



Adventist University
of the Philippines

STUDENT HANDBOOK

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Student Services Office
Adventist University of the Philippines
Puting Kahoy, Silang, Cavite

(Printing information)

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SECTION I
GUIDING PRINCIPLES
AND STATEMENTS

1. GUIDING PRINCIPLES

The students' life in the Adventist University of the Philippines (AUP) is shaped by a holistic philosophy of education. AUP's guiding principles adhere to the counsel that the work of education and the work of redemption are one. Students are advised to make the most of their school life. They are encouraged to take advantage of the opportunities at AUP to prepare them for life's duties. With God as their partner, the students could reach their full potential.

Since AUP is an educational institution owned and operated by the Seventh-day Adventist Church, it maintains its mandate to apply the Church's standards of Christian morals and intellectual integrity. Admission to AUP is a voluntary commitment on the part of the students to uphold the rules, the regulations, and the values promulgated by the University for a successful campus experience.

Philosophy

"The work of education and the work of redemption are one: to restore in humanity the lost image of God through the harmonious development of the mental, physical, social, and spiritual faculties."

Mission

AUP is committed to providing quality Bible-based education and nurturing students for academic excellence, Christ-like character, and exemplary service.

Vision

AUP envisions to be a leading Adventist educational institution in the Asia-Pacific region.

2. THE UNIVERSITY CORE VALUES

Adventist University of the Philippines Values (ACE):

A: Accountability and Integrity. We hold ourselves responsible for our professional and personal actions to God, to one another, and to our stakeholders. We shall therefore live and serve with integrity, with wholeness of character, with consistency of lifestyle and faithfully adhere to the spiritual truths and values taught in the Word of God.

C: Committed Service. We shall serve our students and all we encounter, dedicating our time, personal skills, professional expertise, and resources as we realize the high academic and spiritual expectations of Adventist education, in turn spending our lives serving others.

E: Excellence in Work. We continually strive to be among the best in all we do: in teaching and in delivering consistently high-quality service.

3. HISTORY OF THE ADVENTIST UNIVERSITY OF THE PHILIPPINES

AUP is a residential boarding educational institution that is owned and operated by the Seventh-day Adventist Church. AUP's ruling philosophy is to hone the mental, spiritual, social, and physical faculties of the youth to prepare them for the joy of service in this life and for heaven.

AUP began as the Philippine Seventh-day Adventist Academy in Pasay in June 1917. In 1926, the academy became a junior college and was transferred to Baesa, Caloocan City. The school was recognized as a senior college and was renamed Philippine Union College (PUC) in 1928.

Recognizing the need for an educational environment that was conducive for learning, spiritual growth, and distinctively Christian, the Church leaders moved the college to its present location at Puting Kahoy, Silang, Cavite in 1972. Essential buildings in the new campus were completed in 3 years, and in 1981 the entire college and the academy began classes in the Silang campus. In 1996, PUC was granted university status, hence the name Adventist University of the Philippines.

To maintain its university and autonomous status, AUP welcomes accreditations and certifications of its programs. Today, the institution is accredited and recognized by the Federation of Accrediting Associations of the Philippines (FAAP) through the Association of Christian Schools, Colleges, and Universities-Accrediting Council, Incorporated (ACSCU-ACI), the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA), and the Association for Theological Education in South East Asia (ATESEA).

AUP is also recognized and accredited by the International Board of Education (IBE) and the Adventist Accrediting Association (AAA). The University is also certified by the Bureau of Immigration (BI) to accept international students.

4. MISSION, VISION, AND GOALS OF THE AUP STUDENT SERVICES OFFICE

Values and Lifestyle Standards

AUP is an educational institution owned and operated by the Seventh-day Adventist Church. For this reason, it applies the Church's standards of Christian morals and intellectual integrity to its distinctive education. It welcomes students of all races and religions who share and support the same values and standards expressed in this Student Handbook.

While being a Seventh-day Adventist is not a requirement, the University desires that students experience making personal decisions based on biblical Christian principles of living.

Prospective students have to make a choice before enrolling. AUP orients them with the policies they must follow. They have the privilege to remain at AUP if they continue to abide by the rules and regulations the University deems necessary for a successful campus experience. The University has the authority to maintain discipline according to the stipulations of this Student Handbook and with the 2008 Manual of Regulations for Private Higher Education (MORPHE, Section 4.13). Therefore, admission to AUP is a voluntary commitment on the part of the students to uphold all school values, lifestyle standards, and regulations while they are enrolled, with the support of their parents/guardians/sponsors, whether residing on or off campus.

AUP reserves the right to modify rules, regulations, and codes whenever appropriate and necessary.

Mission

The Student Services Office (SSO) provides quality services and life-changing opportunities to students to help them develop professional competence, active faith, social responsibility, selfless service, and balanced lifestyle.

Vision

To be a leading Adventist SSO in the Asia-Pacific region.

Objectives

1. To provide information to students regarding the University policies and procedures and how these relate to their lives and

activities.

