained in different aspects of theatre performance such as creative musical theatre, dance theatre, acting, and directing through daily theatre classes, workshops facilitated by the artistic director himself, and/or other professionals, and exposure to actual theater productions. Members are also required to have their specialization in different production areas like Events and Production Management, Marketing Management, Public Relations, Production Design, Stage Management, and Technicals.

Through the years, the FTG has produced influential personalities in theater, film, and Convergent media such as internationally renowned drag queens Brigiding and Viñas Deluxe, actresses Divine Aucina, Kat Galang, Odette Khan and Yesh Burce, former Senator and radio/TV host Eddie Ilarde, Jayson Sarmiento, award winning filmmaker and visual artist Jet Leyco, broadcast journalist Jorge Cariño and Pete Roa.

Well-acclaimed productions of the group include Dudz Teraña’s “Pablemo”, “B(i)etter”, “Sampung Minuto Kada Buwan”, and “Usapang X”, Rody Vera’s “Summer Dreamin”, “Ang Unang Aswang” and “Dreamweavers”, Risa Jopson’s “Makikitawag Lang Ako” and “Ang Pinakamakisisig sa mga Nalunod sa Buong Daigdig”, George De Jesus’ “Sala Sa Pito” and Liza Magtoto’s “Agnoia”.

More information may be found on the social media pages of the FTG:

- FB: www.facebook.com/FarEasternUniversityTheaterGuild
- YouTube: www.youtube.com/@FEUCenterfortheArts
- IG/TikTok: @feutheaterguild
- X: @FTG1934
- Website: feutheaterguild.com

FEU

FACILITIES

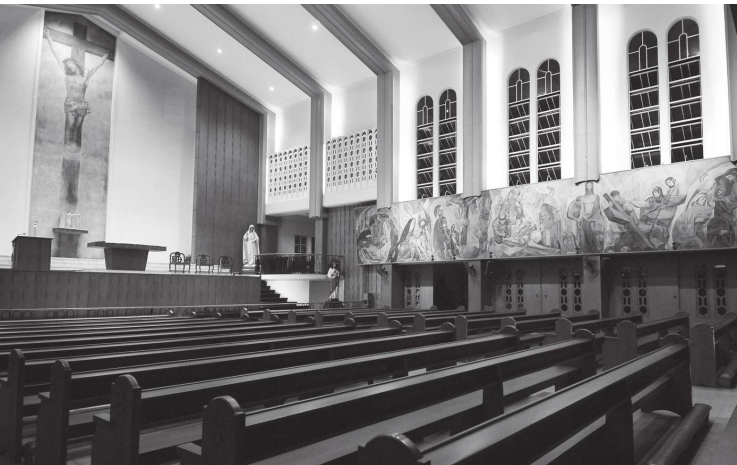


AUDITORIUM

The FEU Auditorium, located at the second floor of the Administration Building, is the venue for cultural, academic and social activities of the University. It boasts of a seating capacity of 1,000 and is fully air-conditioned.

PAVILION

Formerly known as Conservatory, the Campus Pavilion is located along the covered walk fronting the Accounts, Business and Finance Building. It is designed for approved group activities such as exhibits, job fairs and others. It also serves as reading area for students during their breaks.



CHAPEL

Inaugurated on December 8, 1957, the FEU Chapel is the seat of all religious activities of faculty, personnel and students. Masses and religious services are held here regularly.

MULTI-FAITH ROOM

The Multi-Faith Room located at the anteroom of the University Conference Center, G/F, Arts Building, is a shared space for private worship such as reading of a holy book, meditation, mindfulness techniques, and reflection. Students, faculty, and employees who practice religions other than Roman Catholicism may use the facility from 7 am to 9 pm, Mondays to Saturdays.



Molecular and Research laboratories in the Facilities Section



Anatomy and Physiology Laboratory



Anatomy and Physiology Laboratory



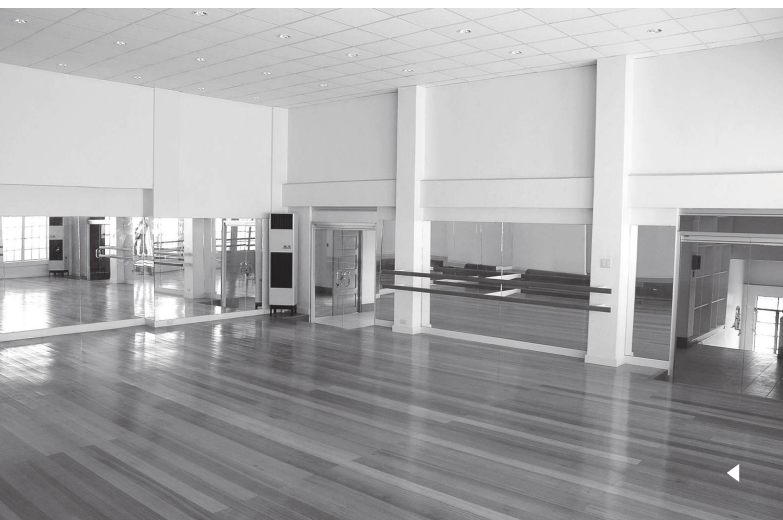
Molecular Laboratory located at SB 608



Biology Research laboratory located at SB606

DANCE STUDIO

The Dance Studio Theater, located at the 5th floor of the Administration Building, was designed mainly for the use of the FEU Dance Company.



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FEU PLAZA

Strategically located in front of the FEU Chapel with an area of 530 square meters and dimension of 23 by 23 meters, the FEU Plaza is designed with concrete perimeter benches surrounded with narra trees with concrete fixed boxes which serve as students' benches.

The plaza is one of the coolest areas in the university where students, faculty, and staff love to stay.



FOOD COURT AND CANTEENS

FEU provides food services to the faculty, personnel and students at various places that are accessible to students. A sit-down canteen is located at the ground floor of the Nicanor Reyes Hall (NRH) and at the ground floor of the Accounts Business and Finance Building (ABB) while TAMS CRAVINGS is located at the mezzanine floor of the Engineering Building (ENB). Food counters for take-out purpose are located at the ground floor of the Science Building (SB). Meals are reasonably priced and sanitation is guaranteed.



NRH CANTEEN

The NRH Canteen offers a wide selection of meals in a spacious, well-lit, and cozy environment.

EDITING LABORATORY

This Mac Laboratory used by Communication majors is powered by AVID Media Composer 8 post-production software.



OUTDOOR BASKETBALL COURT

An outdoor basketball court located in front of the Arts Building boasts of an AstroTurf-Martin, all weather, rubberized synthetic surface, a power flex goal, an official competition clear acrylic blackboard, an improved lighting and a Fair Play Electronic Scoreboard System.



VINES LABORATORY

The VINES Laboratory (Virtual Integrated Nursing Education Simulation) is the leading virtual simulation laboratory in the Philippines. It aims to teach nursing skills iteratively and sequentially without harming patients. It seeks to become the Center for Excellence in Nursing Simulation in the Philippines and Asia.

ELECTRONIC LIBRARY

This section provides highly effective learning experiences through digital and internet technologies or e-learning lessons, and workspace for individual and collaborative researches, as an extension of the services in the conventional library.

It is equipped with more than two hundred computer terminals, all connected to the internet.





FEUTURE CENTER AUDITORIUM

The FEUTURE Center Auditorium boasts of 212 theater seats, a built in LED wall and wireless multimedia presentation.

MINI-AUDITORIUM

Mini-Auditorium is located at the 9th Floor of the New Technology Building. This university facility is fully air conditioned with seating capacity of 400 to 500 people and complete amenities for its purpose. This serves as venue for seminars, conferences, parties, photo exhibits and other cultural, academic, and social activities of the University.



INTERACTIVE LABORATORY

The Interactive Laboratory is a student-centered learning environment equipped with hexagon-shaped tables to facilitate discussions, LAN and wifi connection, wireless pen that can communicate with a projector, and LED monitors for presentations.



UNIVERSITY CONFERENCE CENTER

Located at the ground floor of the Arts Building, the University Conference Center has a seating capacity of 300-350. It is suitable for conferences and seminars. It is fully air-conditioned and features an LED screen and high-end sound system.



UNIVERSITY LIBRARY



GYMNASIUM

A modern gymnasium equipped with major sports facilities such as basketball court, weight rooms, multipurpose rooms and provisions for physical therapy has been constructed at R. Papa St., for University Athletic Association of the Philippines (UAAP) activities. Two other gymnasiums are located at ARH 6th floor and AB 5th floor which feature a climbing wall, respectively.



TV STUDIO



RADIO STUDIO AND DIGITAL AUDIO-VIDEO ROOM



GENERAL LABORATORY

There are 22 academic laboratories, two of which are interactive. These laboratories are intended for computer-related courses, speech, editing, statistics, etc. These are also used as testing rooms for entrance examination, faculty evaluation, e-voting, and other co-curricular activities.



Health and Safety



HEALTH AND SAFETY: GENERAL PREVENTIVE MEASURES

Everyone is encouraged to adhere to Health and Safety guidelines to make sure that our campus remains safe for everyone.

Please follow the recommended precautions and safety measures:

- Everyone is encouraged to bring their own hygiene kit that should include alcohol or hand sanitizer, cleaning wipes, tissue or toilet paper, extra face mask and soap.
- Observe cough and sneeze etiquette
 - Cough or sneeze into a tissue paper, handkerchief or elbow
 - Dispose of used tissue paper properly
- Physical distancing is highly encouraged especially in indoor or crowded spaces
- Be mindful of your safe space when in crowded places
- Wearing of face masks inside the FEU campus, while no longer mandatory, is highly recommended especially in indoor or enclosed spaces
- Masks may be removed when eating or drinking in designated areas
- Maintain physical distancing

Do not report to campus if you have any Covid-related symptoms. People with Covid-19 have a wide range of reported symptoms – ranging from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Anyone can have mild to severe symptoms. Possible symptoms include:

- Fever or chills
- Cough
- Fatigue
- Nausea or vomiting
- Headache
- Shortness of breath or difficulty breathing
- Sore throat
- Congestion or runny nose
- Muscle or body aches
- New loss of taste or smell

The list does not include all possible symptoms. The symptoms may change with new Covid-19 variants and can vary depending on vaccination status. (Source: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms>)

HOW TO REPORT THROUGH THE TAMS TRACKER APP

1. Open the Tams Tracker App
2. Click the Student Health Checklist
3. Click YES if you are experiencing any Covid symptoms
4. After submitting, wait for an email from the University Health Services (UHS)
5. Respond to the email promptly so that you may be scheduled for teleconsultation.

UPDATED MASKING, QUARANTINE AND ISOLATION PROTOCOLS

	Masking/Quarantine/Isolation Protocols
Asymptomatic Close Contacts exposed to CONFIRMED* Covid-19 Positive Individual	- o No need to quarantine - o Wear a well-fitted mask for 10 days
Asymptomatic but CONFIRMED* Covid-19 Positive case	- o Home Isolation for 5 days or until afebrile or fever-free at least 24 hours without using antipyretics and with improvement of respiratory symptoms, whichever is earlier; and - o Wear a well-fitted mask for 10 days Note: Isolation may be shortened upon the advice of healthcare provider
CONFIRMED* Covid-19 Positive case with mild symptoms or individuals with acute respiratory symptoms	
CONFIRMED* Covid-19 Positive case with moderate to severe symptoms, or immunocompromised	- o Isolation for at least 10 days from onset of signs and symptoms following advice of the attending physician including whether to be admitted in healthcare facility - o Wear a well-fitted face mask for 10 days Note: For severe disease and immunocompromised, discontinue isolation only upon advice of healthcare provider.

***Positive Result**

GENDER AND DEVELOPMENT DESK

The Gender and Development Desk (GADD) was created in 2018 under the Academic Affairs Office and is tasked to be the coordinating unit that will provide oversight in efforts to create gender-inclusive and gender-sensitive spaces and opportunities within the University.

In commitment to the Commission on Higher Education's Memorandum Order 1, Series of 2015 titled "Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions", United Nation's Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), Republic Act No. 11313: Safe Spaces Act, and the implementation of the University's Policy on Diversity and Inclusion, the GADD seeks to the promotion of a culture of respect and acceptance within the University, fully aware that a deepened understanding of and sensitivity to gender-related issues help in eliminating experiences of gender-based violence.

The GADD aims to:

1. Take the lead in educating the University's stakeholders on gender issues and the University's GAD program, projects, and activities;
2. Implement activities that focus on gender-related issues and concerns;
3. Coordinate with other offices and units within the University in designing interventions for gender-related issues and concerns;
4. Collaborate with student organizations in promoting gender sensitivity and inclusivity in the campus; and
5. Act as Secretariat in the investigation of gender-related cases.

For gender-related concerns and inquiries, please contact and/or visit the Gender and Development Desk Office located at Room 101 of the Architecture Building. You may contact amilano@feu.edu.ph or Book an appointment at FEU MS Bookings for Student Appeals and Gender Desk: <https://outlook.office365.com/owa/calendar/SACOandGADDDeskBookings@feu.edu.ph/bookings/>

Gender and Development Desk accommodates concerns regarding the following as per Policy on Diversity and Inclusion with the FEU Community and RA 11313: Safe Spaces Act (Bawal Bastos Law)- <https://www.feu.edu.ph/diversity-and-inclusion-within-the-feu-community/>

- a. Catcalling or unwanted remarks directed towards a person, commonly done in the form of wolf-whistling (paninipol), misogynistic, transphobic, homophobic, and sexist slurs, as well as unwanted invitations;
 - Sexist remarks or slurs-statements that are indicative of prejudice, stereotyping, or discrimination on the basis of sex, typically against women.
 - Homophobic remarks are indicative of fear, hatred or aversion towards persons who are perceived to be or actually identify as lesbian, gay, bisexual, queer, pansexual and such other persons of diverse sexual orientation, gender identity or expression, or towards any person perceived to or actually have experienced same-sex attraction.
 - Misogynistic remarks or slurs-statements that are indicative of the feeling of hating women or the belief that men are inherently better than women
 - Transphobic remarks or slurs-statements that are indicative of fear, hatred or aversion towards persons whose gender identity and/or expression do not conform with their sex assigned at birth.
- b. Persistent uninvited comments or gestures on a person's appearance;
- c. Relentless requests for personal details;
- d. Statement of sexual comments and suggestions;
- e. Public masturbation or flashing of private parts, groping, making offensive body gestures at someone, and other similar lewd sexual actions;
- f. Any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety. This may include cursing, leering and intrusive gazing, and taunting;
- g. Persistent telling of sexual jokes, use of sexual names; and
- h. Stalking or conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.



Policies and Procedures



POLICY ON UNIFORM AND FEU SCHOOL ID

The University School/Civilian Attire and FEU ID Card Policy shall be observed whenever a student enters the campus and while inside the campus, regardless of whether they have classes, or any day of the week.

This document outlines the policy on the school/civilian attire and the FEU ID card. This includes what are the types of school attire, the allocation of days to wear the prescribed school attire and the list of not allowed civilian attire. It further outlines the policy on the use of the FEU ID Card.

A. School/Civilian Attire

Under this policy, three days are allocated for wearing of school attire and three days for civilian attire:

- Monday, Tuesday, and Wednesday – School attire
- Thursday, Friday, and Saturday – Civilian Attire
- School Attire includes the official course-specific attire and the following upper garments paired with any lower garments and footwear that does not appear on the list of “NOT ALLOWED ATTIRE”:
 - o Institute Polos
 - o Official FEU Shirts (sold by Tams Bookstore)
 - o NSTP Shirts
 - o WRP Shirts

The following are the list of NOT-ALLOWED Civilian Attire:

1. Footwear – Slippers and Open-toe casual footwear
2. Lower Garment – Shorts/cycling shorts (except when allowed during WRP classes)
3. Upper Garment – Sando/Jersey (except when allowed during WRP classes or intramurals), see through tops/dresses without inner garments, camisole/spaghetti strapped tops, and tube tops/bralettes, backless.
 - During WRP sessions, students should wear the prescribed WRP attire.
 - Students are allowed to wear the prescribed school/civilian attire with respect to their gender identity and expression.
 - Students enrolled in RLE, Lab courses, and internships are required to wear the uniform prescribed by the course.

A student who does not adhere to the school/civilian attire policy will still be permitted to enter the campus. Corporate attire or those prescribed by the Institute shall be allowed during specific approved academic activities. However, they will need to provide their information at the campus gates for

monitoring by the Office of Student Discipline. Although non-compliance with this policy is classified as a minor violation and does not warrant immediate disciplinary action, habitual disregard for university policies can serve as a basis for a major offense.

A student shall not exceed more than five (5) Multiple Uniform Related Offenses (MURO) as such will result to a disciplinary sanction.

To accommodate special circumstances, the university allows for a case-by-case exemption to the school attire policy, provided that the alternative attire aligns with the approved civilian attire provisions. This exemption will be granted on a temporary basis and subject to review by the Office of Student Discipline, ensuring that the overall integrity and values of the university are upheld while considering individual needs and situations.

FEU ID CARD

- Students must always wear their FEU ID Cards while inside the campus, regardless of whether they have classes or any day of the week.
- Students should not put any stickers and/or photos that would alter or block the information listed in the ID. Doing so constitutes a minor violation.
- Students without the valid FEU ID, regardless of the reason, therefore, are not allowed to enter the campus.
- A student who has a defective ID must immediately secure a new ID and should surrender the defective ID to the ID section.

INSTITUTE POLICY ON UNIFORM

POLICY ON GROOMING AND UNIFORM FOR INSTITUTE OF TOURISM AND HOTEL MANAGEMENT STUDENTS

The Institute of Tourism and Hotel Management's policy on grooming and proper wearing of the different school uniforms can be viewed from the context of discipline and professionalism. In accordance with industry practice and standards, we are committed to develop these traits in our students.

1. General Guidelines

1. Wear your complete uniform appropriately and with dignity. Any alteration of the standard school uniform design is not allowed.

2. Uniforms for specific courses (e.g., culinary, food and beverage, PE, etc.) can only be worn during the specific class schedule of the said course.
3. Natural hair color only.
4. For male, bangs should not be below the eyebrows and sideburns length should not exceed earholes. Hair should not go beyond ears and must not exceed the collar.
5. For male, facial hair should be shaved, no mustache, beard, or goatee.
6. For male, earrings are not allowed.
7. The Institute highly discourages body piercings of any kind.

2. Proper Uniform and Hygiene in Laboratory Classes

Students are required to wear their proper uniform in the laboratory classes AT ALL TIMES.

- 2.1 Fingernails should be kept clean, short, and without nail polish.
- 2.2 Hair should be neatly tied for female students, and it must not stick out the hairnet inside the laboratory.
- 2.3 Rings, bracelets, watches, earring, necklaces, and other hand/neck accessories should be removed prior to entry to the laboratory.
- 2.4 Wear the prescribed shoes for the course.



INSTITUTE OF TOURISM AND HOTEL MANAGEMENT

STANDARD UNIFORM AND GROOMING



CORPORATE UNIFORM

FEMALE

- ITHM pin and name plate
- ITHM scarf
- ITHM Corporate Dress with belt
- ITHM blazer
- Formal and simple accessories
- Light make up
- Skin tone stockings (optional)
- Closed black leather shoes (wide base 1-inch heel)
- Hair can be tied into a corporate hair bun if applicable

MALE

- ITHM pin and name plate
- White long sleeves
- ITHM necktie
- ITHM Blazer
- ITHM pants
- Full black socks
- Closed black leather shoes



F & B SERVICE UNIFORM

(For Oenology, Food & Beverage Service Operations, Catering Management, and Restaurant Innovation classes)

- ITHM pin and name plate
- F & B Polo with long sleeves
- Black slacks
- Black corporate socks (male)
- Closed black leather shoes
- Black Apron



CHEF'S UNIFORM

(For all courses with kitchen laboratory)

- Toque/skull cap
- Hairnet inside toque
- White neckerchief
- FEU Chef's jacket
- White towel NOT FACE TOWEL
- White apron
- Checkered pants
- Black full socks
- Black non-skid closed shoes
- Plain white undershirt



HOUSEKEEPING UNIFORM

- ITHM pin and name plate
- Plain black polo shirt with collar
- Black belt
- Black slacks
- Full black socks
- Black non-skid closed shoes



INSTITUTE OF ARTS AND SCIENCES

MEDICAL TECHNOLOGY

UNIFORM*

- The uniform policy shall be enforced whenever a 3rd or 4th year MedTech student enters the campus when he/she has classes, regardless of the day of the week.
- Prescribed uniform are as follows**:

FOR MALE STUDENTS

- Plain white polo and white pants as prescribed by the Department
 - o Fabric: Klopman/Clothman
 - o Collar: V-neck
 - o Button: Right
- Black closed leather shoes with black socks
- ID and name plate (for interns)
- Earrings are not allowed
- Neat haircut, no hair color
- Nails should be kept short, clean, and free of color

FOR FEMALE STUDENTS

- White blouse and white skirt as prescribed by the Department
 - o Fabric: Klopman/Clothman
 - o Collar: V-neck
 - o Button: Left
- Skirt: knee/below the knee level (no specific measurements, with slit at the back)
- No colored bras, pantyline is required
- Black closed leather shoes (no heels is highly encouraged)
- ID and name plate (for interns)
- Simple earrings (no dangling)
- Neat hairstyle, no hair color
- Nails should be kept short, clean, and free of color

*Students are required to wear laboratory gowns, masks, hairnets, and gloves during laboratory classes (as deemed appropriate by the laboratory instructors)

POLICY FOR CLINICAL UNIFORM WITH REGARD TO GENDER IDENTITY **

In support with the FEU's promotion of safe space and inclusivity including gender expression, effective 1st semester of AY 2022-2023, BSMT students wearing clinical uniform will be allowed to wear the appropriate clinical uniform according to their gender expression provided that they fully follow the uniform and grooming requirements of their chosen gender. (e.g., hairstyle should match the gender expression)

**Policy only applies for courses taken inside campus. Students will still be required to follow uniform and grooming policy of their respective OJT/internship sites during internship.



PSYCHOLOGY UNIFORM



PSYCHOLOGY UNIFORM



Patch for male and female uniform (2-inch below the pocket opening).

FEMALE FRONT

FEMALE

- White v-cut blouse
- Tri-button on the left side of shoulder
- Upper garment has 2 pockets (upper-left pocket and lower-right pocket)
- 2 side pockets on lower garment
- Female can choose to wear either pants or skirts.
- Skirt inch below the knee
- Worn with black shoes

BACK : No bars



MALE

- White v-cut
- Upper garment has 2 pockets (upper-left pocket and lower-left pocket)
- 2 side pockets on lower garment
- Worn with black shoes paired with black shoes

GENERAL REMINDERS

Should be worn with IDs and nameplate once already available.



INSTITUTE OF HEALTH SCIENCES AND NURSING

CHN UNIFORM (NEW)

COMMUNITY HEALTH NURSING UNIFORM

- The Clinical Uniform must be comfortable enough for the
- Official CHN White polo-shirt partnered with the khaki pants.
- No Jewelry except plain black or dark brown wrist watches with second hand.
- Worn with FEU ID with FEU ID lace/lanyard at all times while inside school premises.
- Rubber shoes must predominantly be white and any other color mixed with white should be subtle and not overly bright. The white color must remain the most visible feature.

MALE AND FEMALE

- Official polo-shirt loose enough for easy movement.
- Rubber shoes must predominantly be white partnered with white socks.



CHN UNIFORM (OLD)

COMMUNITY HEALTH NURSING UNIFORM

- The CHN polo shirt partnered with black cargo pants.
- No Jewelry except wrist watches with second-hand.
- Worn with FEU ID with ID lace/lanyard at all times while inside school premises.
- Rubber shoes must predominantly be black, and any other color mixed with black should be subtle and not overly bright. The black color must remain the most visible feature.

MALE AND FEMALE

- Official polo shirt loose enough for easy movement.
- Rubber shoes must predominantly be black partnered with black socks.



PEACH SCRUBS SUIT SPECIAL AREA UNIFORM

- Peach scrub should only be worn inside the special areas.
- The peach scrub top must have the student's full name (Last name, First name M.I.) embroidered in orange on the left breast.
- The peach scrub suit should be loose enough for comfortable movements.
- The peach scrub suit should be properly ironed.
- Create due to folding is acceptable. However, other creases are not allowed and will result in a violation slip.
- The scrub suits should be clean and with no visible stains.
- Scrub suit should be worn together with white socks and clean OR/DR shoes.

MALE

- Plain white V-neck undershirt and undergarments.
- Plain white or skin tone undergarments.

FEMALE

- Plain white or skin tone, wide strap(at least 1 inch)
- Plain white or skin tone undergarments and cycling shorts (must be knee length and no more than 4 inches above the knee)



SCRUBS SUIT SPECIAL AREA UNIFORM

- Dark green cargo parts should only be worn inside the special areas partnered with the dark green scrub top.
- The dark green scrub suit should be loose enough for comfortable movements.
- The dark green scrub suit should be properly ironed . Creases due to folding is acceptable. However, other crease are not allowed and will result in a violation slip.
- Scrub suit should be worn together with white socks and clean OR/DR shoes.
- The scrub suit should be clean and with no visible stain.

MALE

- Plain white V-neck undershirt and undergarments.
- Plain white or skin tone undergarments.

FEMALE

- Plain white or skin tone, wide strap (at least 1 inch) sando.
- Plain white or skin tone undergarments and cycling shorts (must be knee-length and no more than 4 inches above the knee).





RLE UNIFORM (NEW) RELATED LEARNING EXPERIENCE

- The dark green blouse partnered with khaki pants should only be worn during a Related Learning Experience (RLE)
- Rubber shoes must predominantly be white, and any other color mixed with white should be subtle and not overly bright. The white color must remain the most visible feature.
- Dark green with name plate on the left chest
- FEU ID should be worn at all times.

MALE

- Plain white V-neck undershirt and undergarments.
- Plain white or skin tone cycling shorts must be knee-length and no more than 4 inches above the knee.

FEMALE

- Plain white or skin tone wide strap (at least 1 inch) chemise/sando and undergarments.
- Plain white or skin tone cycling shorts must be knee-length and no more than 4 inches above knee. and no more than 4 inches above the knee)

RLE UNIFORM (OLD) RELATED LEARNING EXPERIENCE

- No Jewelries of any kind except for wristwatch (no loud colors) with second hand.
- Uniforms are loose enough for comfortable movements.
- Properly trimmed fingernails without nail polish
- No beards nor mustache nor side burns.
- Worn with FEU ID at all times while inside the school premises.

MALE

- Bangs should be trimmed above the eyebrows, with hair kept neat and short, ensuring it does not touch the brows or collar.
- White well-pressed polo with official nameplate.
- Plain white V-neck undershirt.
- Black pants with black belt.
- Official Black leather shoes with black socks.

FEMALE

- Hair neatly placed in a bun, no bangs, no loud hair color.
- White well-presented blouse with white belt and nameplate at left chest.
- Plain white or skin tone wide strap (at least 1 inch) Chemise/sando and undergarments.
- Plain white or skin tone cycling shorts, must knee-length and no more than 4 inches above the knees.
- Skin tone stockings.
- Official Black closed shoes.





SMOCK GOWN (NEW) WORN WITH CLINICAL UNIFORM

- The Green Smock Gown must have the student's full name (Last name, First name, M.I.) embroidered in white on the left breast.
- The Green Smock Gown must have embroidered FEU logo on the right breast.
- The Green Smock Gown must be worn over the Clinical Uniform for special areas outside.
- The Brown Smock Gown must be fully buttoned up at all times.
- The Green Smock Gown must be neatly ironed with no stains, no foul smell, nor unnecessary marks.



SMOCK GOWN (OLD) WORN WITH CLINICAL UNIFORM

- The Green Smock Gown must have the Student full name (Last name, First name, M.I.) Embroidered in white on the left breast with FEU-IHSN below it.
- The Green Smock Gown must be worn over the Clinical Uniform for special areas outside.
- The Brown Smock Gown must be fully buttoned up at all times.
- The Green Smock Gown must be neatly ironed with no stains, nor foul smell, nor unnecessary marks.



CLINICAL UNIFORM

CLINICAL EXPOSURE

- The Clinical Uniform must be comfortable enough for the student that the student can easily move around while wearing it.
- The Clinical Uniform must be neatly ironed. However, minor crease especially if due to folding are acceptable.
- The Clinical Uniform must have a nameplate placed on the upper left chest.
- The Clinical Uniform must have no stains or any unnecessary marks on it.
- The Clinical Uniform is only worn with the white clinical shoes.
- The Clinical Uniform when outside the hospital premises in duty must be worn with the green smock gown.

MALE

- Plain white V-neck undershirt and undergarments.
- Plain white or skin tone undergarments.
- White pants with black belt.

FEMALE

- Plain white or skin tone wide strap (at least 1 inch) chemise (should be 1 inch above the uniform headline).
- Plain white or skin tone undergarments and cycling shorts (must be knee-length and no more than 4 inches above the knee).
- White stockings
- Official white clinical shoes



BROWN SMOCK GOWN

WORN WITH SPECIAL AREA UNIFORM

- The Brown Smock Gown must have the student's full name (Last name, First name M.I.) embroidered in dark brown on the left breast.
- The Brown Smock Gown must be worn on top of the Scrub Suit outside the hospital premises and VINES Laboratory.
- The Brown Smock Gown must be fully buttoned up at all times.

STUDENT ATTIRE OPTIONS (Type B and WRP Uniforms)



Institute Polo Shirt
and **NSTP** Attire



New WRP Uniform

with **rubber shoes** and **FEU ID with FEU ID lace/lanyard** worn at all times while inside the campus



POLICIES ON PROHIBITED SUBSTANCES AND ITEMS

POLICY ON DRUGS AND PROHIBITED SUBSTANCE

Drug addiction and or substance abuse is a disease. The drug addict is a sick person. The drug pusher is most probably also a user and sells drugs to support the addiction. Like any other person, drug addicts need treatment. This is the premise of the University's policy on the issue of drugs and prohibited substances in the community.

Drug addiction is one of the biggest threats that the University and the country are facing. Meeting this threat will require the cooperation of the entire University community and the University is counting on everyone's support.

The University will extend support to those in the community affected by the disease of drug addiction or substance abuse. It will help the students who voluntarily come forward to seek assistance on drug addiction or substance abuse by referring them to appropriate treatment centers. It has launched mechanisms to make it easier for drug addicts on campus to seek help.

Students will be given an official leave of up to a year to undergo treatment. Those who sought rehabilitation can resume their studies upon certification by the rehabilitation center that they have completed the prescribed course of treatment. They must also agree to participate in the post-treatment counseling and support group sessions provided by the center.

The University, however, will not tolerate individuals who attempt to introduce drugs into the community. Those found guilty of this offense will be separated from the University by expulsion or dismissal. National laws covering these offenses will also be applied.

"Article VIII of the Student Code of Conduct considers the possession, distribution, or use of prohibited drugs or controlled substances or chemicals, and or any drug paraphernalia, and the taking of and or being under the influence of a prohibited drug or controlled substance as major offenses under its Section A2(k). The offense is punishable by sanctions imposed on the erring student under major offenses in Section 3(2) of the same article."

As part of due process, a student caught in possession of prohibited drugs and or controlled substances, or any drug paraphernalia, or caught under the influence of prohibited drugs and or controlled substances will be immediately subjected to a drug test, upon a valid waiver (issued by them, or by their parents in case of minor). Voluntary appearance of the student and their

parents or guardians, if any, at the scheduled date and time of the drug test constitutes a valid waiver.

The University has the responsibility to protect the community from the disease. In accordance with existing CHED regulations, FEU regularly conducts random drug tests on its students. Refusal of a student to undergo random drug testing is considered a major offense under Section 2(b)(25) of Article VIII, Student Code of Conduct.

In accordance with the University's Policy on Drugs and Prohibited Substance, the student upon his/her acceptance at the University is required to execute a conformity and waiver form which states the following:

1. that he/she is a student of FEU;
2. that he/she has read and understood the University's Policy on Prohibited Drugs and Controlled Substances;
3. that he/she conforms to and supports the said policy;
4. that he/she has full knowledge of his/her rights under the law and allows himself/herself to be subjected to any drug or medical testing in accordance with said policy;
5. that he/she shall not file any claim or action of whatever nature against the University and/ or its officers after submitting himself/herself to the drug testing; and
6. that he/she shall abide by whatever decision rendered by the management in consonance with the results of the tests.

The conformity and waiver forms are attached and made an integral part of the Student Handbook. The student needs to fill out the blanks therein, such as the name of the student, their parent's name (if minor), the Institute and Course they are enrolled in, and their ID number. The form is to be ripped off from the student handbook and submitted to the Institute after the student (and their parents, in the case of a minor) have filled out all the blanks therein and signed the same.

GUIDELINES FOR THE CONDUCT OF MANDATORY RANDOM DRUG TESTING

The CHED Memorandum Order (CMO) No. 18 (Series of 2018) on The Implementing Guidelines for the Conduct of Drug Testing of Students in All Higher Education Institutions (HEIs) enjoins all HEIs to include in the Student Handbook the conduct of mandatory random drug testing of students, with notice to the parents. The same CMO recognizes the academic freedom of all HEIs in implementing a policy on mandatory random drug testing of their students as part of the school's admission and retention requirements.

The conduct of random drug testing of students in HEIs is mandatory pursuant to Section 36(c) of RA 9165 (Comprehensive Dangerous Drugs Act of 2002) and is implemented for drug prevention and rehabilitation purposes. In line with the Dangerous Drugs Board (DDB) Regulation No. 3 (Series of 2009) which amended DDB Regulation No. 6 (Series of 2003), the University shall guarantee and respect the personal privacy and dignity of the students in the conduct of random drug testing, and the results thereof shall be treated with utmost confidentiality and cannot be used in any criminal proceedings against the students.

The University is a drug-free campus. It has an intensive and unrelenting campaign against drug trafficking and use of dangerous drugs and other prohibited substances through policies, plans and programs to ensure the non-availability of drug supply, absence of drug user/dependent, absence of drug pusher, and existence of drug awareness, preventive education and information and other related programs in the campus. As such, and in compliance with the aforementioned CMO No. 18 (Series of 2018) and pertinent law, rules and regulations, the University issues the following guidelines for the conduct of mandatory random drug testing, to wit:

SCOPE OF THE POLICY

The policy applies to all current tertiary level students at the University. The drug tests to be conducted are for the presence of methamphetamine hydrochloride and marijuana.

Additional drug test for presence of Methylenedioxymethamphetamine (also known as the recreational drug ecstasy), cocaine, rohypnol (also known as date rape drug) and/or ketamine (a dissociative anesthetic), and other similarly regulated/prohibited drugs or substances shall be requested for students who are suspected of ingested the identified drugs aforementioned, upon recommendation of the Student Discipline. The cost of such drug tests will be for the account of the University Health Services.

NATURE OF DRUG TESTING

Drug-testing is the process undertaken to determine the presence of dangerous drugs in a student's system, to include both screening test and confirmatory test. A screening test is a rapid immunoassay test performed to establish potential or presumptive positive results, or to eliminate a negative specimen, while a confirmatory test is a further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen.

MANDATORY RANDOM DRUG TESTING

Mandatory random drug testing refers to the compulsory conduct of random drug testing (unannounced conduct of actual drug testing) of FEU students with each student having equal chance of being selected for testing.

Pursuant to Section 36(c) of RA 9165, the University is mandated to implement a mandatory random drug testing of its students, consistent with implementing guidelines and other relevant rules and regulations of the Dangerous Drugs Board and the Commission on Higher Education, after consultation and other similar requirements, to wit:

- Prior approval of the University's Board of Regents or Management Committee;
- Consultation process
The University shall present to the FEU Central Student Organization in the consultation the policy requiring mandatory random drug testing of students. Such consultation must be completed before the end of February of the Academic Year preceding the year that the intended mandatory random drug testing will be implemented.
- A DOH-accredited drug facility shall conduct the necessary mandatory random drug testing.

Refusal to undergo random drug testing is considered as a major offense under the Student Code of Conduct; however, in no case shall such refusal to undergo mandatory random drug testing give rise to a presumption of drug use or dependency.

Mandatory random drug testing fees shall be included in the annual budget of the University Health Services to be able to accommodate all students, or the cost of such drug tests shall be included in the miscellaneous fees to be collected from the students during enrollment.

DRUG TESTING AS A REQUIREMENT FOR RETENTION

Aside from the mandatory random drug testing, the University, in the exercise of its institutional academic freedom, considers mandatory drug testing of students (compulsory submission of students for drug testing as required in the Student Handbook and with notice to parents) as part of the University's retention policies, after observance of consultation and other similar requirements, provided the mandatory drug testing shall be conducted in the same manner as the mandatory random drug testing.

RESULTS OF DRUG TESTING

If the test result of the mandatory random drug testing is confirmed positive,

the Health Services Director shall conduct a conference to inform both the parent and the student concerned of the results, and to find out whether the student is a drug abuser.

A drug abuser is a person who uses or administers to himself or allows others to administer dangerous drugs to himself without medial approval. They fall under any of the three categories:

- The experimenter or one who out of curiosity, uses or administers to himself or allows others to administer to him dangerous drugs once or a few times;
- The casual user or one who, from time to time, uses or administers or allows others to administer to them dangerous drugs to refresh their mind and body or as a form of play, amusement or relaxation; and
- The drug dependent or one who regularly consumes or administers or allows others to administer to them dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.

In all cases, the confirmed positive result in the mandatory random drug testing shall not be a basis for disciplinary action, unless the student concerned is held liable for some other violations of the Student Code of Conduct.

Nonetheless, if the student is found to be drug dependent, the appropriate intervention, and/or rehabilitation, shall be imposed on the student as follows:

- 1st time Positive Result: Guidance & Counseling Intervention, Meeting with Parent
- 2nd time Positive Result: Guidance & Counseling Intervention, Meeting with Parents, Leave of Absence, Detox Clinic or Rehab Certification
- 3rd time Positive Result: Guidance & Counseling Intervention, Meeting with Parents, Drug Dependency Exam Result from DOH-accredited physician, Leave of Absence, Detox Clinic or Rehab Certification, and appropriate sanction under the Student Code of Conduct

Notwithstanding the frequency of positive result, a student may be imposed a higher level of intervention depending on the severity of his or her drug dependency. In all cases, the University shall also ensure the provision of non-discriminatory intervention services for the students found to be drug dependent.

PROCEDURAL GUIDELINES FOR THE MANDATORY RANDOM DRUG TEST

- The students will be randomly selected (or the unbiased process

of selecting students who are to undergo drug testing) from the population by the Selection Board headed by the Director of Health Services, and its members composed of the Vice President for Facilities and Technical Services, the Dean of the Institute of Health Sciences and Nursing (or the Program Head of the Medical Technology Department), the Director of Student Development, the Director of Student Discipline, and the Vice President for Academic Services. The Registrar's Office may be requested to furnish the class schedules of the students randomly selected to set the date for the mandatory random drug test.

- The Director of Health Services shall send to the Institute, thru email, the list of students who will undergo mandatory random drug testing. The Institute representatives shall, on the day set for the drug test, accompany the students in the list to the Health Services for documentation and submission of urine.

CONFIDENTIALITY

The Drug Free Committee, headed by the President of the University, and the Selection Board and shall ensure the strict confidentiality and integrity of the drug test results.

In no case shall the results, negative or positive, disclose the name of the student, who may then be merely identified by their student number. The University shall ensure that pertinent provisions of RA NO. 10173 (Data Privacy Act of 2012) shall be observed at all times, especially in the processing of personal information in order to protect the interests of the students.

POLICY ON PROHIBITED ITEMS

The University prohibits the entry of the following items into the campus:

1. Cigars, cigarettes, e-cigarettes, vapes
2. Alcoholic beverages
3. Sharp, pointed, and bladed objects not academically related
4. Firearms, kerosene, pyrotechnics, and explosives
5. Pepper sprays (These may be deposited at the campus gates and then be claimed upon exit)

The deliberate entry of the aforementioned items without proper authorization is a sanctionable offense under the Student Code of Conduct.

SCOPE

This policy covers the guidelines in relation to the prohibition of entry of certain items inside the University.

PROVISIONS

1. Students caught carrying prohibited drugs or controlled substance, including prohibited drug or controlled substance paraphernalia will be charged with a grave offense. The item will be confiscated, and the student will be liable under the provisions of RA 9165 (Comprehensive Dangerous Drugs Act of 2002).
2. Students caught in possession of alcoholic drink and other intoxicating substances will be charged with a major offense under the Student Code of Conduct. The item will be confiscated.
3. Students caught in possession of items classified as deadly weapons, including all sharp and pointed objects not academically related, will be charged with a major offense under the Student Code of Conduct. The item will be confiscated.
4. Deadly weapons include, but are not limited to, firearms (including spring- type, air, powder, and similar mechanism), explosive materials and pyrotechnics (e.g., firecrackers), brass knuckles, stun guns, toy and pellet guns, lead pipes, stones, lead pipes, sharp/cutting/pointed/ bladed objects not academically related. Any similar object shall be considered deadly weapons if used to inflict physical injury or cause death.
5. Laboratory instruments, kitchen instruments, painting/art items, and other similar items that are commonly used for academic purposes may be brought inside the campus with prior instruction and approval from respective departments and proper endorsement to Student Discipline. In the exceptional cases that the items are used for the commission of acts in violation of the Student Code of Conduct, the one who brought the same shall be equally responsible with the person who inappropriately used it.
6. Laboratory instruments and cutters shall be considered deadly weapons if used to inflict harm.
7. Pepper spray, normally used for self-defense, is surrendered at the campus gates for temporary safekeeping and may only be released to the student when they leave the campus after their classes.