2. To facilitate the students' social, emotional, and cultural adjustment through mentoring.
3. To support students in their academic pursuits.
4. To motivate the students to cultivate a growing relationship with Jesus.
5. To supervise, monitor, and evaluate students' involvement in programs and activities.
6. To facilitate the discipline of students with behavior issues through the implementation of fair and redemptive measures.
7. To promote the harmonious development of emotional, mental, physical, social, and spiritual aspects of students for the attainment of wise decisions, accurate interpretations, appropriate choices, proper adjustments, and sensible plans.
8. To assist students in developing leadership skills and discovering their unique gifts, potentials, and other related skills.
9. To encourage the practice of social graces and the observance of proper decorum.
10. To promote and emphasize the practice of healthy diet, basic principles of proper nutrition, and the benefits of regular eating habits.
11. To provide the students with comfortable living quarters while they are studying at this University.
12. To conduct evaluation and research for the improvement of the implementation of programs and services.

The University rules and regulations embodied in this Student Handbook reflect and express the biblical lifestyle standards promoted by the Seventh-day Adventist Church. Knowledge and proper understanding of these standards are vital to the appreciation of the purpose of specific rules and enhancement of understanding of their moral basis.

5. STUDENTS' RIGHTS

AUP students enjoy the following inalienable rights and privileges:

1. To be treated with fairness, kindness, sympathy, and compassion as befits all human beings.
2. To express their thoughts creatively and constructively.
3. To act responsibly and cooperatively with others in the society.

4. To learn experientially and vicariously.
5. To develop personality and civility.
6. To pray for self and others.
7. To seek God's will.
8. To enjoy solitude and meditation.
9. To choose the Christian lifestyle.
10. To strengthen positive relationship with God and fellow human beings.
11. To breathe in an atmosphere of love.
12. To be perceived as a candidate for eternal life.

Rights of a Data Subject

People whose personal information is collected, stored, and processed are called data subjects. Under RA 10173, they are accorded certain rights which they may invoke and enforce against personal information controllers or processors and which the latter are duty bound to observe and respect.

In the event that data subjects feel that their personal information has been misused, maliciously disclosed, or improperly disposed of or that any of the rights discussed in this brochure have been violated, the data subject has a right to file a complaint with the National Privacy Commission.

A. The right to be informed

The data subjects have the right to be informed whether personal data pertaining to them will be, are being, or were processed. The data subject should be notified and furnished with the following information before the entry of their personal data into the processing system, or at the next practical opportunity:

1. Description of the personal data to be entered in the system.
2. Purposes for which they are being or will be processed, including processing for direct marketing; profiling; or historical, statistical, and scientific purposes.
3. Basis of processing, when processing is not based on the consent of the data subject.
4. Scope and method of the personal data processing.
5. The recipients or classes of recipients to whom the personal data are or may be disclosed.
6. Methods utilized for automated access, if the same is allowed

by the data subject, and the extent to which such access is authorized, including meaningful information about the logic involved as well as the significance and the expected consequences of such processing for the data subject.

7. The identity and contact details of the personal information controller or its representative.
8. The period for which the information will be stored.
9. The existence of their rights as data subjects.

B. The right to object

The data subjects have the right to object to the processing of their personal data, including processing for direct marketing, automated processing, or profiling. They should be given an opportunity to withhold consent in case of any amendment to the information supplied to them under the right to be informed. The personal information controller should not process personal data without consent unless:

1. The personal data is needed pursuant to a subpoena.
2. The collection and processing are for obvious purposes, including when it is necessary for the performance of or in relation to a contract or service to which the data subject is a party or when necessary or desirable in the context of an employer-employee relationship between the collector and the data subject.
3. The information is being collected and processed because of a legal obligation.

C. The right to access

The data subjects have the right to reasonable access to, upon demand, the following:

1. Contents of their personal data that were processed.
2. Sources from which personal data were obtained.
3. Names and addresses of recipients of the personal data.
4. Manner by which such data were processed.
5. Reasons for the disclosure of the personal data to recipients, if any.
6. Information on automated processes where the data will, or is likely to, be made as the sole basis for any decision that significantly affects or will affect the data subject.
7. Date when their personal data was last accessed and modified.

8. The designation, name or identity, and address of the personal information controller.

D. The right to erasure or blocking

The data subjects have the right to suspend, withdraw, or order the blocking, removal, or destruction of their personal data from the personal information controller's filing system. This right may be exercised upon discovery and substantial proof of any of the following:

1. The personal data is incomplete, outdated, false, or unlawfully obtained.
2. The personal data is being used for a purpose not authorized by the data subject.
3. The personal data is no longer necessary for the purposes for which they were collected.
4. The data subjects withdraw consent or object to the processing of their information, and there is no other legal ground or overriding legitimate interest for the processing.
5. The personal data concerns private information that is prejudicial to the data subject, unless justified by freedom of speech, of expression, or of the press or otherwise authorized.
6. The processing is unlawful.
7. The personal information controller or personal information processor violated the rights of the data subject. The personal information controller may notify third parties who have previously received such processed personal information.

E. The right to indemnification of damages

The data subjects should be indemnified for any damages sustained due to such false, incomplete, outdated, unlawfully obtained, or unauthorized use of personal data, considering any violation of their rights and freedoms as data subjects.

Transmissibility of Rights of the Data Subject

The lawful heirs and assigns of the data subjects may invoke the rights of the data subjects at any time after their death or when they are incapacitated or incapable of exercising their rights.

Right to Data Portability

Where their personal data is processed by electronic means and in a structured and commonly used format, the data subjects have the right to obtain from the personal information controller a copy of such

data in an electronic or structured format that is commonly used and allows further use. The exercise of this right should consider the right of the data subjects to obtain control over their personal data being processed based on consent or contract, for commercial purposes, or through automated means. The National Privacy Commission may specify the electronic format as well as the technical standards, modalities, procedures, and other rules for their transfer.