The provision of this policy also applies outside the University during an academic function or school activity.

POLICY ON FRATERNITIES

The University prohibits membership of its students in fraternities, sororities, and other organizations operating within the University premises which are not recognized by FEU.

As a pre-requisite for admission to the University, all freshmen and transferee students are required to execute the Statement and Undertaking which states the following:

1. The student is not a member of any organization operating within the University premises which is not registered with the Far Eastern University;
2. For the duration of the student's stay in the University, the student shall not join and or shall not participate in any organization not recognized by the University;
3. The student acknowledges and understands that the student's admission into the University is a privilege, and that the University has the right and the authority to choose the persons or individuals that may be admitted as students of the University;
4. The student acknowledges and understands that the University has likewise the authority to prescribe rules and regulations governing non-membership of the students in any organization in the University. Pursuant to its right to academic freedom, the University may withhold recognition to organizations, existence of which is considered inimical to the maintenance of peace and order in the school campus;
5. The student recognizes and accepts that the student's continued stay in the University is subject to compliance with prescribed disciplinary rules and regulations, especially those on non-membership in fraternities, sororities or organizations not recognized by the University, the policies relating to prohibited drugs and substance, and the policies relating to other illegal and immoral activities that may destroy the integrity of the University;
6. The student undertakes to abide by whatever University rules and regulations;
7. The student understands that the University can dismiss the student if the student is found to have falsely certified to any conditions of the Statement and Undertaking; and
8. The student executes and submits the Statement and Undertaking as a prerequisite of the student's admission in the University.

The Statement and Undertaking shall be signed by the student and their parents or guardian (if student is a minor).

The Student Code of Conduct provides in its Article 1, Section 14 that "Students shall not be involved in any form of hazing, or any activity, including, but not limited to, coercion, threats which may result in actual or threatened infliction of harm and physical injury upon the person of their fellow students, faculty members or employees of the University. Students shall neither

be members nor recruit others to become members of organizations not recognized by the University.”

Moreover, Article VIII of the Student Code of Conduct classifies “hazing and or recruitment to fraternities, sororities, or other organizations not recognized by the University” and “involvement in fraternity-related disorders” as major offense under Section D(2) (j).”

Thus, the University considers the following act as prohibited:

- a. Membership in a fraternity, sorority, or other organizations not recognized by the University. This includes membership in any unrecognized organization that subscribes or participate in any violent act;
- b. Recruiting others to become members of fraternity, sorority, or other organizations not recognized by the University. This includes the act of encouraging students to violate their Non-Fraternity Contracts (Statement and Undertaking) by inviting them to join a fraternity, sorority, or any organization not recognized by the University;
- c. Hazing; and
- d. Involvement in fraternity-related disorders. This includes brawls, direct assaults, inflicting physical injuries or causing death, threatening another, and any kind of provocation that results in heated verbal or physical confrontation between students and groups of students.

The University adopts the definition of hazing under Sec. 1 of Republic Act No. 8049 (Anti-Hazing Law), to wit: “an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury”. For this purpose, the members who were present shall be liable whether they participated or not. The officers of the organizations, society or group, shall also be liable, whether or not they were present during the hazing incident.

POLICY ON COMPUTER SECURITY BREACH

- A. Computer security breach refers to the act of accessing a university computer or computer network without authority or beyond authorized access and content.
- B. The acts that constitute computer security breach include but are not limited to the following:

1. Hacking or identity theft, or introducing false information (e.g., using someone else's account and sending offensive mail, posting malicious remarks, uploading malicious and sensitive pictures), and downloading or extracting confidential and/or sensitive data;
 2. Altering information (e.g., changing the password of someone else's account, unauthorized changing data in files, etc.);
 3. Damaging or destroying information (e.g., deleting someone else's files, etc.);
 4. Preventing unauthorized disclosure and/or use of confidential information;
 5. Downloading and/or installing unauthorized or unlicensed software applications and executing malicious software programs or code, or any software that results in compromising the security of the computer network and its users; and
 6. Disrupting normal operations (e.g., changing the configuration or CMOS set-up of a personal computer or laptop, introducing computer virus, etc.) of computers or computer networks of the University.
- C. Students who commit any of the aforementioned acts shall be charged a major offense under the Student Code of Conduct.

POLICY ON ACADEMIC INTEGRITY AND NON-SOLICITATION OF FUNDS

POLICY ON ACADEMIC INTEGRITY

Anchored on the core values of Fortitude, Excellence, and Uprightness, FEU believes that its students, administration, faculty, and staff should demonstrate academic integrity at all times. Academic integrity means that the members of the entire academic community adhere to the fundamental values of honesty, hard work, originality, respect, and responsibility. FEU students are expected to always adhere to the highest standards of academic excellence.

FEU students are expected to demonstrate beliefs, attitudes, and behaviors associated with academic honesty. Thus, all acts of academic dishonesty in FEU are not tolerated.

The following concepts and characterizations serve as our guide in upholding Academic Integrity:

CHEATING

Cheating is broadly defined as getting unauthorized help on an assignment, quiz or examination. The following are considered as acts of cheating:

- Copying from another student during a test or examination, with or without their knowledge;
- Allowing another student to copy their work;
- Using unpermitted notes during a test or examination;
- Having in one's possession written notes or electronic devices during a test or examination;
- Getting questions or answers from someone else who has already taken a test or examination;
- Turning in work done by someone else;
- Taking a test or examination for another student; and
- Writing or providing an assignment for another student.

PLAGIARISM

Plagiarism is another form of academic dishonesty. All FEU students are expected to turn in work that is a product of their own efforts, study and research. Thus, copying work of others (in whole or in part) and claiming it as one's own is considered an act of plagiarism. A work is also plagiarized if the student did not properly cite or acknowledge the sources or references for their work. One must remember that plagiarism is identified not through intent but through the act itself. The following are considered acts of plagiarism:

- Repeating someone else's words verbatim without acknowledgement;
- Presenting someone else's ideas without acknowledgement;
- Paraphrasing, translating, or summarizing someone else's ideas without acknowledgement;
- Improperly acknowledging sources, as with incomplete/imprecise documentation; and
- Having one's work done by someone else or having one's work substantially revised by someone else.

UNETHICAL USE OF GENERATIVE ARTIFICIAL INTELLIGENCE

The use of Generative Artificial Intelligence (AI) covers all acts where AI and other derivative technologies are used by the student in performing their academic tasks. While FEU encourages its students to be forward-looking and innovative in their work, the use of modern tools such as AI and other derivative technologies must be in line with the principles and best practices of Academic Integrity. Thus, under the Guidelines on the Use of Generative Artificial Intelligence in FEU, the following duties and responsibilities should be strictly followed:

1. Students who used GenAI should verify all the inputs and resources

provided by AI – Students will be held accountable regarding the truthfulness and accuracy of the AI resources they used once they submit their work. Likewise, all information that are not common knowledge should be attributed to their respective authors, whether the information was added by the student or the AI.

2. Students who used GenAI should declare all AI platforms and tools they have used in their outputs – Students should list in the references section of their outputs (1) the specific platform/tool they used, and (2) the specific use of the platform/tool.

For Theses/Dissertations: Students will list the GenAI tools and their use in the references section of their paper.

3. Students should not use GenAI in outputs where AI's replication of a specific skill may be mistaken for the students' performance – In assessments where the measurement of a specific skill is the sole purpose of the assessment and the use of AI will prevent both the facilitator and the student to accurately measure the student's skill, the use of AI will not be allowed.

Examples of these assessments are:

- outputs that require drawing or painting that are meant to assess the students' artistic skills;
- reflection papers that are meant to measure the students' introspective and speculative abilities;
- expository and argumentative essays that are meant to assess the students' abilities to construct paragraphs and summarize information; and
- identification tests where the students' ability to recall information is assessed.

Note: The examples provided do not in any way imply that the use of AI in essays is prohibited. Rather, these examples only demonstrate instances where the use of AI will prevent the facilitator and student to adequately measure a specific skill intended to be measured by the assessment.

The following actions are considered violations of these guidelines:

- Presenting or submitting works done with the help of AI or were created by AI and other derivative technologies without declaration of their use;

- Claiming works done with the help of AI or were created by AI and other derivative technologies as one's own; and
- Using AI and other derivative technologies to mislead one's facilitator when assessing their skill.

Committing any of these acts, when proven, is a case of Academic Dishonesty. Likewise, students proven to have committed academic dishonesty under the said guidelines will incur the violation's corresponding sanctions.

STUDENT INTERVENTION PROGRAM ON ACADEMIC INTEGRITY

The University acknowledges that the digital age enables society to continuously improve its access to information, and alongside this improvement are the different iterations of the best practices in upholding academic integrity. It is thereby necessary that FEU students are updated on these practices during their stay in the University.

To re-emphasize academic integrity practices, first time offenders of our Policies on Academic Integrity will be required to attend an intervention program given by the Office of Student Discipline (OSD) and the Center for Learning Enrichment and Research for Students (CLEARS).

The program will be delivered in the form of a workshop. It will be held face-to-face or online for three (3) hours. In this workshop, students endorsed by the OSD will be given activities on the following topics:

1. Principles of Academic Integrity

This topic covers the fundamental principles of academic integrity, including avoiding plagiarism, proper attribution of sources, and the importance of honesty and ethics in academic works. Students will be reoriented on the common mistakes that compromise academic integrity. Likewise, they will understand the impact of such academic misconducts on their overall academic development.

2. Citations

This topic focuses on the proper use of citations in academic work. Students will be reoriented on how to correctly cite sources using the American Psychological Association (APA) 7th edition. The topic will also emphasize the importance of using citations to avoid plagiarism.

3. Paraphrasing

This topic provides a review on how to properly paraphrase information from different sources. Students will learn summarizing and paraphrasing techniques to avoid plagiarism and uphold academic integrity.

4. Identifying and Using Credible Resources

This topic focuses on strategies in identifying and using credible resources when doing academic work. Students will learn how to evaluate sources that are reliable and accurate and will gain an understanding of the importance of using credible sources to support their arguments and research.

These topics are based on the APA 7th edition style guide, which is the default style guide used in the University.

ENDORSEMENT PROCESS FOR THE STUDENT INTERVENTION PROGRAM ON ACADEMIC INTEGRITY

1. Faculty endorses the alleged student violator to the Office of Student Discipline (OSD).
2. OSD investigates the student's case. If OSD's investigation demonstrates that the student committed a violation, OSD includes the student to the list of students with the same violation. OSD then endorses the students to the Center for Learning Enrichment and Research for Students (CLEARS).
3. CLEARS prepares and delivers the program to the students endorsed by OSD. Those who have attended the program and completed its requirements will be given a Certificate of Completion.
4. Students who have been issued a certificate will present it to OSD for verification and lifting of their academic hold.

GUIDELINES ON THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE IN FAR EASTERN UNIVERSITY (FOR STUDENTS)

Introduction

As we align with the evolving landscape of education, FEU recognizes the importance of adapting innovative technologies such as Generative Artificial Intelligence (AI) in our academic programs. This guideline outlines the responsible and ethical use of AI in the university, emphasizing our core values of Fortitude, Excellence, and Uprightness, and our commitment to student-centered learning. Furthermore, in line with FEU's Learning Outcomes (FEULOs), these guidelines will provide justifications why AI-generated student outputs are not acceptable in specific contexts. For the purpose of this guideline, Generative AI, Large Language Models, and General AI are defined as such:

- A) Generative Artificial Intelligence is a type of AI that generates new content

that could be in the form of images, text, music, or even videos based on learned patterns (OpenAI, 2023). It is unable to generate original work as it relies on existing patterns to generate new content that is similar to the original.

- B) Large Language Models (LLMs) are a specialized subclass of Generative AI. They excel in text generation capabilities and language tasks such as translation, text completion, and question and answer (Anthropic, 2023). However, the models do not have the capacity to think.
- C) General Artificial Intelligence does not exist yet; it is an aspiration to have an AI that can learn, understand, and reason to replicate human thinking (OpenAI, 2023).

These definitions are lifted from Claude and ChatGPT, which are both LLMs. Following these definitions, it is clear that LLMs do not have the capacity to demonstrate persuasive communication, intellectual curiosity, critical thinking, creative problem solving, professionalism, and responsible digital citizenship. Therefore, a student submission generated solely through LLMs or Generative AI defeats the purpose of why and how assessment is done in FEU. Because of this, such an output shall be subject to review and potential violations under the university's Academic Integrity Policy.

LLMs and Generative AI, however, are suited to activities that stimulate thinking (i.e., using LLMs or Generative AI to brainstorm ideas, accomplish ungraded formative assessments, generate discussion points, and come up with metacognitive activities such as getting students to reflect on an AI-generated text, cross-referencing information from AI-generated text with peer-reviewed journal articles, etc.); this is similar to treating LLMs like a normal search engine (e.g., Google, Bing, etc.). Students are encouraged to make use of LLMs and Generative AI as tools to develop persuasive communication, intellectual curiosity, critical thinking, creative problem solving, professionalism, and responsible digital citizenship.

These guidelines are also based on the idea that original, critical, and creative thinking is the basis of all academic and scholarly work and the high value placed on academic integrity. Generative AI may be used as a tool to help students transform their ideas into their intended outputs, which must then be evaluated and processed by the user before calling the output their own. It may also be used to assist one in articulating their points and getting feedback about their work. Faculty members need to be circumspect about their roles in ensuring that students are able to build and develop basic skills, such as critical thinking and effective communication, which they may not be able to do if they were imprudent in their use of AI.

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE FOR STUDENT ASSESSMENTS AND OUTPUTS

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE IN WRITTEN WORKS:

1. Stylistic Enhancements

GenAI can be used in cases where the students' writing style may be improved to fit the standards and expectations required in their written output. They may also use GenAI to minimize the typographical errors found in their initial draft.

E.g., Grammar Correction

When students are asked to write an essay, students may use platforms such as Grammarly or Quillbot to improve and correct their style and grammar.

2. Outline/Draft Generation

GenAI can be used when students need an initial draft or rough outline of their academic outputs. This way, students can have an idea or preview of what they will write. They may also use the AI's recommended outline to organize their thoughts.

E.g., Pros and Cons List Generation

In cases where students are tasked to evaluate contrasting viewpoints on a certain topic, they may ask platforms such as Open AI's ChatGPT or Microsoft's CoPilot to provide them a pros and cons list for each viewpoint, equipping the students with information that may improve their evaluation.

OUTLINE FOR AN ARGUMENTATIVE ESSAY

In cases where students are tasked to write an argumentative essay, they may use the said platforms to help them structure the flow of their paper and/or thematize the sections of their paper.

3. Summaries

GenAI can be used when students need summaries for concepts related to their topic or subject. They may use this to either review materials or as additional texts for their outputs.

E.g., Summarizing marginal notes from a required reading

In cases where students are tasked to provide a brief introduction or background for their paper, from which their arguments and viewpoints

will be based on, students may use GenAI to provide them summaries for their topic. The latter can then be evaluated and improved by the students when they add it to their paper.

4. Visual Guides

GenAI can also be used to supplement student outputs with visual guides, such as tables and charts, that present their data in an intuitive and visually appealing way.

E.g., When students are tasked to create an infographic which contains data from their research, they may use Graphy to present their data using visually appealing tables and charts.

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE IN CREATIVE OUTPUTS

1. Draft Generation

Similar to outlines and initial drafts for written outputs, GenAI can be used to provide students an initial draft for their creative outputs (*e.g., poems, stories, drawings, etc.,*).

E.g., When students are tasked to produce creative written works such as poems or short stories, they may use platforms such as ChatGPT or Notion AI for their first draft. Outputs from the platforms may then be improved to suit the standards and expectations of their assessment.

2. Visual Enhancements

Students may also use GenAI to improve the visual aspects of their creative work insofar as it will be closer to what the students initially envisioned for their output.

E.g., When students are tasked to create videos, they may use platforms such as Descript or Wondershare to add B-roll footage or additional cut-scenes to make their outputs more visually appealing.

Note: The said applications do not apply in cases where the students' application of these skills is the intended outcome of the assessment – See Duties and Responsibilities.

DUTIES AND RESPONSIBILITIES IN THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE FOR STUDENT ASSESSMENTS AND OUTPUTS

1. Students who used GenAI should verify all the inputs and resources

provided by AI – Students will be held accountable regarding the truthfulness and accuracy of the AI resources they used once they submit their work. Likewise, all information that are not common knowledge should be attributed to their respective authors, whether the information was added by the student or the AI.

2. Students who used GenAI should declare all AI platforms and tools they have used in their outputs – Students should list in the references section of their outputs (1) the specific platform/tool used, and (2) the specific use of the platform/tool.

For Theses/Dissertations: Students will list the GenAI tools and their use in the References section of their paper.

3. Students should not use GenAI in outputs where AI's replication of a specific skill may be mistaken for the students' performance – In assessments where the measurement of a specific skill is the sole purpose of the assessment and the use of AI will prevent both the facilitator and the student to accurately measure the student's skill, the use of AI will not be allowed.

Examples of these assessments are:

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Note: The examples provided do not in any way imply that the use of AI in essays is prohibited. Rather, these examples only demonstrate instances where the use of AI will prevent the facilitator and student to adequately measure a specific skill intended to be measured by the assessment.

STUDENT USE OF GEN AI AND LLMS TABLE GUIDE

Type of task	Example	Use of Gen AI/LLMs	Recommended platforms
1. Stylistic enhancements	Grammar Correction	Improve/correct grammar	Grammarly, Quillbot
2. Outline/Draft generation	Pros and Cons List Generation	Use as a normal search engine	ChatGPT, Claude, CoPilot
3. Summaries	Summarizing your marginal notes from your required reading.	Use as a normal search engine	ChatGPT, Claude, CoPilot
4. Visual guides	Infographic	Design improvement	Graphy
5. Draft generation for creative output	Drafting poems, short stories, drawings	Structuring	ChatGPT, Claude, CoPilot
6. Visual enhancements	Video production	Add B-Roll/additional cut scenes/transitions	Descript, Wondershare
7. Professional course requirement	Drawing/painting that test students' artistic skills	Never	N/A
8. Introspective/speculative tasks	FLJ reflection, CASE reflection paper	Never	N/A
9. Paragraph construction	Expository/argumentative essay	Never	N/A
10. Recall activities	Departmental exams, final exams, midterm exams	Never	N/A

POLICY ON NON-SOLICITATION OF FUNDS

All official fees of the University are collected through the Cash Department. Students should not pay any additional fees such as those for tickets, entrance fees, transportation fees, hand-outs, readings, quizzes, or tests to any faculty or staff member of the University.

POLICY ON HANDLING AND RESOLVING COMPLAINTS AGAINST STUDENTS

Towards an atmosphere conducive to learning, FEU upholds all applicable laws of the land, and the rules and regulations promulgated by the Commission of Higher Education (CHED). The University has also promulgated its own rules and regulations and established the Student Code of Conduct to serve as guidelines for students' behavior in their pursuit of educational and personal goals.

FEU students are expected to exhibit a high degree of maturity and personal integrity. As adult learners, they are entitled to their rights with corresponding obligations, and therefore FEU considers each student responsible for their own actions in and outside the campus. The University holds that privileges are inseparable from responsibilities, thus, at the time the student is accepted into the University, they are deemed to have agreed to observe the University's policies, and therefore, any conduct not in accordance with responsible and/or lawful behavior may be considered as valid cause for the University to take appropriate administrative, disciplinary, or legal action against the student.

Special mention is made of the Education Act of 1982 which governs both public and private schools in all levels of the Philippine educational system. Section 13, paragraph 2 of the law provides, as follows: "The rights for institutions of higher learning to determine on academic grounds (1) who shall be admitted to study; (2) who may teach; and (3) what shall be the subjects of study and research." Students are entitled to freedom of choice of their field of study, or religious and other beliefs, of expression of opinions and suggestions, and of association and peaceful assembly. In the exercise of such freedom of expression, a student may write, speak or discuss on any subject or even debate or disagree with his mentors. Such freedom, however, is not an absolute right; it should be exercised within the bounds of laws enacted for the promotion of social interests and the protection of other equally important individual rights.