Limitations on Rights

The provisions of the law regarding transmissibility of rights and the right to data portability will not apply if the processed personal data are used only for the needs of scientific and statistical research and, based on such, no activities are carried out and no decisions are taken regarding the data subjects. There should also be an assurance that the personal data will be held under strict confidentiality and used only for the declared purpose. They will not also apply to the processing of personal data gathered for investigations in relation to any criminal, administrative, or tax liabilities of data subjects. Any limitations on the rights of the data subjects should only be to the minimum extent necessary to achieve the purpose of the said research or investigation.

*Adapted from the National Privacy Commission

Data Protection Officer

Adventist University of the Philippines Puting Kahoy, Silang, Cavite
Contact Number: (049) 541-1211 loc 1211
Email: dpo@aup.edu.ph

F. STUDENTS' OBLIGATIONS

The Education Act of 1982 states that students shall carry the following duties and responsibilities:

1. To exert their utmost in the development of their potentialities for service, particularly by undergoing education suited to their abilities so they may be assets to their families and their society,
2. To uphold the academic integrity of the school, achieve academic excellence, and abide by the school rules and regulations governing their academic responsibilities and moral integrity,
3. To promote and maintain the peace and tranquility of the school by observing the school rules of discipline and by exerting effort to

the attainment of harmonious relationships with fellow students, the faculty, and other school personnel.

4. To participate actively in civic affairs, particularly in the socio-economic and cultural development of the community, toward the attainment of a just, compassionate, and orderly society.

5. To exercise their rights knowing that they are answerable for any violation of the rights of others.

G. LEGAL BASIS FOR POLICIES AND REGULATIONS

In addition to Adventist values, the following relevant laws and regulations also serve as the basis for student life expectations and discipline:

- CMO no. 40, 2008 Manual of Regulations for Private Higher Education (MORPHE)
- CMO No. 9 S. 2013. Enhanced Policies and Guidelines on Student Affairs and Services
- CMO no. 18 Series of 2018. Implementing Guidelines for the Conduct of Drug Testing of Students in All Higher Education Institutions
- CMO 63 Series of 2017. Policies and Guidelines on Local Off-campus Activities Categories
- E.O No. 285 s. 2000. Amending the Guidelines Governing the Entry and Stay of Foreign Students in the Philippines, and the Establishment of an Inter-agency Committee on Foreign Students for the Purpose
- 21 s. 2006. of Higher Education Act no. 1994
- Senate Bill 1113 National Policy and Guidelines for the Operation and Maintenance of Dormitories and Boarding Houses
- RA 10627 Anti-Bullying Act of 2013
- RA 10175 Cybercrime Prevention Act of 2012
- RA 10121 Philippine Disaster Risk Reduction and Management Act of 2010
- RA 9512 Environmental Awareness and Education Act of 2008
- RA 9442 An Act Amending Republic Act No. 7277, known as the "Magna Carta for Disabled Persons and for Other Purposes"
- RA 9418 Voluntarism Act of 2007
- RA 9262 Anti-Violence Against Women and Children Act
- RA 9211 Anti-Smoking Law
- RA 9165 Comprehensive Dangerous Drugs Act of 2002
- RA 9163 National Service Training Program Act of 2001

- RA 8749 Clean Air Act of 1999
- RA 8049 Anti-Hazing Law
- RA 7877 Anti-sexual¹Harassment Act of 1995
- RA 7610 Protection Against Child Abuse, Exploitation and Discrimination
- RA 7648 Anti-Cyber Bullying Act
- RA 7079 Campus Journalism Act of 1991
- RA 7277 Magna Carta for Persons with Disabilities
- RA 6847 Philippine Sports Commission Act
- RA 6728 Government Assistance to Students and Teachers in Private Education
- RA 10173 Data Privacy Act of 2012

SECTION II

HOW AUP SERVES STUDENTS

1. UNIVERSITY PERSONNEL

Administration

The president of the University is the chief executive officer of the University and is responsible for ensuring that the educational programs of AUP are consistent with its philosophy, vision, and mission. The president is interested in your welfare and progress as you pursue your dreams in life at this University.

The vice president for academics (VPA) is the chief academic officer and is directly responsible for the development, coordination, and implementation of curricula and instruction at the University. He/she directs matters concerning your instructional program at the college and department levels.

The vice president for finance (VPF) is the chief financial officer of the University and is responsible for the administration of all University financial matters. He/she is concerned with the way you manage your finances so that your studies will continue unhampered until you graduate and earn your degrees. He/she is assisted by the director of student finance on matters related to your school account.

The vice president for student services (VPSS) is directly concerned with the general welfare of all students enrolled at the University. He/she has administrative responsibilities for coordinating the functions performed within the SSO which include student residences, activities on and off campus, student life, guidance services, food service, work scholarship, religious life, student success services, and the safety and security of the University.

The director of Spiritual Development/University pastor is directly concerned with your spiritual development while you are a student at this University. He/she supervises all the University entities, such as the Philippine International Church, student religious activities, and chaplains and coordinates the spiritual program of the University.

Academics

The college dean assists you in your chosen academic program and other concerns while you pursue your career. You may approach him/her for further information pertaining to your degree program.