Moreover, Section 15 of The Education Act of 1982 provides, thus: “x x x Every student shall: x x x par. 2. Uphold the integrity of the school, endeavor to accomplish academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity; par. 3. Promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting efforts to attain harmonious relationship with fellow students, the teaching and academic staff and other school personnel.” Discipline is one of the means available to the University to carry out its responsibility to help its students to grow and develop into mature, responsible, effective and worthy citizens in the community.

The University, in accordance with the CHED Manual of Regulations for Private Schools, provides three (3) categories of disciplinary administrative sanctions for serious offenses or violation of rules and regulations which may be applied upon erring students, as follows:

- a. Suspension. Suspension is a penalty in which the University is allowed to deny or deprive an erring student of attendance in classes.
- b. Dismissal. Dismissal or exclusion is a penalty in which the University is allowed to exclude or drop the name of the erring student from the University rolls for being undesirable, and transfer credentials immediately issued.
- c. Expulsion. Expulsion is an extreme penalty on an erring student consisting of exclusion from admission to any public or private school in the Philippines and which requires the prior approval of CHED.

The aforementioned penalties may be imposed for acts or offenses constituting gross misconduct, academic dishonesty, theft, hazing, carrying deadly weapons, using and or possession of prohibited drugs and substances, drunkenness, vandalism, and other serious offenses such as assault, instigating or leading illegal strikes or similar concerted activities, preventing or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties, forging or tampering with school records or school forms, securing or using forged school records, and other serious offenses.

Section 78 (on Authority to Promulgate Disciplinary Rules) of the CHED Manual of Regulations for Private Schools provides, “Every private school shall have the right to promulgate reasonable norms, rules and regulations it may deem necessary and consistent with the provisions of the Manual for the maintenance of good school discipline and class attendance. Such rules and regulations shall be effective as of the date of promulgation and notification to

students in an appropriate school issuance of publication.”

The Student Code of Conduct is a product of consultation with the students.

The Student Discipline oversees the development and implementation of the Student Code of Conduct. Faculty members, administrators, or staff members, in their obligation to exercise judgment as special parents, may call the attention of students whose behavior and actions do not uphold the provisions of the Student Code of Conduct and refer them to Student Discipline for appropriate action.

POLICY ON MEDICAL CERTIFICATES (MC)

The University Health Service (UHS) will issue MCs for students who have incurred absences if they sought consultation prior to or on the day of absence. Reporting of illness should be done immediately and within office hours.

- o Medical Certificate with Consultation – issued if the student sought consultation with a UHS Physician
- o Medical Certificate with Notification – issued if the student was not able to go to UHS for consultation due to ongoing illness but instead sent notice via Teams/email with supporting document/s such as laboratory test results, hospital admission slip, etc. The supporting document must be dated on the day/s covering the period of illness.

A student who did not seek consultation at UHS on the actual day/s of illness or who did not give notification will not be given a MC for their absence/s.

- o If the student sought consultation from a private physician and was issued a medical certificate, the MC will be validated by the UHS
- o The student shall first present a copy of the MC to the concerned Faculty member who shall endorse the same to the Department Head/College Dean
- o The Department Head/Dean shall endorse the MC to the UHS for validation
- o If the MC is found valid, the student shall bring the ORIGINAL MC to the UHS for stamping. The student shall then submit the validated MC to the Department Head (and a copy to the concerned Faculty if needed) so that the absence may be excused.
- o If the MC is found to be falsified/tampered/forged, the UHS shall refer the matter back to the Department Head/Dean who shall endorse the case to the Office for Student Discipline for appropriate action.

All medical certificates issued by the UHS are valid for school purposes only and shall not be used for any other purposes including medico-legal cases.

POLICY ON ACCIDENT INSURANCE CLAIMS

All active/enrolled students have Accident Insurance coverage which includes Accidental Death, Dismemberment and/or Disablement (AD&D), Accidental Medical Reimbursement (MR), Accidental Burial Expense (ABE), Unprovoked Murder and Assault (UMA)'. This Insurance Coverage is for Accidents only and not for illnesses/diseases.

Injuries from accidents which necessitated medical attention/hospitalization may be entitled to medical reimbursement up to a maximum of P50,000.00, provided that the following requirements are completed and submitted:

- o Medical certificate and hospital abstract or hospital records
- o Official receipts of expenses, such as medicines and hospital bills
- o Photocopy of certificate of registration (COR) or school I.D.
- o Notarized Photocopy of police report, in case of vehicular accident
- o Notarized Accident report form

The student should file their insurance claim within 2-4 weeks from the date of the accident at Office for Student Affairs (for accidents that happened outside of school premises) or UHS (for accidents that happened in FEU campus, accidents during a school activity outside of school premises or the treatment was done in UHS).

The insurance company will pay the actual expenses incurred within the first fifty-two (52) weeks from the date of the accident for such treatment, hospital charges and professional fees but not to exceed the amount stipulated in the insurance policy as the result of any accident.

Reimbursement is subject to review and approval of the Insurance provider. Students can follow-up the status of their insurance claims at the Treasurer's Office.

GUIDELINES ON MEDICAL CLEARANCE FOR INTERNSHIP, ON-THE-JOB TRAININGS AND OFF-CAMPUS ACTIVITIES

Pursuant to the Commission on Higher Education (CHED) Memorandum Order No. 104 S. 2017 (revised Guidelines for Student Internship Program in the Philippines for All Programs), CHED Memorandum Order No. 63 S. 2017 (Policies and Guidelines on Local Off Campus Activities), and CHED

Memorandum Order No. 26 S. 2015 (Policies, Guidelines and Procedures on International Educational Trips (IET) of Undergraduate and Graduate Students), the FEU Health Services provides the following general Guidelines for Securing Medical Clearances for Internship/On-the-Job-Training and other Off-Campus Activities:

1. Proceed to the UHS Clinic to get a referral/request for complete physical exam, laboratory tests and psychological evaluation.
2. Proceed to the laboratory/hospital/clinic to undergo the required complete physical examination, required laboratory test (based on course) and psychological evaluation.
3. Submit the results of the complete physical exam, laboratory tests and psychological evaluation to the UHS Clinic for final evaluation and vaccination requirements based on course/activity.
4. Have the required vaccines (at the UHS Clinic or other healthcare service provider provided that a valid Vaccine Card/Certificate is submitted to UHS).
5. Get the signed Medical Clearance.
6. If Medical Clearance is secured from private/family physicians, it must be submitted together with the required laboratory test results and psychological evaluation. The Medical Certificate must contain the letterhead, complete name and PRC license with contact information of the physician. The MC is subject to verification and validation by the UHS.
7. For those with known illnesses or previous diagnoses, a current (not more than 6 months date of issuance), signed Medical Certificate from attending specialist indicating fitness to join the Internship Program/ Off-Campus Activity must be submitted. The Medical Certificate must contain the letterhead, complete name and PRC license with contact information of the physician. The MC is subject to verification and validation by the UHS.

Only students included in the list endorsed by the Department/Institute shall be processed for Medical Clearances.

MANUAL FOR HANDLING STUDENT DISCIPLINE CASES

I. Jurisdiction of the Student Discipline

The Student Discipline has jurisdiction over alleged incidents of violation of Student Code of Conduct that occurred on campus, that were part of official University functions and University-sponsored programs/groups (regardless

of location), or where the complainant or respondent are members of the University community, regardless of whether the violation occurred off campus, or as it relates to University property.

These rules will apply in all instances in which the dispute is between a student and faculty member (with the student as the respondent), or between fellow students, or in complaints brought by the school administration or any of its officials, or any third party, against a student or group of students. As used herein, the term student refers, but is not limited to:

- a. A person who at the time of the commission of the offense, is enrolled in any academic or non-academic course or courses whether in the undergraduate or graduate school, regular or part-time; or
- b. A person admitted to any college or unit or any academic or nonacademic program of the University, whether enrolled or not, or has complied with all the requirements for graduation in the program where the person was admitted, at the time of the filing of the charge or during the pendency of the proceedings; or
- c. A person who has been allowed to graduate from the University but has not yet been cleared to take delivery of their certificate of completion, diploma, or transcript of records regardless of whether or not they have been granted by the University an alumnus status.

The Student Discipline (SD) office shall adjudicate all charges brought against any student or group of students for violation of the Student Code of Conduct, as well as the other rules and regulations of FEU. Adjudication shall be taken to mean “to determine the facts, to decide whether any provisions of the Student Code of Conduct, as well as other rules and regulations of FEU have been violated, and if so, to impose disciplinary sanctions.”

Complaints may be filed by students, faculty, parents of students, FEU officials, personnel, and other stakeholders, against a student or group of students. Only written complaints, however, shall be acted upon by the Student Discipline. Student Discipline will not act on any complaint of a third party against a student or group of students unless a verified complaint is personally filed by the third party, and the act allegedly committed by the student besmirched the reputation of the University. Complaints in the form of letters and or emails received by or endorsed to the Student Discipline shall not be acted upon unless the complainant complies with the requirements.

When the violation is perpetrated by a non-FEU student within the University or in any University-approved off-campus activity, with the cooperation or

participation of an FEU student, the latter shall be responsible for the acts of the former.

The Director of Student Discipline has the task of ensuring the establishment and maintenance of appropriate disciplinary procedures. The Discipline Officers are primarily responsible for coordinating efforts related to investigation and resolution of cases, implementation of corrective measures, and monitoring of students' actions to put an end, address and prevent willful violation of the Student Code of Conduct.

II. POLICY ON INFORMING PARENTS AND/OR GUARDIANS REGARDING DISCIPLINARY CASES

Introduction:

FEU develops its students to be independent critical thinkers. This policy includes provisions giving students autonomy to decide on how to inform their parents about a disciplinary proceeding. Students having obtained legal age have the capacity to make decisions including how their parents are informed about disciplinary matters. The University, anchored on its values of fortitude, excellence, and uprightness, believes that students are adept in making informed decisions on how they communicate with their parents and guardians.

Scope:

This document outlines the policy on student's autonomy in informing their parents and guardians regarding the disciplinary matter wherein which they are involved in either as a complainant or a respondent.

This covers the signing of a Student Consent and Undertaking Form that includes data privacy consent and the options as to how the student/s involved would want their parents to be informed of the case they are involved in either as a complainant or respondent.

Provisions:

1. The University recognizes that students are of legal age and have the capacity to make decisions on their own particularly on how they wish to inform their parents/guardians regarding a case which they are involved in.
2. Students involved in any disciplinary case either as a complainant or respondent will sign the Student Consent and Undertaking Form.
3. The Student Consent and Undertaking Form includes the following information:
 - a. Data Privacy consent

- b. Name of the Student
 - c. Student Number
 - d. Course/Program
 - e. Mobile number
 - f. Citizenship
 - g. Age
 - h. Nature of the Case
 - i. Participation Involvement (complainant, respondent)
4. The student is given an opportunity to choose an option with regards to informing the parents/guardians as to their involvement in the case.
 5. The options for student autonomy in informing the parents/guardians are:
 - a. Giving OSD full authority to inform the parents/guardians about the subject student/s case involvement.
 - b. Student taking full responsibility in informing the parents/guardians regarding their involvement in the case.
 6. This policy is in no way deprive the parents/guardians with regards to information in the case involvement of their child/ward.
 7. This policy only gives student autonomy on how they choose to inform their parents/guardians regarding their case involvement.
 8. The University, however, still has the final authority whether to grant student autonomy in informing the parents/guardians through the name of the parent/guardian appointed by the student upon enrollment based on the following grounds:
 - a. Severity of the offense/violation committed,
 - b. Student's history of past disciplinary cases or habitual acts of students in violating the Student Code of Conduct,
 - c. As provided in this policy.

If any of the circumstances provided above-mentioned is present or after a careful deliberation of the nature of the case, the University through the Office of Student Discipline in the exercise of due diligence has authority to inform the parents/guardians of the case involvement of their child/ward despite opposition of the concerned students

III. SANCTIONS AND OR REMEDIES FOR VIOLATION OF THE STUDENT CODE OF CONDUCT

As part of its core process of implementation of the Students' Code of Conduct, the Student Discipline takes a formative stance, making sure that due process is at all times observed and the appropriate disciplinary action is judiciously imposed on erring students, in accordance with the Student Code

of Conduct.

“Sanctions for violation of the Student Code of Conduct include warning, reprimand, suspension, non-readmission, dismissal and expulsion. Depending on the assessed needs and the nature of the violation, other sanctions and or remedies include, but are not limited to, student and parents’ undertaking, mandatory participation/attendance in educational programs and seminars/ learning sessions, community outreach programs, community service, letter of apology, suspension of library privileges, forfeiture or suspension of privileges, deferment of graduation, if graduating, loss of scholarships, loss of Latin honors, restitution and imposition of special task related to the nature of the offenses committed, temporary withholding of student records, and mandatory referral for psychological or psychiatric assessment and compliance with any resulting treatment plan.”

Not all violations will be deemed equally serious offenses, and the University reserves the right to impose different sanctions and or remedies depending on particulars of each case.

A. Student and Parents’ Undertaking

The Student and Parents’ Undertaking is one of the most important sanctions for any violation of the Student Code of Conduct. A student, with the assistance of their parents or guardian, is made to write their own undertaking not to commit any violation, similar or not, of the existing policies. Breach by the student of his or her own Student and Parents’ Undertaking may result to exclusion from the University.

B. Community Service Hours

In line its formative stance, the penalty of community service (CS) hours may, on a case-to-case basis, be imposed by the Student Discipline as principal or accessory sanction taking into consideration several factors such as, but not limited to the following:

1. nature of and the circumstances surrounding the violation
2. inherent gravity of the offense committed by the student
3. respondent’s prior disciplinary record
4. character and position of the complainant or aggrieved party
5. precedent cases
6. safety concerns of the University
7. pertinent and applicable aggravating and mitigating circumstances

The penalty of community service hours may be imposed to the erring student under any of the following circumstances:

1. In cases when suspension or dismissal is no longer feasible
 - a. Student is on his last term with the University
 - b. Student cannot be suspended because he is under the student apprenticeship program
 - c. Suspending the student will more likely do harm psychologically to the student
2. When student committed a major offense, upon request of the student and his parents, taking into consideration their academic standing and presence of mitigating, exempting or justifying circumstances
3. When the major offense is downgraded to a minor offense
4. As additional penalty in lieu of dismissal in case of appeal of parents and students for lowering of penalty to mere suspension

The number of community service (CS) hours that may be imposed to the student is determined as follows:

1. For multiple uniform-related offenses (MURO), when student requests for conversion due to meritorious reasons, 70 CS hours per day of suspension
2. For major offenses other than MURO, 100 hours for the first day of suspension and 50 hours per day thereafter.
3. Community service of 500 hours in lieu of one semester suspension
4. Community service of 1,000 hours in lieu of two semesters suspension
5. For major offenses downgraded to minor offenses, minimum of fifty hours community service.

Community service hours may be offset by attendance to the Tamaraw Advocacy, Learning Experiences and Services (TALES) programs, and such other training, educational programs and seminars, as well as socio-cultural activities conducted by the Academic Services departments, the Academic Institutes, and the student organizations, upon proper and prior coordination with the Student Discipline. The students may also be credited with community service hours for participation in community outreach and extension services programs initiated by the NSTP and Community Relations and attendance at cultural programs and activities of the FEU Center for the Arts. At all times, attendance to these aforementioned activities will be conditioned on a valid waiver signed by the students and their respective parents, and the submission of well-written students' personal reflection paper which will be personally read by the Director of Student Discipline and the Discipline Officers.

Students meted with community service may be allowed, on meritorious grounds as may be determined by Student Discipline and upon substantial compliance with the required CS hours, to be excused from completing the imposed number of community service hours. In such a case, the unserved hours shall be considered waived and the total penalty earlier imposed is considered as having been served by the student.

III. KINDS OF VIOLATIONS OF STUDENT CODE OF CONDUCT

Violations of Student Code of Conduct may be classified into to two major kinds: scholastic (also known as academic) dishonesty and social (also known as behavioral) misconduct.

A. Scholastic (Academic) Dishonesty

Scholastic (academic) dishonesty is of three kinds: plagiarism, violation of test-taking protocol and policy on the use of Artificial Intelligence (AI). The investigation on cases of plagiarism, violation of test-taking protocol or violation of the University's policy on AI are handled by the Center for Learning Enrichment and Research for Students (CLEARS). The CLEARS reports all cases of plagiarism, violation of the test-taking protocol and violation of the University policy on AI, together with the recommended sanction, to the Student Discipline which will then inform the student of the findings against him, and the corresponding sanction. Any appeal will have to be in writing and addressed to the CLEARS.

B. Social (Behavioral) Misconduct

The Student Discipline handles complaints involving social (behavioral) misconduct through a disciplinary process that encourages the informal resolution of complaints with the agreement of the student, failing which, complaint undergoes a formal investigation before the Committee on Discipline. The resolution process is used to determine if a student engaged in behavior that violates the Student Code of Conduct understands and accepts responsibility for his or her own behavior.

Once the Student Discipline receives a complaint against a student or group of students for social (or behavioral) misconduct, it will schedule an appointment with the student(s) to discuss the complaint, and the statement of the student(s) will be taken. Students who refuse to respond to summons from Student Discipline will be blocked at the gate and escorted to the Student Discipline for the initial meeting.

The Student Discipline is mandated to finish the resolution process and the Student Conduct Committee, the formal investigation, at the soonest possible time. Requests for delays may only be granted when such a delay is in the interest of the University. In all cases, the University will conduct a fair, timely and thorough resolution process and or investigation, always maintaining the confidentiality of the process. Students who knowingly make false charges or complaints may be subject to disciplinary action.

Students who leave the University with pending complaints against them will not be permitted to return to the University until the case is resolved through the University's resolution process or investigation. Students who leave the University without compliance with the sanction imposed for violation of the Student Code of Conduct will not be permitted to return to the University unless the student executes an undertaking to render the sanction previously imposed.

IV. HANDLING STUDENT DISCIPLINE CASES

A. The Resolution Process

During the initial meeting with the Student Discipline and the student, an initial resolution may be reached. A student charged with violation of the Student Code of Conduct is offered the opportunity to resolve their case without a formal investigation- the student may, at any time prior to the formal investigation, admit having violated the Student Code of Conduct as charged. Initial resolution can also take place at the department and institute level. This process can include addressing violations of institute policies, minor classroom violations, academic integrity violations (cheating, plagiarism and policy on the use of Artificial Intelligence), and internship or OJT-related violations. If a resolution is reached at this level, the department or institute's decision must still be endorsed to the Student Discipline for documentation, implementation of intervention, and post-case processing, if necessary.

If the student admits the misconduct and is willing to accept corrective actions or sanctions, no formal investigation will be held, and the case is considered resolved. Corrective actions and sanctions range from warning to dismissal from the University. A student agreeing to the initial resolution waives the right to a formal investigation and any further appeal. For sanctions involving suspension, non-readmission, dismissal, or expulsion, the students' parents or legal guardian will be invited to a conference to discuss the sanction agreed upon with the student.

B. The Formal Investigation Process

A violation of the Student Code of Conduct undergoes formal investigation if

the initial resolution is unsuccessful or if the following conditions are met:

- The student does not want to accept the result of the preliminary investigation and the corresponding sanctions or prefers to have a formal investigation; or
- Student Discipline believes a formal investigation is necessary (i.e., student admits the misconduct, but the Student Discipline finds the same as appalling); or
- A case where the violation committed is a major offense or where the intervention to be imposed for the offense is dismissal or expulsion.

If any of the criteria are met, the case will be endorsed to the Student Conduct Committee.

The student respondent shall have the following rights:

1. To be informed of the charges against them;
2. To answer the charges against them;
3. To be informed of the evidence against them; and
4. To adduce evidence on their own behalf.

The Student Conduct Committee oversees and reviews all disciplinary cases that impose the sanctions of either suspension or dismissal and submits recommendations to the Senior Vice President for Academic Affairs (SVPAA) who decides or make appropriate actions on cases of these nature.

The Student Conduct Committee is a composed of seven (7) members headed by a member of the Deans and Directors Council with the Director of the Office of Student Discipline as an ex officio member in addition to five other members who are either faculty, academic officials and at least one student. Whenever necessary, the Student Conduct Committee shall conduct a clarificatory investigation of the case that shall become the basis of their recommendations to the SVPAA.

The Student Conduct Committee will review the allegations and render a decision after hearing or reviewing the testimonies of the witnesses and the supporting documents. The process continues with or without the student's involvement, and a decision is reached based on the information gathered. Non-appearance of the respondent, after due notice, shall be construed as a waiver of his/her right to present evidence in support of his/her defense, if any, and the Student Conduct Committee shall then proceed with the investigation 'ex parte'. Hence, the student may not use his or her own refusal to participate as ground for appealing a decision.

If a student is found, by substantial evidence, to have committed a violation

of the Student Code of Conduct, the Student Conduct Committee will decide on the appropriate corrective action or sanctions to be imposed consistent with the University's values and community expectations, and/or repair any harm caused, and or worse, exclude the student from campus, if necessary. For sanctions involving suspension, non-readmission, dismissal, or expulsion the student/s' parents or legal guardian will be invited to a conference to discuss the sanction imposed on the student.

In imposing the disciplinary action against a student, the Student Discipline and the Student Conduct Committee after due process, and consistent with Student Discipline's formative stance, take into account the following:

- Nature of and the circumstances surrounding the violation
- Respondent's prior disciplinary record
- Character and position of the complainant or aggrieved person
- Case Precedents
- General safety concerns
- Pertinent and applicable aggravating and mitigating circumstances.

Not all violations will be deemed equally serious offenses, and the University reserves the right to impose different sanctions and/or remedies and corrective actions depending on the particulars of each case.

The imposition of the disciplinary sanctions and/or remedies and corrective actions for violation of any rule or rules under the Student Code of Conduct shall not preclude the University from endorsing the case to the proper government authorities when the same may involve violations of penal laws.

C. Appeals

In the event that a student is deemed responsible for violating the Student Code of Conduct or any other University policy by the Student Conduct Committee, they may initiate an appeal process based on one or more of the five limited bases of appeal:

- Evidence of a significant procedural error;
- The presence of new and compelling evidence that was not accessible during the initial formal investigation procedure;
- Demonstration of partiality on the part of a member of any Student Conduct Committee involved in the case;
- Misconduct on the part of the Student Conduct Committee; or
- Demonstration that any right of the accused has been violated.

The deadline to file an appeal is one month from the date a student is notified of the outcome of the formal investigation process. All documentation intended to support an appeal be submitted along with the appeal itself, within the specified deadline. The Appeals Committee for Student Conduct (ACSC) will endeavor to schedule the hearing at the earliest possible opportunity after the submission of an appeal.

The Appeals Committee for Student Conduct shall consist of the SVPAA, a Dean who is not a member of the Student Conduct Committee who conducted the formal investigation in the concerned case, and a University Legal Officer. The committee holds the authority to exercise its discretion in determining whether to base its decision solely on the submitted materials or to incorporate live testimony from the appellant and/or other witnesses. The confidentiality of the committee's deliberations is upheld. The decision of the committee will be communicated to the appellant after the completion of the deliberation process.

At the end of the procedures relevant to the appeal, the Appeals Committee for Student Conduct has the following options on deciding the motion:

- To deny the appeal.
- To return the case to the original Student Conduct Committee.
- To convene a new Student Conduct Committee to reevaluate the case.
- To reduce the sanctions to be applied.
- To dismiss the original charges filed against the student.

If the Student Conduct Committee recommends the dismissal or expulsion of a student from the University, the student in question is entitled to file an appeal within 30 days from the date of notification of the formal investigation's outcome. If the student voluntarily waives this right, if 30 days elapsed from the time the panel entered its recommendation, or if the Appeals Committee for Student Conduct denies the appeal, then the recommendation of dismissal or expulsion will be automatically forwarded to the University President. The President has sole discretion to support the recommendation of dismissal or expulsion or impose a lesser sanction.

D. Discipline Records

Discipline records are considered confidential records and only those persons authorized by the student or by the Student Discipline may have access thereto and any information cannot be released to third parties unless authorized in writing by the concerned student.

Discipline records are kept for five years after the recorded commission of the

offense. At the end of this period, these records are destroyed or disposed of.

LIBRARY POLICIES

To derive the maximum use of library, student must observe the following policies of the FEU Library:

A. Location and its Facilities

The FEU Library is a state-of-the-art three-story structure at the Nicanor Reyes Hall (NRH) Building. It boasts cutting-edge information and communication technology facilities, including an Electronic Library (E-Library) with 234 terminals linked to the Internet. The library also utilizes a modern security system, employing Hybrid EM/RFID and Dialoc ID technology. Additionally, the ground floor houses six Discussion Rooms, while the second floor has a Viewing Room, both available for student use.

B. Service Hours

- Monday to Friday - 8:00am-9:00pm
- Saturday - 8:00am-6:00pm

C. Authorized Users

1. STUDENTS who are presently enrolled and with valid FEU ID
2. ALUMNI with valid FEU Alumni Card
3. FACULTY Members, NON-TEACHING PERSONNEL and ADMINISTRATORS with valid FEU ID
4. VISITING SCHOLARS at FEU who present valid university appointment papers
5. OUTSIDE RESEARCHERS (undergraduate or graduate students of another higher-education institutions) who will present valid ID and a referral letter from their University Librarian, and who pay the Php60.00 research fee. (Note: The research fee does not include services such as printing and photocopying or the use of the Electronic Library.)

D. Identification (ID) Card

1. All library users must ALWAYS WEAR a valid FEU identification card. If a user misplaces their ID, obtaining a new one is essential to access the library's resources and facilities.
2. The ID card is strictly non-transferable. Any patron caught using a counterfeit ID of another individual will face suspension of their borrowing privileges.

E. Security

Users' belongings are subject to inspection before entering and leaving the library premises. The Security Officer/s maintains the safety of all library users as well as secures the library facilities.

F. Food and Drinks

Library users are required to deposit any edible food, such as packed food, sandwiches, candies, and similar items, and beverages, such as bottled water, coffee, juices, soft drinks, etc., in the designated depository area adjacent to the library entrance door. However, the library assumes no responsibility for any misplaced or lost items.

G. Attire

The following DRESS CODE must be observed by the library users at all times:

- Students are required to wear the prescribed school and civilian attire of the University.
- Faculty, Employees and Administrators must comply with the dress code as specified in the FEU Human Resources Division (HRD) Guidelines.
- Visitors/Visiting Researchers must wear decent attire.

Note: Library users wearing sleeveless/backless/ clothes or blouses with plunging necklines, walking shorts, sandos, slippers, rubber slippers, and the like are not allowed to enter the library.

H. Mobile Phones and other Electronic Devices

All mobile phones and other electronic devices must be TURNED OFF or set to SILENT MODE to avoid the distraction of other library patrons. Using these devices, such as conversations (video chat), playing games, and the like, are not allowed inside the library premises.

I. Elevator

An elevator is installed in the library exclusively used for library users with disabilities (persons with disabilities/PWD), pregnant, elderly, and for transporting of library materials, furniture, and equipment.

J. Decorum and Breach of Discipline

SILENCE in the library should be always observed. Users who show disorderly conduct, display destructive or demonstrate improper behavior (e.g. drunken behavior; breach of peace; cause disorder; tumult or serious disturbance; exhibit gross and deliberate discourtesy; emitting excessive noise, conducting loud discussions, engaging in scandalous acts; smoking; eating; playing; or defacing or mutilating or stealing library materials), and are found in possession of prohibited drugs within the library premises are subject to DISCIPLINARY ACTION.

Ignorance of these rules and regulations excuses no one. Its violation will be made part of the student's record. Penalties that may be levied shall include suspension of the library privileges for an entire semester.



Learning spaces

The Philippine Association of Academic and Research Librarians (PAARL)
awarded the FEU Library as **2012 Outstanding Academic/Research Library**
for its outstanding library management, education and training,
information and documentation services

POLICY ON DIVERSITY AND INCLUSION WITH THE FEU COMMUNITY

<https://www.feu.edu.ph/diversity-and-inclusion-within-the-feu-community/>

Affirming the importance of diversity which is the multiple perspectives, experiences, socio-cultural backgrounds, and political inclinations of the various members of our community, FEU and all its members shall promote and defend inclusivity. Inclusivity is the conscious effort of ensuring that all members of our community believe and feel that they have a significant contribution in the classroom, workplace, and other social and digital spaces and that these spaces are safe for open and respectful conversation. Diversity and inclusivity shall be achieved through a learner-centric paradigm which is the belief that learners are in-charge of their own learning by actively leading and engaging in discussions. This policy shall apply to all the students, faculty, employees, and administrators of FEU.

This policy is created and upheld to:

- create a community whose members feel safe, respected, and accepted;
- promote multi- and inter-disciplinary and inclusive approaches to curricular and co-curricular programs and services;
- manage conflicts considering the Safe Spaces Act of 2018; and
- enhance cultural adaptation competencies as one of several skills needed in the 21st Century.

To create an inclusive learning ecosystem, members of the FEU community affirm their belief that:

- an inclusive community thinks and acts in a respectful manner;
- diversity of ideas increases the breadth and depth of instruction, research, extension, and the quality of campus life and workplace;
- diversity always has a convergence point willfully and intentionally created by open-minded and solution-seeking individuals;
- inclusivity is a continuous process of negotiation, assimilation, and adaptation;
- thriving instead of fitting in makes inclusivity more meaningful; and
- an effective and fair means of managing diversity issues in the classroom is through the transparent valuation of scholarly achievement and through the transparent valuation of efficiency and effectiveness in the workplace.

Diversity and Inclusivity are promoted and upheld through quality discourse and the efficient utilization of shared spaces.

EFFICIENT UTILIZATION OF SHARED SPACES

Members of the FEU community recognize that shared spaces are for everyone and should therefore aim for the effective and efficient utilization of these spaces to facilitate a nurturing learning environment and collegial workplace. This is manifested through the following:

- 1. creation of a system for equitable access to common spaces such as reservation with time limits and shared responsibility and liability;
- 2. implementation of a clean-as-you-go policy;
- 3. immediate reporting of any facility that requires repair or replacement;
- 4. avoidance of activities or installations that may distract other users or obstruct free movement;
- 5. bold yet polite call-out of misuse and abuse of facilities;
- 6. consultation on the configuration of shared spaces subject to the availability of resources; and
- 7. flexibility in cases of re-allocation of assigned spaces.

IMPLEMENTING GUIDELINES FOR ALL-GENDER RESTROOM

Rationale

The All-Gender Restroom (AGR) is a university-wide initiative to promote gender inclusivity and to create safe spaces for everyone, regardless of the SOGIESC (Sexual Orientation, Gender Identity and Expression, Sexual Characteristics) of students, faculty, employees, and, administrators.

Designated All-Gender Restrooms

Building	Floor Level
Accounts, Business and Finance Building (ABB)	3
Admissions Building (ADB)	2
Alfredo Reyes Hall (ARH)	3
Architecture and Fine Arts Building (ARFAB)	2
Arts Building (AB)	
Education Building (EB)	4
FEUture Center (FC)	
Nursing Building (NB)	3
Nicanor Reyes Hall (NRH)	2
Science Building (SB)	3

Users of All-Gender Restrooms

All students, faculty, employees, and administrators – regardless of their SOGIESC (Sexual Orientation, Gender Identity and Expression, Sexual Characteristics) are welcome to use the All-Gender Restrooms.

USE OF THE TRADITIONAL RESTROOMS

The rest of the FEU Community stakeholders can still use gender-specific (i.e., pertaining to cisgender – cisman and ciswoman, and those who identify as man and woman – transman and transwoman) restrooms located all throughout the campus. A person whose identity matches their gender expression (e.g. gay male student with masculine gender expression and/or following the associated male school attire) are still free to use gender-specific restroom.

QUALITY DISCOURSE

Members of the FEU community shall always facilitate quality discourse by creating a nurturing learner-centric ecosystem and a collegial and empowering work culture in both face-to-face and online interactions.

Quality Discourse is attained through:

1. Openness to multiple perspectives which is achieved by

1. allowing freedom of expression and exchange of ideas;
2. encouraging critical questions and practicing active listening;
3. accepting divergent viewpoints from being presented for discussions;
4. presenting the opposing sides of issues to have a full appreciation of the subject matter and to guide decision-making;
5. constantly updating professional knowledge, competencies, and skills through research, training, and mentoring with experts from various disciplines;
6. demonstrating techniques in supportive feedback (e.g., piggybacking) instead of downright rejection of ideas during group sessions; and
7. respecting partisan, religious, and other socio-cultural affiliations and promoting equal and fair treatment to all.

2. A positive attitude which is demonstrated through:

1. verbal and nonverbal communication cues that are encouraging;
2. being respectful even in disagreements;
3. using reason rather than threat or coercion as an approach to generate support for personal viewpoints; and
4. accepting failure as part of the process of developing open-mindedness and learning from the best practices of others.

3. Responsiveness to different learning styles and needs which is achieved by:

1. creating several and varied formative and summative assessment tools;
2. providing remedial activities that may help students cope with requirements especially for those that have special learning disabilities; and
3. conducting regular needs analysis and satisfaction surveys to inform programs, services, and policies.

4. A conciliatory, non-divisive, and non-discriminating mindset and expression which is demonstrated through:

1. using nonviolent and peaceful means to manage conflicts;
2. being familiar with preconceived notions, assumptions, and biases in order to foster understanding, empathy, collaboration, and cultural adaptation;
3. always trying to seek solutions;
4. encouraging members of our community to understand their predicaments and encouraging them to seek lawful and creative solutions that foster meaningfulness, fulfillment, relevance, and growth of the self and of others;
5. using the classroom as a venue for the rational, informed, and respectful exchange of ideas and not for personal rants and partisan political campaigns;
6. respecting the sexual orientation and gender identity, religion, physical appearance, disability, age, nationality, indigenous lineage, regionality, creed, socio-economic status of the members of our community; and
7. being aware that sexualized jokes, politically incorrect expressions, or insensitive remarks hurt members of our community and should be avoided.

5. Collaboration which is achieved by:

1. realizing that buy-in from members of our community is a crucial element of program or project implementation;
2. ensuring that all have equal chances of participation including the use of rotation of roles in group work;
3. co-designing learning activities and outcomes with colleagues and students;
4. allotting ample time for a genuine consultation process;
5. empowering members of our community to make decisions, perform duties with minimum to no supervision, and have accountability; and
6. aiming for consensus even in cases of contentious issues.

DATA PRIVACY POLICY

FEU is committed to protecting and upholding the rights of students, including their right to keep personal information private. In compliance with Republic Act 10173, otherwise known as the Data Privacy Act of 2012, and guided by the principles of transparency, legitimate purpose, and proportionality, this policy statement sets out the data-privacy rights of FEU students and describes the information that may be collected from them; the collection methods and timing of collection; the purposes for which the data may be used; the storage, transmission, and method of use of such data; the conditions under which data are shared with third parties; the data retention period; and the rules that govern the students' participation when they are asked to share their personal information.

1. Identity of the Process Owner

FEU Academic Services is the process owner of programs specified in Commission on Higher Education Memorandum Order (CMO) 9 series of 2013 (The Enhanced Policies and Guidelines on Student Affairs and Services) [<https://ched.gov.ph/wpcontent/uploads/2017/10/CMO-No.09-s2013.pdf>]. A cluster of eight (8) offices, FEU Academic Services is composed of Center for Learning Enrichment and Research for Students (CLEARS), FEU Learning Journey (FLJ), Guidance and Counseling (G&C), University Library, National Service Training Program and Community Relations (NSTP& Com Rel), Career and Placement Office (CAPO), Student Development (SDEV) and Student Discipline (SD).

Academic Services also works closely with Information Technology Services, Health Services, Financial Services, and Facilities and Technical Services to foster a healthy, safe, and secure campus environment.

2. Service Description

Being charged with overseeing student life outside the classroom, Academic Services inevitably uses students' personal information in core processes concerning admission, enrollment, selective retention, guidance and counseling, community service, learning enrichment, access to learning resources, student development, student discipline, and career and placement. Seamless coordination between and among the offices in Academic Services is integral to the holistic development of students.

3. The following pieces of personal data are collected:

- a. Personal details such as complete name, birth date, place of birth, sex

- at birth, birth order, gender identity, civil status, number of siblings, religion, awards received, and identification photos;
- b. Parents/guardians' information such as complete name, occupation, education credentials;
- c. Contact information such as current and permanent address, email address, telephone number, mobile number;
- d. Academic information such as grades, degree program, academic standing, pre-FEU academic credentials; and
- e. Medical information such as physical, psychological, and psychiatric records including medications being taken (if any).

Other information for the purpose of designing and implementing proactive student services and programs may be collected when warranted, which will be specified in consent forms.

4. Collection Methods and Timing of Collection

Personal data are primarily collected through electronic means when students apply for the following: (a) college admission test, (b) scholarship or financial aid grants, (c) job internships, and (d) graduation as well as during enrollment and the annual review/updating of personal records. From time to time, students' personal information including opinions may be asked for in surveys and during school activities.

Closed-circuit TV (CCTV) cameras may also capture images of students whenever they enter, are inside, or exit university premises.

5. Purpose(s) for which Personal Data will be Collected and Used

For the efficient management of school records and for students to have a meaningful and secure campus experience, personal data are collected and used for the following purposes:

a. Academic, such as when

- computing and encoding the students' grades
- determining the students' QPAs/QPIs in the course of implementing the selective retention policy
- monitoring the students' academic standing and completion of program degree requirements including their preparedness for internship deployment
- evaluating the students' eligibility to receive scholarship grants or graduate
- assessing the students' access to physical and online facilities to ensure that resources are optimally utilized
- archiving or retrieving the graduates' education records including

transcripts, diplomas, and certifications as well as collecting other personal and relevant information that may be needed to verify a graduate's identity when they request original or authenticated copies of these records

b. Co-Curricular and Extra-Curricular activities such as when

- students are endorsed as official representatives of the school or their school organizations in conferences, seminars, educational tours, and competitions.
- student organizations apply for recognition, accreditation, or reaccreditation.
- images of student participants in events and programs organized by the university, accredited FEU student organizations, or external parties are published.
- students participate in student elections either as candidates or voters, or when they apply for appointments to vacant student organization positions.
- students participate in pre-departure orientations or apply for waivers for approved off-campus engagements.

c. Research purposes such as for

- exploring the characteristics of the student population;
- assessing student satisfaction of school services or facets of their school experience; and
- academic studies on the student lifecycle, student affairs, and pedagogy

d. Safety and security purposes such as to

- regulate the entry into, mobility within, and exit from the campus of officially enrolled students.
- ensure properly vetted waivers for approved off-campus engagements.

e. Intervention programs purposes including

- guidance counseling, fact-finding in discipline cases, and health advisories and prescriptions.
- mentoring and coaching on personal, social, academic, and professional concerns.

f. Communication purposes or the dissemination of updates on student life such as

- school updates on policies, cancellation of classes, and new programs;
- results of application in scholarship grants;
- results of membership application in accredited student organizations;
- awards or citations conferred by school-based competitions and those organized by reputable external organizations;
- proclamation of candidates and winners of student elections; and
- announcement of official list of candidates for graduation

g. Finance and accounting purposes such as

- assessment of fees;
- processing of payments for tuition and other school fees;
- results of application for the promissory note; and
- implementation of scholarship grants

h. Placement service purposes such as

- endorsements to internship sites.
- endorsements to industry-partner companies including rudimentary background checks.

6. Storage and Transmission of Personal Information

Storage of personal data starts when students personally encode the information during the collection methods cited in Section 4. Personal data are stored in physical and electronic systems with appropriate organizational, physical, and technical security measures.

Transmission of personal data to service providers for services, such as enrollment transactions, access to library resources, class activities, other campus life activities, and security, are appropriately covered by an outsourcing agreement with provisions for data privacy as required by the Data Privacy Act of 2012.

Office-to-office transmission of personal data can only be carried out based on the purposes cited in Section 5. The Registrar's Office and Information Technology Services have the primary responsibility to access and transmit the academic information for the processing of enrollment-related activities and evaluation of academic standing. All other personal sensitive information especially those concerning guidance and counseling, discipline, and mental health are confidentially stored and transmitted only as needed by qualified

professional staff who are mandated to assist students in cases of emergency, fact-finding investigations, and similar intervention programs.

7. Method of Use

Personal data are processed according to the purposes mentioned in Section 5. The term “processing” shall be subject to the same Definitions and Implementing Rules and Regulations as are found in the Data Privacy Act, which include collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, or erasure or destruction of data.

8. Third-Party Transfer

Sharing of individually identifiable personal data with third parties is prohibited unless the data subject expressly waives this restriction in writing.

9. Retention Period

Personal data shall be retained in the databases of the university in perpetuity if the subject is a registered student or alumnus/alumna.