The department chair is directly in charge of your academic program from the time you enter the University until you graduate. He/she serves as your major professor in your chosen degree program.

The director of records and admissions directs the activities of the Records and Admissions Office in terms of admission and registration of students, maintenance of student records, and related functions.

The director of the Libraries is responsible for the management of the University library. He/she sees to it that the library has enough supply of books and reading materials for your research needs. He/she makes sure that the place for your reading and study is conducive for learning.

Finance

The director of student finance is responsible for providing help and direction in concerns related to student accounts. You can discuss with him/her how to meet your financial obligations to the University.

The director of the Internet Center and Technical Services is in charge of the technological needs of the University. He sees to it that you have a continuous connection to the internet for your research- and communication-related needs.

Student Services

The supervisor for Student Activities works in the SSO and is responsible for planning, training, directing, coordinating, monitoring, and evaluating student groups/organizations, activities, and programs. He/she works closely with the International Student Association (ISA) to ensure that its activities are cared for. He/she also plans for activities such as orientation tours and local travels to introduce the foreign students to the Filipino culture and the Filipinos way of life.

The director of Guidance Services is directly responsible for organizing, administering, and coordinating the guidance program and activities of the University.

The Student Success Supervisor assists students in the improvement and management of their behavior through preventive and corrective measures. He/she sees to it that due process is followed when administering discipline to erring students.

The director of Food Service is directly in charge of the preparation of food served in the cafeteria. He/she makes certain that the food being served are nutritious and appetizing.

The University physician is the person primarily concerned with your health and well-being. Consult him/her on your health needs and medical problems.

The supervisor of the Public Safety and Security Department is responsible for implementing the safety and security programs and policies, maintaining peace and order on the campus and working hand in hand with SSO to implement the rules and regulations of the University. You can come and get to know your safety and security officers and they will be happy to assist you with your safety and security concerns.

The supervisor of the Student Welfare Office accepts your work applications for the work program of the University and places you in the department where you are needed.

The dean of Men's Residence Halls acts as the father to the large group of young men staying in the men's residence halls. He ensures that the school life of the male students is as pleasant and as worthwhile as possible, and he expects your wholehearted cooperation. If you reside in the men's residence hall, you may consult your home dean on life issues.

The dean of Women's Residence Halls acts as the mother to the large group of young women staying in the ladies' residence halls. She ensures that the school life of women students is as pleasant and as worthwhile as possible, and she expects your wholehearted cooperation. If you reside in the ladies' residence hall, you may consult your home dean on life issues.

The dean of Apartments acts as the other parent to the group of students residing in faculty and staff homes, and in the apartments, and in medical clerk Residence Hall. He/she ensures that the school life of students is as pleasant and as worthwhile as possible, and he/she expects your wholehearted cooperation. You may consult him/her on life issues.

The work supervisor manages the work activities in the department where work scholars are assigned.

In addition to those listed above, there are other officers, faculty, and staff you should get acquainted. They are here at AUP to serve you and help make your student life as profitable and pleasant as possible. Give them your full cooperation.

2. ADMISSIONS

As a Seventh-day Adventist boarding institution, AUP practices "open admission." It accepts all students regardless of religious affiliation, race, tribe, or age. Incoming students must signify their willingness to uphold the philosophy, mission, vision, and objectives of the University. They must also abide by the rules and regulations of the University, in particular, and the country, in general (Manual of Academic Policies, 2023).

Role of Student Services in Admissions

A. Applicant interview and orientation. The SSO conducts the interview with the applicants on the following areas: residence policy, expected behavior, and adherence to University policies.

B. Student life contract. The applicants sign the Student Life Contract, wherein they express their commitment to willingly and faithfully observe all existing rules and regulations of the University as contained in the Student Handbook, signed contracts, and other rules and regulations that may be promulgated periodically by pertinent offices.

C. General orientation. The general orientation aims to provide a venue for students to be informed of the general rules and regulations of student life and behavior while enrolled at the University. It also allows them to interact with other students and University personnel and be afforded of clarifications on issues relevant to them. Attendance to this activity is highly encouraged, and absence does not exempt them from accountability to rules and regulations.

D. Non-fraternity contract. Applicants and enrolling students must sign the Non-Fraternity Contract and must adhere to the provisions therein. The University does not allow fraternities and sororities on campus.

E. Provisions of the Student Handbook. Each student is provided a copy of the Student Handbook (printed or electronic) to inform them adequately of the standards, rules, and regulations of the University applicable to them and the norm of conduct expected from each one of them. The Student Handbook likewise identifies corresponding administrative sanctions for violations. It is the responsibility of students to become familiar with the Student Handbook and other duly published regulations of the University.

General Rules and Regulations for Admission

- Willingness to undergo physical examination and psychological testing
- Willingness to undergo mandatory or random drug testing
- Conformity to the AUP Student Handbook
- Signed a notarized written undertaking of non-involvement in any fraternity or sorority.

Admission Requirements

Undergraduate Level

AUP admits students based on the criteria set by the respective departments and in compliance with the rules and regulations of the University. Non-compliance with the Records and Admission Office requirements may be a basis for non-admission.

To qualify for admission, applicants must give evidence of good moral character, intellectual capacity, satisfactory health, financial capability, and a desire to learn. Admission to the University is a privilege and not a right.