10. Participation of Data Subject

The data subject attests that all information provided are true and correct. The data subject agrees to personally update these personal data as needed through the Tams Service Deck, Academic Services units, or other departments duly authorized by the university.

The subject agrees that data privacy protection is a mutual responsibility between the subject and the university.

Toward the efficient management of school records and a meaningful and secure campus experience, the subject authorizes FEU to manage their personal data for the purposes cited in Section 5.

The subject understands that FEU shall warrant the following rights:

- a. Have access to personal data, written description of how the information is used, the list of accredited industry partners;
- b. Receive notices on changes in the above-cited purposes or due to personal data breaches provided for in Section 38 of the Implementing Guidelines of the Data Privacy Act;
- c. Upon submission of a notarized letter of request, erase personal data due to unauthorized processing or when processing is prejudicial to the subject;

- d. Be compensated due to suffered damages arising from inaccurate, incomplete, outdated, false, unlawfully obtained, unauthorized release, or unauthorized use of personal data based upon the findings of an investigation conducted by the University or by a duly authorized third party and provided that the process of investigation has been vetted by the concerned parties;
- e. Rectify errors or inaccuracies in the personal data upon submission of necessary documents;
- f. Obtain and electronically move, copy, or transfer personal data in a secure manner, for further use, after payment of a reasonable administrative processing fee; and
- g. Unsubscribe from any university database or mailing list for employment or internship opportunities upon completion of the form to opt out that can be secured from the Office of the University Registrar.

11. Inquiry

Contact the Data Privacy Office for comments and suggestions by sending an email to academicservices@feu.edu.ph and dataprivacy@feu.edu.ph.

SOCIAL MEDIA GUIDELINES

FEU embraces the responsible use of social media to build relationships with prospective and current students, alumni, employees, parents, and other stakeholders. The online actions and posts of members of the FEU community contribute to creating a strong impression (that may be positive or negative) of the University and/or its members in general. Hence, the University enjoins Tamaraws to conduct themselves as they would in public, mindful of acting in a manner befitting as members of the FEU community.

This Social Media Guide for Members of the FEU Community is anchored on the core values of Fortitude, Excellence, and Uprightness, their respective handbooks or codes of conduct, relevant national laws, and by the following principles:

1. Social media is a space for building a supportive online community for learning and social interaction.
2. Social media as a discourse platform enables the free exchange of multimodal texts on the users' beliefs and motivations that are affirming, negotiating, or contrasting.
3. Social media's content will be in the public domain and will leave a

digital footprint that is searchable, eternal, replicable, and has a global invisible audience.

4. Freedoms of speech and expression are not absolute as these work alongside other laws or regulations and the rights or freedoms of others.
5. Social media content creators and users have the collective responsibility of making the communication platform a safe space for interaction.

Section 1. Scope

This guide intends to help manage the social media activities of members of the FEU community. Members of the FEU community include students, faculty, administrators, and non-teaching staff. This is distinguished from FEU stakeholders, a group that includes the above plus parents, alumni, support staff, and industry, community and research partners.

The contexts of these activities include the FEU community members' access or use of social media:

- On- or off-campus;
- Through FEU's internet connectivity, personal data plan, or other sources of internet access; and
- Through gadgets provided by FEU, the user's personal property, or borrowed by the user from another person or entity.

Members of the FEU community shall follow the university policies, particularly these guidelines, and their respective handbooks or codes of conduct, which apply to social networking as well. They are expected to conduct themselves in a way that exemplifies the socially responsible and respectable behavior expected of all members of the FEU community.

Section 2. Objectives

This guide aims to:

1. To foster responsible digital citizenship;
2. To promote and protect FEU's brand identity, integrity, and reputation;
3. To exercise freedom of expression that comes with a responsibility and a duty to protect the rights of others;
4. To understand the responsibilities and liabilities pertaining to any post on social media in accordance with existing laws, university policies,

- and the Terms of Service or Community Standards of the social media host site; and
5. To develop a productive, responsible, and safe use of social media.

Section 3. Definitions

FEU stakeholders refer to students, faculty, administrators, non-academic staff, parents, alumni, support staff (such as security personnel and canteen concessionaires), and industry, community, and research partners.

Members of the FEU Community are the students, faculty, administrators, and non-academic staff.

Social media refers to computer-mediated technologies that facilitate the creation and sharing of information, ideas and other forms of expressions, and content via social media platforms and virtual networks.

Social media account is an individual's account or page on any given social media platform.

Social media platform refers to internet-based and mobile applications or sites such as, but not limited to, Facebook, X (formerly Twitter), Discourse, MS Teams, Instagram, and dating and gaming apps that allow exchange of multimodal messages among users. It also includes Wikis, blogs, and other similar online interactive forums.

Section 4. Responsibilities

Discourse or intellectual interaction in social media is encouraged. As part of FEU, however, members of the FEU community are expected to observe the following responsibilities.

4.1. Practice Respectful and Inclusive Discourse

1. Respect diverse perspectives at all times. Conflict of perspectives and interests is inevitable and having an open mind during any discourse may facilitate a healthier discussion. These are indicators of a respectful discourse with fellow members of the FEU community and other FEU stakeholders:
 - a. Reasoning based on merits of an argument;
 - b. Recognizing partisan, religious, and other socio-cultural affiliations;

- c. Providing equal opportunity and fair treatment in the presentation of conflicting perspectives and interests;
 - d. Understanding that demeaning comments or personal attacks reflect negatively on one's personal and future professional image;
 - e. Avoiding gossip and trash talking about any person, a group, or about the University or any of its stakeholders, especially those that defame, maliciously impute a crime, a vice or defect, insult or assault a person's character, are vulgar, indecent and scandalous, or which in any manner may cause anguish or tend to disturb or tarnish the good reputation and integrity of the University and its stakeholders; and
 - f. Avoiding defamatory posts or other social media activities. The elements of defamation are:
 - The activity imputes a discreditable act or condition to another person or organization;
 - The activity is viewed or seen by any other person or organization;
 - The person or organization defamed is identified or readily identifiable;
 - There is malice or intent to damage the reputation of another person or organization; and
 - g. Aiming for consensus or finding common solutions even in cases of contentious debates.
2. Use inclusive language and practices consistent with FEU's Policy on Diversity and Inclusion. Inclusivity is the conscious effort of ensuring that all members of the FEU community believe and feel that they have a significant contribution in the classroom, workplace, and other social and digital spaces and that these spaces are safe for open and respectful conversation. Using inclusive language and practices in social media entails:
- a. Respecting sexual orientation, gender identity, and expression (SOGIE);
 - b. Avoiding stereotypes that misrepresent, underrepresent, or generalize individuals according to their gender, generation, religion, psychological wellbeing, political affiliation, socio-economic status, etc.;
 - c. Discerning that some exchanges are better done in private messaging or recognizing the subject's preferred communication channels in order to protect identity and right to privacy;

- d. Updating own knowledge of issues and trends as a tool to better understand and engage with non-mainstream points of view, personalities, preferences, etc.;
 - e. Empathizing with concerns of other FEU stakeholders only after considering multiple sides of the issue; and
 - f. Avoiding prejudicial comments against sex, race, religion or belief, even if meant in jest or as satire.
3. Create social media posts responsibly in accordance with their respective handbooks or codes of conduct and national laws. Members of the FEU community are governed by their respective code of conduct that applies to in-school, off-campus, and online learning contexts. Members of the FEU community are also highly encouraged to read specific provisions of these laws related to responsible social media engagement, violations of which may have legal implications:
 - a. Data Privacy Act of 2012
 - b. Article 358 of the Revised Penal Code
 - c. Cybercrime Prevention Act of 2012
 - d. Anti-Bullying Act of 2013
 - e. Intellectual Property Code of the Philippines
 - f. Safe Spaces Act.
4. Follow the university's online communication culture and protocols that shape the discourse between FEU and its stakeholders especially the members of the FEU community. Actively learning about and following FEU's online communication culture and protocols presented during regular orientation sessions and published in FEU's official communication channels including its social media will help the University respond to concerns of the members of FEU community more accurately, promptly, and efficiently. These guidelines shall help the members of the FEU community and the University's designated offices in managing online transactions and the corollary discourse created during these transactions:
 - a. Actively searching and understanding academic policies and procedures that impact on student learning and experience, as well as administrative procedures that affect faculty and employees;
 - b. Answering members of the FEU community surveys to better understand online communicative behavior and user experience;
 - c. Making online requests with adequate lead time considering the volume of similar requests from other members of the FEU

- community and the applicable processes such as the layers of approving bodies, turnaround time, and academic policies;
- d. Recognizing that bringing up school-related issues online may increase audience engagement and build up online support but the solution to the issue still requires observing University protocols and processes;
- e. Realizing that a social media post generates reactions from both FEU stakeholders and a global invisible audience who may not help address the concern; and
- f. Accepting that FEU may implement its online content moderation policy such as deleting comments to its official social media accounts that are incriminating to the members of the FEU community or causing disrepute to the University, and conducting fact-finding investigation due to reported abuses in the social media use of its members.

4.2. Promote Accurate and Truthful Use of Information

1. Always ensure the accuracy and truthfulness of every post. Engagement in social media is relevant and useful when the currency of information during discussions especially those that shape public opinion or serve as inputs for policymaking are based on facts. Members of the FEU community shall always practice this factual exchange of information by:

- a. Fact-checking using multiple sources and evidence-based assessment before believing in, taking a stand, and sharing it;
- b. Sharing content only from reputable or widely recognized institutions such as the academe and multilateral organizations;
- c. Not deliberately omitting salient facts to support one's bias as it may result in personal liability;
- d. Not spreading misinformation, disinformation, and mal-information;
- e. Supporting advocacies against information disorder;
- f. Acknowledging sources of information as one way of respecting intellectual property; and
- g. Fairly and factually reporting matters of public concern provided that the content was obtained lawfully and with due respect for right of privacy.

2. Exercise good judgment when responding to questions in social media.

The interactive and real-time features of social media allow its users to respond in a snap but may be at the expense of good and careful judgment. Members of the FEU community are highly encouraged to take control of their reactions to questions raised online by:

- a. Referring an inquiry on confidential matters or those they are unsure of to the proper University officials or designated offices;
- b. Validating answers from authorized University officials or designated offices before giving feedback to the question;
- c. Politely declining or changing the topic, most especially when they are not fully aware of the circumstances surrounding a controversial matter;
- d. Ignoring trolls or those who use fake social media accounts and whose job is to generate and earn from audience reactions;
- e. Understanding that reacting impulsively especially to second- or thirdhand information may violate provisions of their respective handbooks or codes of conduct; and
- f. Changing the social media post's public setting into private to customize who can read and engage with the post.

4.3. Maintain Professional Social Media Presence/Online Integrity

Delineating what is personal and professional in social media is important to function according to the different roles of the members of the FEU community either as private citizens or professionals. Members of the FEU community are, therefore, expected to observe the following practices to guard their online integrity and that of the University.

1. Use emails and access to other online accounts for official University transactions. Members of the FEU community can protect the University's information and communications technology assets from cyber-threats by:
 - a. Following digital safety measures on changing passwords, habitually logging out when using public Internet access, etc.;
 - b. Not using the University's email address (e.g., name@feu.edu.ph or student number @feu.edu.ph) to set up their personal social media account or profile;
 - c. Not sharing access to online learning resources with non-FEU stakeholders; and
 - d. Reporting to Information and Technology Services any observable anomalies while using FEU's ICT infrastructure.
2. Clarify that an expressed opinion for/against an issue of public concern is a personal standpoint. The right to self-expression is an inalienable right that FEU upholds, and such right must be coupled with a sense of responsibility by:
 - a. Reacting to controversial national issues with a disclaimer such

- as “tweets my own” or using the hashtag #personalopinion prominently displayed in personal social media account when reacting to controversial national issues;
 - b. Not falsely representing FEU or the student body;
 - c. Maintaining professionalism by politely responding to negative and abrasive comments; and
 - d. Creating an evidence-based and well-analyzed stand.
3. Take care of the visual image or online professional presence of other social media users by:
- a. Using visual content of high quality and appropriate size and not uploading blurred or pixelated photos;
 - b. Securing consent before uploading photos, including old photos; and
 - c. Deleting a photo if asked by the photo’s subject/s to do so.
4. Be selective in accepting friend requests and engaging with social media content. The network of friends and the type of social media content engaged with by members of the FEU community can define their Public Self. University life is the best opportunity to deepen social and professional relationships that will hone the members’ people skills and social capital. This quality of relationships can be achieved by:
- a. Following or accepting friend requests only from social media users that they personally know or within a web of mutual friends;
 - b. Identifying areas of mutual interest or potential opportunities for collaborative work;
 - c. Avoiding poisonous association or negative connotations resulting from engagement with what is arguably obnoxious content and persons;
 - d. Controlling personal and sensitive information shared during the exploratory stages of any newfound online friendship;
 - e. Being honest about personal goals and virtual identity when participating in dating apps; and
 - f. Creating professional boundaries such as not accepting friend requests from other members of FEU community who insinuate a more personal relationship.

4.4. Protect Privacy Rights

Members of the FEU community are enjoined to observe the following guidelines in compliance with the Data Privacy Act of 2012.

1. Always seek express consent. Seek consent from all involved parties via email, in writing, or through online chat for any of the following online activities:
 - a. Recording of video conferences for faculty lectures and other classroom activities, virtual meetings, consultation sessions, and similar academic related activities;
 - b. Publishing of photos with other members of the FEU community or other FEU stakeholders as subjects as well as photos or videos displaying body parts of another “de-identified” person;
 - c. Sharing any stakeholder’s personal information, schedules, activities, contact details, address, etc.;
 - d. Audio recording of conversations among individuals;
 - e. posting University academic materials and documents (including but not limited to lecture handouts, course outlines, and slide presentations; and
 - f. Conducting any virtual participant observation of conversations in chat groups for research purposes.
2. Strengthen privacy protection and avoid breach of confidentiality by:
 - a. Reading and understanding the policies and terms of use of any social media site;
 - b. Controlling the type and amount of personal information (e.g., birth date, address, mobile number) shared online;
 - c. Using encrypted messaging apps for confidential conversations;
 - d. Restricting the privacy settings of social media accounts and only authorizing groups of friends to access content according to degrees of friendship;
 - e. Taking a screenshot or copying the link of posted confidential information and emailing the same to University authorities for confidential reporting;
 - f. Not disclosing any acquired information that may blacken the reputation of any person;
 - g. Realizing the responsibility and accountability for posts disclosed even with the most restricted privacy settings;
 - h. Deactivating automatic tagging of pictures and face-recognition apps; and
 - i. Avoiding cyber-stalking or policing any FEU stakeholder.

4.5. Contribute To Making A Nurturing FEU Community

FEU stakeholders belong to a nurturing community that is solution-oriented and has a growth mindset. A nurturing online community must:

1. Exhibit positive attitude by:

- a. Using encouraging words, photos, and other types of multimodal content;
- b. Realizing that even disagreements have a meeting point; and
- c. Using reason rather than threat or coercion as an approach to generate support for personal viewpoints.

2. Display concern for others by:

- a. Calling the attention of fellow member of the FEU community on his or her misbehavior online through a private message or reporting the member to appropriate University officials for intervention or assistance;
- b. Not posting disparaging remarks especially in competitive issues involving other schools;
- c. Asking fellow members of the FEU community to delete a self incriminating post; and
- d. Realizing that any post identifiable with FEU can make or break the brand.

3. Be solution-oriented by:

- a. Using nonviolent and peaceful means to manage conflicts;
- b. Being familiar with preconceived notions, assumptions, and biases to foster understanding, empathy, collaboration, and cultural adaptation; and
- c. Communicating concerns primarily through FEU's proper channels as outlined in Section 4.1.4 of this Policy and using social media only as an alternative means or last resort to resolve conflicts.

Section 5. Violations and Interventions

The Social Media Guide for Members of the FEU community combines ethical guidelines and policies in using social networking sites and mobile applications with multimodal interactions among users.

5.1. For Students

1. The guide does not automatically penalize students who do not observe the guidelines except when the following provisions of the Student Code of Conduct are contravened:

- a. The Student Code of Conduct provides that “Students shall always conduct themselves in appropriate manner and appearance in accordance with the policies promulgated by the University. Students

shall always be respectful and observe proper decorum while inside or outside the University and in using online platforms. They shall refrain from using language and/or committing acts in any form or medium, that are disrespectful, profane, vulgar, indecent, scandalous, or which in any manner may cause prejudice or tend to disturb or tarnish the good reputation and integrity of the University and its stakeholders.”

- b. The Student Code of Conduct considers as major offense the defamation (slander/libel), public or malicious imputation of a crime, or of a vice or defect, real or imaginary, or insult or assault of persons, character, organizations, institutions using any form of communication and media (including social network sites and or other acts constituting irresponsible use of social media.

2. Violation of the social media guide, being a major offense, and depending on its seriousness and gravity, after due process, is sanctioned with the following but not limited to:

- a. Community or Administrative Service Hours for the first offense
 - b. Suspension for the second offense, and
 - c. Dismissal for the third offense.
3. Depending on the particulars of each case, such as, but not limited to the assessed needs and the act committed, other interventions may be imposed under the Student Code of Conduct.

5.2 For Faculty

Pending the approval of the updated faculty manual, any warranted intervention for the faculty shall be governed by the provisions of national laws, particularly, the Manual of Regulations for Private Higher Education and the Code of Ethics for Professional Teachers.

5.3 For Non-Academic Staff

Pending the approval of the updated employee manual/code of conduct, any warranted intervention for the employee shall be governed by the provisions of national laws and existing employee code of conduct.

Prominent FEU Alumni



DR. RIZALINA M. BONUEL

- BS Nursing (1977); Cum Laude
- System Director of Nursing Practice
Harris Health System, Houston, Texas
- Best in Clinical Research for her work, “Acuity-Adaptable Patient Room from the Patient’s Perspective”
- Moran Foundation Publication Award
- Research Panel, American Association of Critical Care Nurses
- Awardee, 2019 Outstanding Nurses of the Philippine Nurses Association of Metropolitan Houston
- Recipient, 2023 Green and Gold Awards

DR. KAREN GRACILLES L. REMO

- Bachelor of Arts in Mass Communication, 2002 Magna cum Laude
- Chief Executive Officer and Managing Director, New Perspective Media, Dubai
- Publisher and Editor-in-chief, The Filipino Times
- Managing Director, Official Publication of the Ministry of Interior, UAE
- Presidential Award by the Office of the President- Republic of the Philippines
- Entrepreneur of the Year, 2020
- Female Leader of the Year in the Middle East, 2019
- Recipient, 2018 Green and Gold Awards

CHRISTOPHER M. FERAREZA

- Bachelor of Science in Accountancy, Summa cum Laude (1998)
- Partner, Advisory Services P&A Grant Thornton
- President, FEU Alumni Foundation Inc.
- Director, Association of Certified Public Accountants in Public Practice
- Director for Community Service, Rotary Club of Makati
- Completed the Executive Leadership Program at The Wharton School of Business, University of Pennsylvania
- Rotarian of the Year (2018 and 2017), Director of the Year (2020 and 2017) and Chairman of the Year (2019 and 2014)- Rotary Club of Makati
- Recipient, 2018 Green and Gold Awards

JIGGER P. CRUZ

- Bachelor of Fine Arts, 2005
- Internationally acclaimed visual artist
- Exhibited widely throughout the Philippines and internationally, including “Southeast Asian Abstraction: A New Dialogue” at Sotheby’s

Singapore and “A Book About Death” at the Emily Harvey Space, New York, NY.