The following are the general requirements for admission:

Freshmen

- Payment of application and testing fees (non-refundable)
- Original Form 138/High School Report
- One letter of recommendation from each of the following:

- School principal/adviser
- District pastor (for Adventists) or religious leader from the local church or community (for non-Adventists)
 - Original Certification of Good Moral Character from school last attended
 - Certification from the principal that the applicant graduated among the Top 3 (based on GPA) in a class of 20 and above (if applying for a scholarship)
 - Two copies of 2x2 picture (prepare more for other departments)
 - Photocopy of PSA-authenticated Birth Certificate
 - Photocopy of PSA-authenticated Marriage Certificate (for married females)

Transferees

- Payment of application and testing fees (non-refundable)
- Certificate of Eligibility to Transfer from school last attended
- Certification of Grades/Transcript of Records (for evaluation purposes)
- Original Certification of Good Moral Character from school last attended
- One letter of recommendation from each of the following:
 - school dean/guidance counselor
 - District pastor (for Adventists) or religious leader from the local church or community (for non-Adventists)
- Photocopy of PSA-authenticated Birth Certificate
- Photocopy of PSA-authenticated Marriage Certificate (for married females)
- Other additional internal requirements that respective colleges will require

Readmission Policy

AUP readmits students based on the criteria set by the respective departments and compliance with the rules and regulations of the University. Settlement and resolution of past infractions requiring Student Success Office clearance is strictly imposed before readmission is considered. Repeated non-compliance with the University rules and regulations is a basis for non-readmission.

Services for Foreign Students

The Foreign Student Unit directly under the University registrar assists foreign students in processing their visas and other related immigration concerns.

Admission Requirements for Foreigners

In addition to the above, foreign students must comply with the following requirements for admission:

- An average grade or an overall GPA of B- (2.00).
- A certification from the applicant's country confirming he/she passed the TOEFL is required for non-English speaking applicants. Otherwise, the applicant must attend AUP's English as a Second Language Program for at least 1 semester.
- A security deposit which is required upon enrollment. This deposit could only be withdrawn upon completion of the degree or leaving the University permanently and may not be used for any other purposes.

3. GUIDANCE SERVICES CENTER

The Guidance Services Center (GSC) supports the University's aim to nurture students for academic excellence, Christ-like character, and exemplary service. The GSC designs integrated and developmentally appropriate programs and services to provide comprehensive support and assistance for students' holistic development. These services and programs are delivered with a faithful commitment to prepare AUP students "for the joy of service in this world and for the higher joy of wider service in the world to come" (Education, p. 13).

Appraisal Services

Appraisal services consist of psychological testing, assessment, and evaluation of students to help them gain self-awareness, identify their strengths and areas for improvement, and make informed decisions about their academic and career paths.

- Placement examination. As part of the admission process, new students are required to take Math, English, and Bible placement tests. Based on their test scores, they are appropriately placed in courses that match their knowledge of the specific subject. High scorers enroll in advanced Math, Bible, and English courses, while low scorers are placed in beginner and review classes.
- Psychological assessment in qualifying examination. Some academic programs such as Medical Laboratory Science, Dentistry, and Psychology integrate psychological assessments in their qualifying and comprehensive examinations. The purpose of these assessments is to provide valuable insights into a students' overall well-being and help teachers and counselors understand factors that may influence

students' academic performance. A psychological assessment result is not a valid basis for passing or failing a student in a course.

- Other psychological assessments. The GSC is the primary provider of psychological assessments at the University. These include employment testing, student self-assessments, assessments for teacher or professor upgrades as requested by the Office of the Vice President for Academics, and evaluations referred by counselors to better understand and assist clients.

Counseling Services

The counseling services involve one-on-one and group counseling, referral, and follow-up activities. All students as well as other clients who experience social, personal, emotional, psychological, or academic difficulties are eligible for this service. The purpose of counseling services is to help clients improve their mental well-being; cope with stress; and develop healthier ways of thinking, feeling, and behaving.

Students may avail of the counseling service as walk-in clients, called in by their counselors for a routine interview, or referred by their teachers or home deans.

The processes for availing of the counseling services are as follows:

1. Walk-in students may be accommodated based on the availability of the counselors. Otherwise, students who would like to avail of the counseling services may book an appointment with the counselors through the GSC secretary. The contract details are provided below.

2. The counselor will communicate with the students and set a schedule for counseling sessions at a time mutually convenient time.

3. The counselor will conduct further psychological assessments and coordinate referrals if necessary.

4. The counselor will monitor the progress of the student's condition and conduct follow-up assessments and/or hold another counseling session.

5. The counselor will terminate the counseling session when the case is resolved but may do continuous follow-up sessions when necessary.

Guidance Services Center
Adventist University of the Philippines

- Email: guidance@aup.edu.ph
- Facebook Page: Aup Guidance
- Contact Number: (049) 541-1211 (local) 8101

Educational Information Services

Educational information services provide AUP students and other clients with purposeful information to help guide their decisions and actions both in and out of school.

- Orientation program. This is a semestral activity for every new student. The purpose of the orientation program is to welcome incoming first-year students and transferees and to familiarize them with the University: its vision, mission, goals, objectives, policies, rules and regulations, basic services, and benefits and privileges for its bona fide student. The orientation program ends with a campus tour to familiarize the new students with the different facilities and services the University offers.

- Cultural orientation for foreign students is given to all new foreign students to be acquainted with Filipino values, beliefs, practices, and culture.