- His works can be found in several international collections, such as The Pinto Art Museum, Manila, PH. Saatchi Collection, London, UK, the Tiroche DeLeon Collection, Tel Aviv, IL, and the Zabłudowicz Collection, London, UK.
- His select exhibitions include Smudging Dirty Little Touch at Albertz Benda, New York (2016); WASAK! Reloaded, an overview of contemporary Filipino art at ARNDT Fine Art, Singapore (2016), and SUBTRACTION PARADISE, a solo show at ARNDT Fine Art, Singapore (2015).
- His work can be seen in multiple public collections, including The Dikeou Collection, Denver, CO, USA. Guggenheim Museum, NY, USA. Saatchi Collection, London, UK; and Zabłudowicz Collection, London, UK.
- Recipient, 2023 Green and Gold Awards – Cultural Awards

DEXTER SY

- Bachelor of Fine Arts major in Advertising Arts, 2005
- Multi-awarded visual artist
- Jurors’ Choice for Excellence in 2010 and 2012, Philip Morris Philippine Art Awards
- Grand Prize (2016), Philip Morris Philippine Art Awards
- Artist-in-residence of the Haslla International Open Air Museum Residency in Korea in 2011, 2012, and 2015
- Part-time special lecturer in the Institute of Architecture and Fine Arts
- Recipient, 2018 Green and Gold Awards – Cultural Awards

TERESITA C. MORAN

- Bachelor of Science in Education in Library Science, 1975
- Chief Librarian, Ateneo de Manila Professional Schools Library
- University Librarian, Far Eastern University
- Chief Librarian, NBS College
- Recipient, 2012 Philippine Association of Academic/Research Librarians, Inc. (PAARL) Lifetime Achievement Award
- Recipient, 2018 Green and Gold Awards

ARWIND A. SANTOS

- Bachelor of Secondary Education major in Sports and Recreational Management (2011)
- Led FEU to three consecutive UAAP Championships (2003-2005)

- Two-time UAAP Most Valuable Player
- PBA Most Valuable Player (2013)
- 9× PBA champion (2011 Governors', 2014–15 Philippine, 2015 Governors', 2015–16 Philippine, 2016–17 Philippine, 2017 Commissioner's, 2017–18 Philippine, 2019 Philippine, 2019 Commissioner's)
- 2× PBA Finals MVP (2011 Governors', 2014–15 Philippine)
- PBA 40 Greatest Players
- PBA 10,000 Point Club
- Power forward, NorthPort Batang Pier (Philippine Basketball Association)
- Recipient, 2018 Green and Gold Awards – Sports Hall of Fame

RACHEL ANNE DAQUIS

- Bachelor of Science in Commerce major in Management, 2009
- Philippine Ambassador for Volleyball
- Led FEU Lady Tamaraws to three straight finals appearances from 2007 to 2009
- Led the FEU Lady Tamaraws to championship in 2008
- Top commercial model and endorser
- Owner of RAD Fitness Philippines
- Played for the Philippine National Team
- Plays for Cignal HD Spikers in the Premier Volleyball League
- Recipient, 2018 Green and Gold Awards – Sports Hall of Fame



University Officials

Lourdes R. Montinola

Chair Emeritus

Aurelio R. Montinola III

Chairman of the Board of Trustees)

Juan Miguel R. Montinola

President

Rosanna E. Salcedo

Chief Finance Officer/Treasurer (concurrent)

Anthony Raymond A. Goqingco

Corporate Secretary

Ray Jan P. Roque

Chief Audit Executive

Enrique M. Amigo

Chief Information Officer

Antonio R. Montinola

Director for Sports Development (Consultant)

Enrico G. Gilera

Chief Legal Counsel, Legal Counsel's Office

Maria Teresa Trinidad P. Tinio

Senior Vice President for Academic Affairs

Pamela M. Hernandez

Controller

Chief Risk Officer

Genesis John G. Borja

Registrar, Office of the University Registrar

Michael Q. Liggayu

Quality Management Representative, Data Protection Officer, Chief
Information Security Officer, Quality Management Office

Rowena Capulong Reyes

Vice President for Corporate Affairs

Michelle S. Acomular

Vice President for Admissions and Financial Assistance

Evangeline P. Bautista

Vice President for Academic Development

Raquel L. Baquiran

Vice President for Academic Services

Edward R. Kilakiga

Vice President for Facilities and Technical Services

Kristine Anne B. Estable

Chief Accountant

FEU OFFICES DIRECTORY

 **Trunkline: 8849-4000**

OFFICE	LOCAL	DIRECT LINE	EMAIL ADDRESS
Institute of Accounts, Business and Finance (IABF)		8849-4124	iabf@feu.edu.ph
<i>Dean</i>	245		
<i>Associate Dean</i>	246		
Institute of Architecture and Fine Arts (IARFA)		8849-4126	iarfa@feu.edu.ph
<i>Dean</i>	250		
<i>Department Chair</i>	251		
Institute of Arts and Sciences (IAS)		8849-4122	ias@feu.edu.ph
<i>Dean</i>	224		
<i>Associate Dean</i>	225		
<i>Biology Department</i>	229		
<i>Communication Department</i>	232		
<i>English Department</i>	233		
<i>Tanggapan na Larangan ng Filipino</i>	234		
<i>International Studies Department</i>	236		
<i>Language and Literature Department</i>	237		
<i>Mathematics Department</i>	238		
<i>Medical Technology Department</i>	240		
<i>Political Science Department</i>	243		
<i>Psychology Department</i>	244		
Institute of Education (IE)		8849-4127	ie@feu.edu.ph
<i>Dean</i>	252		
<i>Staff</i>	253		
Institute of Nursing (IN)		8849-4128	in@feu.edu.ph
<i>Dean</i>	258		
<i>Department Chair</i>	259		
<i>Staff</i>	260		
Institute of Tourism and Hotel Management (ITHM)		8849-4130	ithm@feu.edu.ph
<i>Dean</i>	263		
<i>Associate Dean</i>	264		

OFFICE	LOCAL	DIRECT LINE	EMAIL ADDRESS
Other Offices			
Admission and Financial Assistance (AFA)	273/274	8849-4132	admissions@feu.edu.ph
Alumni Relations Office	303	8849-4143	alumni@feu.edu.ph
Athletics Office	205	8849-4113	athletics@feu.edu.ph
TAMS Bookstore	304 to 307	8849-4144	tamsbookstore@feu.edu.ph
Café Alfredo	266		cafealfredo@feu.edu.ph
Campus Ministry	406		
NSTP	281		nstp@feu.edu.ph
Guidance Counseling Office (G&C)			guidance@feu.edu.ph/

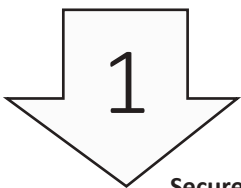
<i>Director</i>	275		guidancecounselor@feu.edu.ph
<i>Staff</i>	276		
Health Services (Clinic)			feuhealthsvc@feu.edu.ph
<i>Director</i>	404		
<i>Staff</i>	405		
IAS Student Council (IAS SC)	228		iassc@feu.edu.ph
ID Section	602		
Library	278		universitylibrary@feu.edu.ph
Library (E- Lib)	279		
Media Center			feumediacycenter@feu.edu.ph
<i>Manager</i>	308		
<i>Staff</i>	309		
WRP Department	265		
Career and Placement Office	282		placement@feu.edu.ph
FEU Center for the Arts (formerly President's Committee on Culture)	310		pcc@feu.edu.ph
Publications	311		publications@feu.edu.ph
University Registrar	283		registrar@feu.edu.ph
<i>Staff</i>	284/285		
<i>Data Center</i>	286		
Student Development (SDEV)	287		studentdevelopment@feu.edu.ph
Student Discipline (SD)	288		studentdiscipline@feu.edu.ph
Security Services	720		security@feu.edu.ph
Treasurer's Office			treasurer@feu.edu.ph
<i>Manager</i>	502		
<i>Staff</i>	503		
<i>Check Releasing</i>	504		
Visitor's Lounge			
<i>Tech. Building</i>	723		
<i>Gate 4/Entrance</i>	722		

Appendices



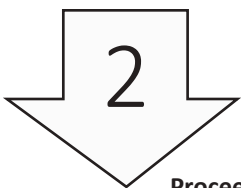
FLOW CHART FOR SECURING MEDICAL CLEARANCES

Flowchart for Securing Medical Clearances for Internship/OJT/Off-Campus Activities



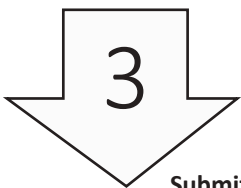
**Secure a referral/request for Complete Physical Exam,
laboratory tests and Psychological Evaluation**

From UHS or your referring Institute



**Proceed to the laboratory/hospital/clinic to undergo the
required procedures**

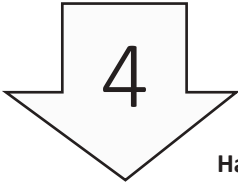
Any DOH-certified laboratory/hospital/clinic



Submit the results to the UHS for evaluation

*Further tests, referral to specialists and/or treatment may be
needed depending on results*

Certificate of Mental Fitness should be secured from the Guidance
and Counselling Office and included in the results for evaluation/
validation.



Have the required vaccines administered

From UHS or other DOH-certified hospital or clinic (ask for Vaccination Card or Certificate of Vaccination which must be presented to UHS)



Get the Medical Clearance from UHS and submit to Institute

Must have official seal to be valid



If Medical Clearance is secured from private/family physicians, it must be submitted together with the required laboratory test results and psychological evaluation. The Medical Certificate must contain the letterhead, complete name and PRC license with contact information of the physician. The MC is subject to verification and validation by the UHS.



For those with known illnesses or previous diagnoses, a current (not more than 6 months date of issuance), signed Medical Certificate from attending specialist indicating fitness to join the Internship Program/OJT/Off-Campus Activity must be submitted. The Medical Certificate must contain the letterhead, complete name and PRC license with contact information of the physician. The MC is subject to verification and validation by the UHS.



FAR EASTERN UNIVERSITY
Manila

STATEMENT AND UNDERTAKING

I, _____, ____ years of age, with residence and postal address
at _____, state that:

1. I am not a member of any organization operating within the University premises which is not registered with the Far Eastern University (hereinafter called the UNIVERSITY);
2. For the duration of my stay in the UNIVERSITY, I shall not join and or shall not participate in any organization not recognized by the UNIVERSITY;
3. I acknowledge and understand that my admission into the UNIVERSITY is a privilege and that the UNIVERSITY has the right and the authority to choose the persons or individuals that may be admitted as students of the UNIVERSITY;
4. I acknowledge and understand that the UNIVERSITY has likewise the authority to prescribe rules and regulations governing non-membership of the students in any organization in the UNIVERSITY. Pursuant to its right to academic freedom, the UNIVERSITY may withhold recognition to organizations whose existence is considered inimical to the maintenance of peace and order in the school campus;
5. I recognize and accept that my continued stay in the UNIVERSITY is subject to compliance with prescribed disciplinary rules and regulations, especially those on non-membership in fraternities, sororities or organizations not recognized by the UNIVERSITY, the policies relating to prohibited drugs and substances, and the policies relating to other illegal and immoral activities that may destroy the integrity of the UNIVERSITY;
6. I undertake to abide by whatever UNIVERSITY rules and regulations;
7. I understand that the UNIVERSITY can dismiss me if I am found to have falsely certified to any conditions of this Statement and Undertaking; and
8. I am executing and submitting this Statement and Undertaking as a prerequisite of my admission as a student of the UNIVERSITY.

Printed Name and Signature of Student
Date:

With my conformity:

Printed Name and Signature of Parent / Guardian
Date:

**CONFORMITY AND WAIVER
POLICY ON DRUGS IN THE UNIVERSITY**

I, _____ a student/staff/faculty of Far Eastern University do hereby state that:

- I have read and understood the above-written FEU Policy on Drugs;
- I conform to and support the said policy;
- With full knowledge of my rights under the law, I allow myself hereafter to be subjected to any drug or medical testing in accordance with the said policy;
- I shall not file any claim or action of whatever nature against FEU and/or its officers after submitting myself to the aforesaid drug testing;
- I shall abide by whatever decision rendered by the management in consonance with the results of the tests.

Signature over Printed Name

Date

With our/my parental consent (for Minors):

Institute _____

Course _____

ID No. _____

Section _____

THE SAFE SPACES ACT

Republic Act No. 11313 (The Safe Spaces Act), also known as the Anti-Bastos Law, was approved on April 17, 2019 and took effect on August 5, 2019. It protects everyone from sexual harassment both in physical and online spaces. It defines gender-based sexual harassment in streets, public spaces, online, workplaces, and educational and training institutions. It strengthens administrative mechanisms against sexual harassment in workplaces and in educational and training institutions. It recognizes that sexual harassment may be committed not just by persons in authority but even between peers, or by a student to a teacher, or by a subordinate to a superior. It outlines additional duties and liabilities for employers and heads of schools and training institutions to ensure that sexual harassment complaints in their respective institutions are addressed appropriately. It penalizes sexual harassment which also occurs in other environments, such as public spaces and online platforms. It gave definite mandates for establishment owners, public utility vehicle (PUV) operators/drivers, local government units, and educational and training institutions related to preventing and addressing gender based sexual harassment.

GENDER-BASED STREETS AND PUBLIC SPACES SEXUAL HARASSMENT

Gender-based streets and public spaces sexual harassment is committed through any unwanted and uninvited sexual actions or remarks directed against any person, regardless of the motive for committing such action or remarks, in public spaces such as alleys, roads, sidewalk and parks, buildings, schools, churches, restaurants and cafes, malls, public washrooms, bars and clubs, resorts and water parks, hotels and casinos, cinemas, internet shops, public markets, transportation terminals, public utility vehicles, and other privately-owned places open to the public. Section 11 of the law enumerates the specific acts, the prescriptive period, and penalties.

A. The complaint must be filed within 1 year from commission of the following acts:

- o Cursing, wolf-whistling, catcalling, leering and intrusive gazing, taunting;
- o Unwanted invitations; o Misogynistic, transphobic, homophobic and sexist slurs; o Persistent unwanted comments on one's appearance; o Relentless requests for one's personal details such as name, contact and social media details or destination;
- o Use of words, gestures or actions that ridicule on the basis of sex, gen-

der or sexual orientation, identity and/or expression including sexist, homophobic, and transphobic statements and slurs;

- o Persistent telling of sexual jokes; o Use of sexual names, comments and demands; o Any statement that has made an invasion on one's personal space or threatens one's sense of personal safety.

B. The complaint must be filed within 3 years from commission of the following acts:

- o Making offensive body gestures at someone; o Exposing private parts for sexual gratification of perpetrator with the effect of demeaning, harassing, threatening or intimidating offended party (flashing of private parts, public masturbation, groping, and similar lewd sexual actions).

C. The complaint must be filed within 10 years from commission of the following acts:

- o Stalking, and any of the acts mentioned in A and B above, when accompanied by touching, pinching or brushing against the body of the offended person;
- o Any touching, pinching, or brushing against the genitalia, face, arms, anus, groin, breasts, inner thighs, face, buttocks or any part of the victim's body even when not accompanied by acts mentioned in A and B above.

The victim of gender-based streets and public spaces sexual harassment can seek the assistance of the MMDA and the local units of PNP (for provinces) for the immediate apprehension of the perpetrator. The penalties are: fine and community service with attendance to gender sensitivity seminar for the first offense; fine or imprisonment for the second offense; and fine and imprisonment for the third offense.

GENDER-BASED ONLINE SEXUAL HARASSMENT

Gender-based online sexual harassment is defined as an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety. These are acts that use information and communications technology in terrorizing and intimidating victims through:

- Physical, psychological, and emotional threats;
- Unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private messages;
- Invasion of victim's privacy through cyberstalking and incessant messaging;
- Uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content;
- Any unauthorized recording and sharing of any of the victim's photos, videos, or any information online;
- Impersonating identities of victims online;
- Posting lies about victims to harm their reputation;
- Filing of false abuse reports to online platforms to silence victims.

Victims of online gender-based sexual harassment can seek the assistance of the PNP Anti-Cybercrime Group (PNP ACG) for the apprehension of the offender. The complaint may be filed anytime as the act does not prescribe. The penalties are imprisonment or fine, or both at the discretion of the court. Qualified gender-based streets, public spaces and online sexual harassment. The penalty next higher in degree is imposed for qualified gender-based streets, public spaces and online sexual harassment. Qualified gender-based streets, public spaces and online sexual harassment exists when the:

1. Perpetrator is driver and offended party is passenger in a common carrier or PUV;
2. Offended party is a minor, a senior citizen, or a PWD, or a breastfeeding mother nursing her child;
3. Offended party is diagnosed with a mental problem tending to impair consent;
4. Perpetrator is a member of the uniformed services (PNP and AFP) while in uniform;
5. Perpetrator is government employee in the premises of a government agency offering frontline services to public.

Gender-based sexual harassment in the workplace, education and training institutions

The gender-based sexual harassment (GBSH) in the workplace, education and training institutions refers to:

- An act or series of acts involving any unwelcome sexual advances,

requests or demand for sexual favors or any act of sexual nature, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individual's employment or education, job performance or opportunities;

- A conduct of sexual nature and other conduct-based on sex affecting the dignity of a person, which is unwelcome, unreasonable, and offensive to the recipient, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems;
- A conduct that is unwelcome and pervasive and creates an intimidating, hostile or humiliating environment for the recipient.

Workplaces include all sites, locations, spaces, where work is being undertaken by an employee within or outside the premises of the usual place of business of the employer. GBSH in the workplace may be committed: to a subordinate by an employer or other person of authority, influence or moral ascendancy; between peers; and to a superior officer by a subordinate. Complaints must be filed within 5 years from the commission of the act.

GBSH in the education and training institutions may be committed by principals, school heads, teachers, instructors, professors, coaches, trainers, or any person who has authority, influence or moral ascendancy over another, between students, or to a teacher by a student, or to a trainer by a trainee. Complaints must be filed within 5 years from the commission of the act.

In GBSH in education and training institutions, schools are obliged to investigate possible abusers and resolve the situation, even in the absence of a formal complaint. They are compelled to deal with hostile environments, made known by just "reasonable knowledge" of someone committing gender-based sexual harassment or sexual violence. They are compelled to investigate even if a victim does not want to file a complaint or does not request the school to take any action. If the GBSH created a hostile environment, school must take immediate action to eliminate the same acts, prevent their recurrence and address the effects, including the conduct of an investigation, on its own initiative, and referral of offended party for appropriate psychosocial or medical services. Once a perpetrator is found guilty, the educational institution may reserve the right to strip the diploma from the perpetrator or issue an expulsion

order if he or she was enrolled at the time of the commission of the crime.

MISCELLANEOUS PROVISIONS

- A victim of gender-based sexual harassment has the right to confidentiality at any stage of the investigation, prosecution and trial.
- The court may issue restraining order directing the perpetrator to stay away from the victim at a distance specified by the court, or to stay away from the residence, school, place of employment, or any specified place frequented by the victim.
- The victim of work-related or education or training-related GBSH is not precluded from instituting a separate and independent action for damages and other affirmative relief.
- The victim of gender- based street, public spaces or online sexual harassment is entitled to remedies provided under the law and psychological counseling services, with fees to be borne by perpetrator.

CHED MEMORANDUM ORDER (CMO) FOR STUDENT OFF-CAMPUS ACTIVITIES



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED Memorandum Order

No. 63

Series of 2017

SUBJECT: POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambansa Blg. 232, the Constitution which states that, "*The State shall exercise reasonable supervision over all higher education institutions,*" and by virtue of Commission *en Banc* Resolution No. 540-2017 dated July 18, 2017, the following policies and guidelines on local off-campus activities are hereby adopted.

ARTICLE I RATIONALE

In the Philippines, Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery process through the conduct of off-campus activities. These are activities conducted by HEIs to supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with specific degree program requirements. These also include non-curricular activities. They are intended to broaden the students' learning opportunities and allow them a feel of the real world, and therefore serve as powerful motivator to strengthen the academe-industry linkage. These learning situations include: internships, educational tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/reach-out programs, conventions, conferences, trainings, volunteer work, interschool competitions, cultural performances and team development activities, among others.

ARTICLE II STATEMENT OF POLICIES

Section 1. CHED recognizes the academic freedom of the HEIs in promoting quality education for the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.

Higher Education Development Center Building, C.P. Garcia Ave., UP Campus, Diliman, Quezon City, Philippines¹
Web Site: www.ched.gov.ph Tel. Nos. 441-1177, 385-4391, 441-1169, 441-1149, 441-1170, 441-1216, 392-5296, 441-1220
441-1228, 441-1169, 988-0002, 441-0750, 441-1254, 441-1235, 441-1170, 441-1255, 441-8910, 441-1171, 352-1871

Section 2. All HEIs are given the authority to design, determine and approve the conduct of off-campus activities a) as part of a duly approved curriculum as noted by CHED or b) as part of the HEI's particular context or respective mission. Such authority of the HEIs however, shall be exercised with paramount consideration given to the safety and welfare of the student participants.

Section 3. It is the obligation of the HEIs to: (a) adopt mechanisms for safety and welfare of all participants to the off-campus activities; and (b) observe due diligence and strict adherence to the requirements stipulated in this CMO and the Joint Memorandum Circular (JMC).

Section 4. To ensure the well-being and safety of all the students in higher education and guarantee the quality of their learning and exposure, CHED, in partnership with the Department of Tourism (DOT), Department of the Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP), shall issue separate guidelines for the conduct of all off-campus activities, if needed.

ARTICLE III OBJECTIVES

Section 5. These set of policies and guidelines aim to guide HEIs in the conduct of off-campus activities in order to develop the holistic experience of students and to provide:

- 5.1 access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;
- 5.2 quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values;
- 5.3 mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs' personnel; and
- 5.4 mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

ARTICLE IV COVERAGE

Section 6. The CMO shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not be limited to the following:

6.1 Curricular

- a. Educational Tours/Field trips
 - Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
 - Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or



- Plant industry visit, host training establishment visit, and other related visits.
- b. Participation and/or attendance in degree program-relevant events
- c. Field Study/Experiential Learning/Related Learning Experience

6.2 Non-Curricular

- a. mission-based activities (e.g., retreat, recollection, etc);
- b. conventions, seminars, conferences, symposiums, trainings and teambuilding;
- c. volunteer work including peer helper programs, relief operations, community outreach and immersion;
- d. advocacy projects and campaigns;
- e. participation in sports activities;
- f. activities initiated by recognized various student groups;
- g. interschool competitions/tournaments; or
- h. culture and arts performances and competition.

ARTICLE V DEFINITION OF TERMS

Section 7. For the purposes of this CMO, the following terms are defined as follows:

- 7.1 **Approved curriculum** refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).
- 7.2 **Curricular activities** are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.
 - a. **Educational Tours** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.
 - b. **Field trips** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.
 - c. **Field Study/Experiential Learning/Related Learning Experience** refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery.



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- 7.3 **Institution** refers to the HEI where the student is enrolled or where the personnel is employed.
- 7.4 **Non-curricular activities** refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of implementation as long as the safety and security of the students are duly ensured.
- 7.5 **Off-campus activities** refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.

ARTICLE VI EXCLUSIONS

The following off-campus activities shall be excluded from this CMO. However, HEIs shall properly undertake mechanisms to assure due diligence in the conduct of all off-campus activities for the safety and security of the academic community.

Section 8. International Educational Tours or Field Trips

International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, s. 2015.

Section 9. Internship/OJT/Practicum

Students undergoing local and international internship, practicum or on-the-job training, shipboard training programs, etc. shall be governed by separate guidelines for student internship programs.

ARTICLE VII REQUIREMENTS, OBLIGATIONS, AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED

Section 10. Government

It is the obligation of government agencies, based on their respective mandates, to provide necessary services, actions, and assistance relative to off-campus activities pursuant to the JMC that shall be issued by and between the following agencies:

- 10.1 Commission on Higher Education (CHED);
- 10.2 Department of Tourism (DOT);
- 10.3 Department of the Interior and Local Government (DILG);
- 10.4 Land Transportation Office (LTO);
- 10.5 Land Transportation Franchising and Regulatory Board (LTFRB);
- 10.6 League of Cities of the Philippines (LCP); and
- 10.7 League of Municipalities of the Philippines (LMP).



Section 11. Higher Education Institutions (HEIs)

11.1 Responsibilities and Obligations:

The HEIs shall:

- a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.
- b. Adopt and implement its own institutional policies, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.
- c. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.
- d. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular activities, the HEIs shall adopt an appropriate PIC-student ratio, as it deems fit.
- e. Ensure safety and welfare of mobility of students through the following transportation vehicles:
 - e.1 owned by the HEI – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and
 - e.2 third party or sub-contracting – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.
- f. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).
- g. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.
- h. Establish mechanisms to provide parallel activities for curricular and alternative activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and non-punitive activities to concerned students.



- i. Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).
- j. Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

11.2 Requirements:

a. Checklist of requirements:

a.1 Before the off-campus activity

The President must require the submission of the following from its personnel concerned:

REQUIREMENTS	PROOFS
a.1.1 Curriculum The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits.	Course Syllabus which reflects the relevance of requiring an educational tour and field trip
a.1.2 Destination As much as practicable, destination of off-campus activities should be near the concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitled, <i>Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subjects for Studies and Researches</i> may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity. The destination and schedule should be relevant to the subject matter.	Appropriate report
a.1.3 Handbook or Manual The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual.	Handbook or Manual



REQUIREMENTS	PROOFS
a.1.4 Consent of the Parents or Student's Guardian	Duly notarized/subscribed consent
a.1.5 Medical Clearance of the Students	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
a.1.6 Personnel-In-Charge	
The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, <i>identify overall leader from among the personnel-in-charge.</i> With appropriate first-aid and medical emergency training.	- o Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities - o Relevant certificate on first-aid training
a.1.7 First Aid Kit	
The HEI should provide a complete first-aid kit.	First-aid kit
a.1.8 Fees/Fund Source	
The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.	Duly approved schedule of fees
There should be a breakdown of fund sources and other resources properly secured and accounted for.	Appropriate report
a.1.9 Insurance	
The HEI should provide insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.	Proof of insurance provision
a.1.10 Mobility of Students	
a.1.10.1 Owned by the HEI	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
a.1.10.2 Third party or sub-contracting	
a.1.10.2.1 Franchisee	- o Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up- to-date), if applicable. - o Special Permit from LTFRB if transportation is out-of-line - o Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.



REQUIREMENTS	PROOFS
a.1.10.2.2 Travel and Tour Operator In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT. If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.	- o Copy of Travel and Tour Operator Accreditation Certificate by the DOT - o Duly approved Plan/ Itinerary of travel by the HEI - o Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up- to-date), if applicable. - o Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.
a.1.11 LGUs/NGOs The HEI should duly coordinate with appropriate LGUs/NGOs. Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.	- o Copy of the letter sent to the LGUs - o Copy of acknowledgement letter from the LGUs
a.1.12 Activities	
a.1.12.1 General orientation to students	Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders
a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature	
a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities	- o Letters to parents, students and adult companion preferably faculty - o Appointment with conforme of Personnel-in-charge
a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip	- o Itinerary - o Handy information materials for students
a.1.12.5 Learning journals for students	Standard format of learning journals given to students
a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders	Appropriate report



a.2 During the off campus activity

REQUIREMENTS	PROOFS
a.2.1 Personnel-in-charge, identify overall leader (when necessary) with the following tasks:	List of personnel or attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of students and/or attendance
a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used. (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party
a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.	

a.3. After the off-campus activity

REQUIREMENTS	Proofs
a.3.1 Learning journals of students	Appropriate report/grades
a.3.2 Assessment report/ Evaluation Report	Assessment report by faculty including the breakdown of expenses
a.3.3 Expenditure report	Breakdown of expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

b. Submission of Reports:

The HEIs shall submit the following comprehensive reports in compliance with this CMO:

- b.1 Certificate of Compliance.** A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex A)
- b.2 Report of Compliance.** A report of compliance must be certified correct by the PIC, reviewed by the Dean or Program Head, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative listing all the activities and corresponding compliance using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex B)



b.3 Comprehensive Semestral/Term Report. A semester/term comprehensive report shall be submitted to the concerned CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template. (Please refer to Annex C)

c. Exemption from submission of report to CHED

c.1 HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or Level II accredited programs, and SUCs with at least Level III shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance (refer to Annex A)

c.2 Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEI, if available.

Section 12. Students

12.1 Responsibilities and Obligations:

Students shall:

- a. Be officially enrolled;
- b. Adhere to the rules and regulations of student manual; and
- c. Submit a learning journal/paper reflecting his/her observations, learnings, findings and noteworthy experiences.

12.2 Imposition of sanctions for non-performance/violation of above-mentioned actions should be in accordance with the HEIs' policies.

**ARTICLE VIII
MONITORING AND EVALUATION**

Section 13. The CHEDROs shall conduct a monitoring of the compliance vis-à-vis obligations and liabilities of the HEIs to the documentary requirements and activities undertaken.

Section 14. All HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or with at least Level II accredited programs, and SUCs with at least Level III shall be exempted from monitoring and evaluation, except when there are complaints related to the conduct of off-campus activities.

Section 15. CHEDROs shall submit a summary of monitoring report of the HEIs within their respective region and submit the same to the Office of the Executive Director (OED) through the Office of Student Development and Services (OSDS).



ARTICLE IX FEES

Section 16. Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct of off-campus activities should be included in the student handbook or manual.

ARTICLE X VIOLATIONS AND SANCTIONS

Section 17. Violations. The following are considered violations of these policies and guidelines:

17.1 Failure to comply with any of the requirements in the CMO, such as:

- a. Conduct of orientation or consultation;
- b. Conduct of activity without approval of the President/Head of the HEI;
- c. Verification with agency concerned on road worthiness of vehicles;
- d. Validation of appropriate license of the driver;
- e. Establishment of parallel activities;
- f. Submission of required reports to CHEDRO;
- g. Submission of requirements per required timelines; or
- h. Compliance with the requirements and obligations (Faculty/student ratio, loading capacity of transportation, etc.).

17.2 Imposition of punitive measures upon the student who failed to attend/join the activity.

17.3 Deployment of unqualified PIC.

17.4 All other analogous circumstances.

Section 18. Sanctions.

18.1 The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this CMO:

- a. written warning
- b. cancellation of the activity
- c. order the refund of collected fees

Thereafter, CHEDROs are required to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.



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18.2 For violation/s or non-compliance of the HEIs affecting the general public and/or national interest, the Commission en Banc, taking into consideration the recommendation of the CHED LLS, may impose the following sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs:

- a. Blacklisting of the third party (franchisee or tour operator);
- b. Suspension from conducting off-campus activities for a period of time as determined by the CEB; and
- c. Repeated violations of the CMO may result to the imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

18.3 This is without prejudice to the right of the concerned students/injured party/ies to file the necessary criminal or civil charges or administrative charges against the school and/or its administrators under the civil code or other applicable laws.

ARTICLE XI REPEALING CLAUSE

Section 19. This CMO supersedes CMO No. 17, s. 2012 entitled "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students." All previous issuances or part thereof inconsistent with provisions of this CMO are deemed repealed, revoked or rescinded accordingly.

ARTICLE XII TRANSITORY PROVISION

Section 20. All HEIs, including SUCs and LUCs, shall immediately fully comply with all the requirements in this CMO upon its effectivity.

Section 21. The moratorium on the conduct of educational tours and field trips entitled "*Imposition of Moratorium on Field Trips and other Similar Activities Covered Under CHED Memorandum Order No. 17, Series of 2012, and Review of the Policy to Strengthen Mechanisms that Safeguard All Students at All Levels and Faculty Members in Activities included in the Curricular, Research and Extension Programs of Higher Education Institutions*" shall also be deemed lifted upon the effectivity of this CMO.

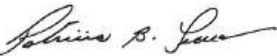


ARTICLE XIII
EFFECTIVITY

Section 22. This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of National Administrative Register (ONAR) and shall remain in force and effect until revoked or amended.

Issued this 25 day of July in Quezon City.

For the Commission:


PATRICIA B. LICUANAN, Ph.D.
Chairperson

Annexes:

- ANNEX A – Certificate of Compliance*
- ANNEX B – Report of Compliance*
- ANNEX C – Comprehensive Semestral/Term Report*



Annex A



(Name of HEI)

LOCAL OFF-CAMPUS ACTIVITIES
CERTIFICATE OF COMPLIANCE

This is to certify that all the processes, procedures and requirements before the conduct of the off-campus activity/ies pursuant to CMO No.____, s. 2017 entitled "Policies and Guidelines on Local Off-campus Activities" have been duly complied with, and that by virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

Certified Correct:

Recommending approval:

Personnel-in-Charge

Vice-President for Academic Affairs

Approved by:

President/Head of HEI/
Authorized representative

SUBSCRIBED AND SWORN to before me, this _____, by _____ who exhibited to me (his/her) competent proof of identification _____ issued at _____, Philippines on _____.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____;



Annex B

Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION

LOCAL OFF-CAMPUS ACTIVITIES
REPORT OF COMPLIANCE

NAME OF HEI: _____ REGION: _____
ADDRESS: _____

BASIC INFORMATION:

PROGRAM NAME	COURSE	DESTINATION/S AND VENUE	INCLUSIVE DATES	NUMBER OF STUDENTS	LIST OF PERSONNEL-IN-CHARGE
e.g. BS Travel Mgt.	PTour 1	Bagulo Burnham Park Pinagbenga Festival	February 25 – 28, 2017	40	Engr. Liveta Mr. Ong

REPORT BEFORE THE ACTIVITY:

ACTIVITIES	COMPLIANCE	
	YES/NO	REMARKS
1. Curriculum Requirement		
2. Destination		
3. Handbook or Manual		
4. Students Consent of the Parents/Guardians Medical Clearance of the Students		
5. Personnel-In-Charge		
6. First Aid Kit		
7. Fees/Funds		
8. Insurance		
9. Mobility of Student (vehicles) Owned by the HEI Third Party or Subcontracting Franchisee/Travel Agency/ Tour Operator		
10. LGUs/NGOs		
11. Activities Orientation to students Consultation Announcements Briefing before the trip Learning Journals Emergency Preparedness Plan		

Certified Correct: _____ Recommending approval: _____
Personnel-In-Charge _____ Vice President for Academic Affairs _____
Reviewed by: _____ Approved by: _____
Dean or Program Head _____ President/Head of HEI/ Authorized representative _____



Annex C

Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION

LOCAL OFF-CAMPUS ACTIVITIES
COMPREHENSIVE SEMESTRAL/TERM REPORT

NAME OF HEI: _____ REGION: _____
ADDRESS: _____

PROGRAMS	DESTINATION/S	NO. OF STUDENT	NO. OF HEI PERSONNEL
<i>e.g. BS Travel Mgt.</i>	<i>Baguio</i>	<i>120</i>	<i>5</i>
<i>BS Civil Engineering</i>	<i>Bataan</i>	<i>50</i>	<i>2</i>

Problems encountered and actions taken to address the situation

Recommendation

Certified Correct:

Recommending approval:

Personnel-in-charge

Vice President for Academic Affairs

Approved by:

President/Head of HEI/ Authorized representative



TATAK TAMARAW

CAMPUS MAP

Far Eastern University



A Nicanor Reyes Hall (NRH)

- Exhibit Hall
- Electronic Library
- FEU Library
- FEUCSO Office
- NRH Canteen
- Student Discipline
- Study Area
- Discussion Rooms

B Grandstand

C Nicanor Reyes Memorial Square

D Alfredo Reyes Hall (ARH)

- ARH Gymnasium
- Cafe' Alfredo
- ITHM Dean's Office
- Kitchen
- Laboratories
- Mock Hotel

E Arts Building (AB)

- AB Gymnasium
- Admissions and Financial Assistance
- Multi-Faith Room
- IAS Dean's Office
- Radio Studio
- TV Studio
- Registrar
- University Conference Center (UCC)

F FEU Plaza

G FEU Chapel

H Education Building (EB)

- IE Dean's Office
- Student Development
- The Huddle

I Admissions Building (ADB)

- Computer Laboratories
- Interactive Laboratories

J Engineering Building (ENB)

- FEU Foodcourt
- Mini Auditorium
- Innovation Center
- President's Committee on Culture

K Science Building (SB)

- FEU Bookstore
- SB Canteen
- (Tayuman)
- Science Laboratories
- Security Office

L Gazebos

M The Conservatory (Pavilion)

N Administration Building (AMB)

- Administrative Offices
- Cashier
- FEU Auditorium
- Memorabilia Room

O Accounts, Business, and Finance Building (ABB)

- ABB Canteen
- Cashier
- Guidance and Counseling
- IABF Dean's Office
- IN Dean's Office

P Nursing Building (NB)

- Canteen
- FEU SHS Administrative Offices
- Vines Laboratory

Q Pavilion II

R Architecture and Fine Arts Building (AFB)

- University Health Services
- IARFA Dean's Office

S Far Eastern University Gymnasium (R. Papa Gym)

- Athletics Office
- Athlete's Dormitories
- TamBayan

T FEU Institute of Technology (FEU Tech)

U FEUture Center

FAR EASTERN UNIVERSITY

CAMPUS MAP



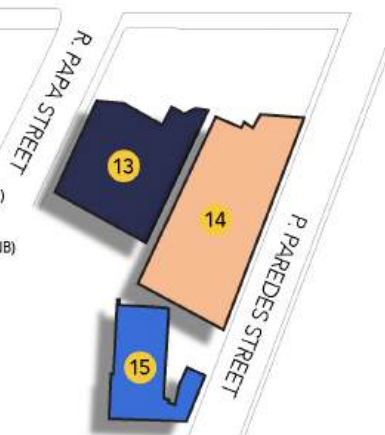
QUEZON BOULEVARD

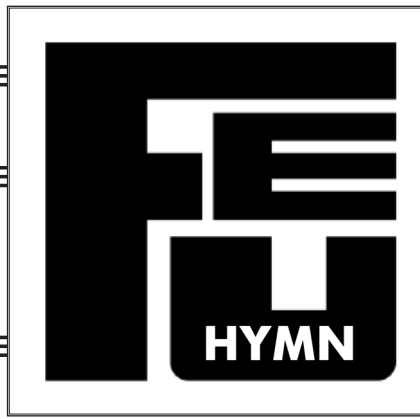


NICANOR REYES STREET

LEGEND:

1 ADMINISTRATION BUILDING (AMB)	9 CHAPEL
2 ARCHITECTURE AND FINE ARTS BUILDING (AFB)	10 EDUCATION BUILDING (EB)
3 NURSING BUILDING (NB)	11 ADMISSIONS BUILDING (ADB)
4 ACCOUNTS, BUSINESS & FINANCE BUILDING (ABB)	12 ENGINEERING BUILDING (ENB)
5 SCIENCE BUILDING (SB)	13 R. PAPA GYMNASIUM
6 NICANOR REYES HALL (NRH)	14 FEU TECH BUILDING
7 ALFREDO REYES HALL (ARH)	15 FERN BUILDING 1
8 ARTS BUILDING (AB)	16 FEUTURE CENTER





by Nick Joaquin

Far Eastern, onward,
Beloved Alma Mater!

Onward, oh lead us,
The Green and Gold in view.

In thy happy halls,
Our young hearts saw the light;

Command thy sons and daughters
To battle for the right.

Though far from home our feet may roam,
Our love will still be true.

Our voices shall unite
To praise thy name anew.

We'll treasure within our hearts
The FEU!

We'll treasure within our hearts
The FEU!

The Bucket List

Now you've read the entire handbook. That doesn't mean, however, that you are already a bonafide FEU student by experience. Try to keep track of all your activities and check if you've become a certified Tamaraw.

You have four or five years to tick any of these boxes of sundry experiences:

- ☐ Visited a community for volunteer work
- ☐ Memorized the FEU Hymn
- ☐ Hoped for a suspension of classes and got it.
- ☐ Got a grade of A in any of your courses
- ☐ Class was suspended on your free day
- ☐ Bought an FEU shirt, hoodie, or jacket
- ☐ Became a scholar (wow)
- ☐ Posted a positive comment at the official FEU Facebook Page
- ☐ Joined a student organization as officer or committee member
- ☐ Watched a UAAP Cheer dance competition with friends
- ☐ Learned all building shortcuts and Tam jargon (example: TBA)
- ☐ Experienced walking through flood on your way home
- ☐ Watched at least one play by FTG
- ☐ Attended a University concert
- ☐ Attended a project of an accredited student organization
- ☐ Sat under the trees at the FEU Plaza
- ☐ Danced at the Quadrangle with fellow WRP classmates
- ☐ Bought something outside the campus and came back without being late (once again, wow)
- ☐ Lined up for photocopying
- ☐ Watched UAAP athletes practice at the gym
- ☐ Attempted to color your hair
- ☐ Got late because of bag inspection
- ☐ Had a selfie with the Tamaraw sculpture
- ☐ Bought a Scantron sheet right on the day and time of your exam
- ☐ Voted during Student Elections
- ☐ Heard a student party campaign
- ☐ Enjoyed a group project
- ☐ Got lost in the campus
- ☐ Borrowed a book from the library and returned it without fine

FEU Cheer

Recca, Recca Summa F! (3 claps)

Recca. Recca Summa E! (3 claps)

Recca, Recca Summa U! (3 claps)

Recca, Recca Summa FEU!

Cha-Cha-Cha!

Fight-Fight-Fight!

Tamaraws!

Fight!!!

FEU Multi-Faith Prayer

Glory to You Almighty for gathering us today.

Give us fortitude to conquer life's challenges.

Inspire us to excel and be upright in everything we do.

Guide us to remain united in diversity

to serve and love one another.

Amen.

Pledge of Loyalty

In grateful recognition of all that Far Eastern University has done for me,

I hereby pledge to FEU my loyalty and solemnly promise

to live according to its ideals,

work unceasingly to preserve the heritage of our glorious culture,

elevate the dignity of all people,

and promote the unity of humankind and the glory of Almighty God.



FAR EASTERN UNIVERSITY

Nicanor Reyes Street, Sampaloc, Manila