- Major's forum, residence hall worship, seminars, and other forms of convocations provide information to students that may enrich their learning experience on a wide variety of topics. Knowledge on these topics assist them in their adjustment to the University life and life in general. Meaningful topics that can guide them in their journey as students include:

- College adjustments
- Mental health awareness
- Suicide prevention
- Time management
- Healthy relationships

- Mental health classes (online/face to face). Periodic mental health classes are offered to students to raise awareness of depression, anxiety, trauma, and stress and teach them effective coping strategies.

- Peer facilitators' training. This training program aims to empower volunteer students to establish peer-to-peer relationships and help their fellow students overcome difficulties, clarify issues, and discover alternative ways of coping. Peer counseling can also reduce the stigma and discomfort of seeking professional counseling.
- Career information. This is an activity wherein students are given information through seminars/lectures about different career choices that align with their aptitude and interests, helping them rethink or affirm their career goals. The activity prepares them to make an impressive resume, ace interviews, and land in jobs.

The GSC, with its range of counseling and psychological services, is dedicated to fostering students' personal growth, academic achievement, and overall well-being during their stay at AUP. Proverbs 15:22 states, "Without counsel purposes are disappointed: but in the multitude of counselors, they are established" (KJV).

GSC ensures that through intentional and focused services, students will possess established plans for the fulfillment of their lifework for the Lord.

4. FOOD SERVICE DEPARTMENT

Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own.

~1 Corinthians 6:19 (NIV)

Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.

~1 Corinthians 10:31 (ASV)

The Food Service Department is one of the most important places at the University campus. It serves nutritious vegetarian meals three times a day to students on the University meal plan.

Students are advised to check the posted cafeteria serving schedule, as it may change periodically, especially during special functions that would require the use of the cafeteria.

Schedule

Every boarder is expected to observe the cafeteria schedule. The Food Service Department will not serve food beyond the scheduled serving time.

Cafeteria Serving Schedule

Sunday to Thursday	5:00 a.m.–7:30 p.m	
Friday	5:00 a.m.–6:00 p.m. only	
Saturday	5:00 a.m.–7:30 a.m.	breakfast
	11:30 a.m.–2:00 p.m.	lunch
	4:00 p.m.–7:30 p.m	dinner

Other Food Service outlets such as the University Store and Health Foods as well as the refreshment kiosks are available for students to get food items when the cafeteria is close.

General Rules

The following general rules apply to all cafeteria boarders:

1. Student boarders must be ready to present their University ID cards when ordering food to avoid delay. ID load is non-transferable. In special cases, which are determined by the food service director, an authorization letter may be accepted.

2. Excuses for loss of student ID are not entertained at the cafeteria counter. A 1-month grace period from the start of the semester is given to those who have not yet been issued one for the first time. The student must visit the Records and Admission Office immediately regarding this problem.

3. Strictly, no one is allowed to bring and eat non-vegetarian foods inside the cafeteria.

4. Everyone is expected to wear proper attire in the cafeteria. Students wearing the following non-acceptable attire may not be served at the counter:

a. Sando, spaghetti strap, tube, crop top, above-the-knee pants (except PE uniform), mini-skirts, and other clothing deemed inappropriate.

- b. Sleeping attire (pajamas, nighties, etc.).
- c. Clothing printed with offensive language.
- 5. Boarders should observe proper eating decorum and table etiquette.
- 6. In case of illness, boarders should secure a Cafeteria Authorization Form from their residence hall dean so they can send someone to get their food from the cafeteria using their student ID.
- 7. The kitchen area is off limits to non-Food Service workers or personnel.
- 8. Boarders with special dietary needs/food allergies should contact the Food Service supervisor to discuss available options.
- 9. Any breakage of tableware and/or equipment shall be paid for by boarder involved.
- 10. Boarders are encouraged to bring their own cutleries for dine in and food containers for takeout. The cafeteria charges for the use of plastic spoons, forks, and food containers.
- 11. Boarders are not allowed to take tableware outside the cafeteria.
- 12. Arrangements before the end of the business hours on Friday must be made by the boarders who plan to feed guests at the cafeteria on Sabbaths. (No cash is accepted on Sabbaths. Meal tickets are available on a cash basis only during weekdays.)
- 13. All cafeteria boarders are included in the meal preparation and budgeting; thus, cafeteria load cannot be refunded as it is already part of the daily budget.
- 14. Any complaint about the food served should be immediately made known to the food service personnel before leaving the cafeteria.

Policy on Taking out Food Using ID Load

- 1. Groups requesting food supplies for retreat or special group activities must make arrangements at least 2 days before the scheduled activities. A list of names with ID numbers and signatures is required when making arrangement.
- 2. Food orders for potlucks or Sabbath takeouts must be received by the supervisor before the end of the business hours on Friday if orders exceed 15 servings.

5. HEALTH SERVICE DEPARMTENT

Health is one of the most precious possessions anyone can have. Good health fosters self-awareness, self-control, self-satisfaction, loving relationships, and a stable sense of well-being even in the most trying times.

Services

The University has a Health Service Department staffed with qualified physicians and nurses. General health services are provided for all University students, faculty, and staff. These services include limited medical treatment, consultations, referrals, self-care recommendations, immunizations, laboratory examinations, and medical counseling. The Health Service Department conducts health awareness campaigns and regular medical and dental checkups for students, faculty, and staff members. It renders out-patient consultations and treatment of emergency cases.

Students who require specialized medical assistance or tests are referred to Adventist Medical Center Manila or other local medical facilities. Students needing additional treatments shall be financially responsible for any services acquired.

Financial Responsibility

The University shall not be financially responsible for costs incurred by the student for services provided by any physician or medical center. Students injured during intramural games or any University activities are financially responsible for any treatments they receive beyond those provided by the Health Service Department and covered by insurance (see Student Finance Office).

Students are covered by accident insurance for University activities and officially approved extracurricular events.

Precautionary Measures

AUP is committed to acting with Christian compassion toward anyone with a communicable disease. AUP is also committed to protecting the members of its community from exposure to communicable diseases. The University may exercise its authority and right to apply universal contamination precautions so that other students are prevented from exposure to communicable diseases.

6. PUBLIC SAFETY AND SECURITY DEPARTMENT

The Public Safety and Security Department (PSSD) is committed to ensuring the safety and general welfare of each member of the University community.

The PSSD seeks to preserve an environment where diversity in social, cultural, and academic elements flourish. It provides educational

resource tools for prevention, preparedness, and response techniques for emergency situations. These situations include, but are not limited to, fire, hostile threats, inclement weather, and theft. The PSSD is also responsible for vehicle safety, traffic management, and parking.

The services of the PSSD are available 24 hours a day, 7 days a week. National and local laws apply on campus and are imposed by the department.

General Policies

1. All persons entering or leaving the University property may be checked.

2. Any person within the University property may be required to show identification to a PSSD officer/personnel or a University official.

3. Failure to cooperate with a PSSD officers/personnel or University officials at any time will result in disciplinary action.

4. Students are required to fully cooperate with the PSSD, as permitted by law, in the course of any investigation.

5. Students are required to fully cooperate with any staff, faculty, or administrator when directed to evacuate or disperse during an emergency.

6. Students attempting to enter or leave the campus through the main gate's pedestrian lane must present their school ID to the guard/s on duty. Students and their personal belongings must submit to inspection when requested by the guard(s) on duty.

Vehicular Policies

1. The PSSD enforces University and Land Transportation Office traffic rules and regulations.

2. All motorized vehicles owned and/or operated at the University campus by students, regular visitors, as well as shuttle services must be registered on a yearly basis with the PSSD. The PSSD issues a University vehicle sticker.

3. Vehicles shall be registered during the start of the first term of every academic year. The following documents are required:

- Photocopy of vehicle's certificate of registration
- Photocopy of official receipt of updated registration
- University sticker payment receipt
- Photocopy of the owner/driver's license
- Copy of LTFRB permit for all shuttle vehicles serving the University students

4. Miscellaneous

- Students are required to present a driver's license when

instructed to do so by the PSSD personnel or any University official. Campus guests, especially drivers of vehicles that are entering the campus, are also required to present an ID.

- Students driving inside the school campus are required to cooperate with the PSSD personnel whenever asked to stop and present necessary/legal documents during spot inspection.

Food Pickup Policy

Delivery drivers from off-campus restaurants or food chains are allowed to make deliveries only at the main gate. Only FDA-approved establishments are allowed.

Students who choose to make food delivery orders shall ensure that the pickup complies with the following schedule:

- Sunday to Thursday, until 5:30 p.m., except those who have evening classes (with registration record) and those with approved note from their home dean
- Friday, until 4:30 p.m.
- Saturday, 7:00 p.m. to 8:30 p.m. and the order of food must be done after sunset

Witnessing Criminal Behavior

1. When witnessing a crime in progress, all students are lawfully responsible to report the criminal activity immediately to police authorities when off campus and to the PSSD when on campus, using its 24/7 hotlines (09163390146-Globe) or landline (049) 541-12-11 local 6802.

2. When a violent incident occurs, all students are responsible to report the matter as follows:

- When the offender is a student, then the offended student shall report the matter to his/her residence hall dean, or if an off-campus student, to the dean of apartments student residences or to the Student Success Office.
- When the offender is an employee or a non-student of the University, the offended student shall report the matter to the PSSD
- The faculty or staff who receives the report shall immediately contact the PSSD to process a formal report in order to preserve the security of the victim, if warranted. The faculty or staff is considered a "reporting authority" and is required by law to report the incident to the PSSD.

7. STUDENT ACTIVITIES OFFICE

“But those who wait on the LORD Shall renew their strength; They shall mount up with wings like eagles, They shall run and not be weary, They shall walk and not faint.” (Isa. 40:31, NKJV)

The Student Activities Office administers services and programs that promote students’ interests, facilitate learning opportunities outside the classroom environment, ensure positive adjustment to campus life, and addresses the needs of students. It seeks to complement the academic experiences and encourage the spiritual development of students through worship, mission, and other service-oriented programs.

Students may form or join student groups to develop their spirituality, social relationships, leadership skills, and talents. Clubs and organizations must be registered with and recognized by the SSO. Renewal of registration must be done at the start of every academic year. Only recognized clubs/organizations may avail of the services and facilities of the University and participate in school activities. Extracurricular activities must follow the guidelines set by CHED on off-campus activities.

Classification of Student Groups

All student groups are subject to the accreditation of the academics unit and/or the SSO.

1. Professional or academic groups include clubs from different academic departments and colleges.
2. Non-professional groups include
 - a. Social groups
 - o Central Student Council (CSC)
 - o International Student Association (ISA)
 - o Working Student Association (WSA)
 - o Apartment and Residence Hall Circle (ARC)
 - b. Hobby/recreation groups
 - c. Religious organizations
 - d. Music groups include singing and instrumental groups, etc.

Recognition of Groups

1. The group must submit the following to the SSO:
 - a. A letter of intent for recognition
 - b. Constitution and bylaws
 - c. Set of officers, members, and advisers/sponsors

- d. Objectives and tentative action plan for the academic year
 - e. Budget proposal
 - f. Accomplishment reports, evaluation, and documentation of all activities at the end of the year (for reaccreditation)
2. The group must have at least one adviser who has signed a contract to function as such over the organization:
- a. Only faculty and staff are allowed to be advisers/sponsors (must be full-time) or chaperone (may be part-time employee). Advisers/sponsors are registered AUP Faculty & Staff responsible and accountable for the student group meetings and activities, while chaperones accompany the student group in activities, even though they are not an official adviser/sponsor.
 - b. A faculty or staff should advise only one group but may serve as sponsor/chaperone of various groups and specific activities as requested.
 - c. Advisers/sponsors must sign their names in the application letter, signifying their conformity to the advisership/sponsorship role.
 - d. Only currently enrolled students are allowed to become members;
 - e. The SSO reserves the right to disapprove any group seeking recognition if its objectives are not in consonance with the values, principles, and teachings of the Seventh-day Adventist Church and the University.
 - f. Recognition must be renewed and updated every year. Members should submit notarized parents' consent for their membership to a group and participation in its activities.
 - g. Members must submit a medical certificate from the Health Service Department, signifying their fitness to participate in a group's activities.
 - h. Any group which has violated the University's policies and standards may be put on probationary status or lose its accreditation. The group leader or the entire group may be placed under discipline for violation of behavioral standards.
3. For off-campus extracurricular activities, an Activity Request Form must be submitted to the academics unit 20 working days (1 calendar month) before the off-campus activity (refer to CHED Memorandum Order No. 63, Series of 2017).

To support the organization's goals and adhere to general guidelines for student organizations, advisers must mentor student leaders and encourage them to uphold the University's purposes, values, and standards. The chosen advisers are responsible for signing a contract signifying their commitment to function as advisers in the organization.

Approval of Activities

1. In-campus activities

Policies

All requests for in-campus activities must be submitted to the Student Activities Office for verification before submission to the SSO for approval.

No in-campus activity is allowed 1 week before major examinations and during special programs such as Week of Prayer, University Day, and the like.

Procedure for processing In-Campus Activity Request (ICAR) Form involves the following steps:

1. Accomplish the ICAR Form with the Student Activities Office
2. Wait 1 week for approval from the SSO
3. Verify that the activity has been approved before conducting the activity
4. After the activity, submit an evaluation report to the Student Activities Office

2. Off-campus activities

Policies

All requests for off-campus activities must be submitted to the Student Activities Office for verification before submission to the SSO for approval. Final approval will come from CHED.

No off-campus activity is allowed 1 week before major examinations and during special programs such as Week of Prayer, University Day, and the like.

The activity must be part of the submitted tentative Calendar of Activities.

If the activity is not included in the tentative Calendar of Activities, the group must submit a letter of request at least 1 month before the appointment if inside the country and 1 semester ahead of time if the

appointment is outside the country.

The sponsor/s must sign their names in the collective pass and be with the group during the whole duration of the activity.

The sponsor-student ratio must be 1:25 for day trips and 1:20 for overnight trips or trips that take more than 1 day.

If the activity is outside Cavite Mission, Central Luzon Conference, and South-Central Luzon Conference territory it should be forwarded to the Administrative Committee (AdCom) for approval not later than 2 months before the departure.

Outreach activities:

a. Activities must be conducted on an alternate Sabbath schedule, for a maximum of twice a month. This is to allow students to attend the Philippine International Church services at least twice a month.

b. Members participating in outreach activities should specify their assigned responsibility in the program. Members who have no responsibility in the program are not allowed to go.

c. The SSO reserves the right to disapprove activities that do not conform to the guidelines set by the office.

Procedure for processing Off-Campus Activity Request (OCAR) Form involves the following steps:

1. Accomplish the OCAR Form with the SSO
2. Secure notarized parents' consent and medical clearance from the Health Service Department for all attendees
3. If the activity is academic, the application passes through the department chair/college dean, then to the VPA, then to CHED for the Certificate of Compliance (COC)
4. If the activity is religious, the application passes through the director for Spiritual Development, then to the VPA, then to CHED for the Certificate of Compliance (COC)
5. Submit the OCAR Form and COC to the Student Activities Office
6. Wait for the approval from the SSO before conducting the activity
7. After the activity, submit an evaluation report to the Student Activities Office
8. All off-campus activities may be suspended by the SSO due to inclement weather and the like

8. STUDENT WELFARE

In the beginning, when God created Adam and Eve, they were given the responsibility to take care and to work in the Garden of Eden. "The LORD God took the man and put him in the Garden of Eden to work it and take care of it" (Gen 2:15, NIV).

When God gave the Ten Commandments on Mount Sinai He reminded His people to work for 6 days and rest on the seventh day:

"Remember the Sabbath day by keeping it holy. Six days you shall labor and do all your work, but the seventh day is a Sabbath to the LORD your God. On it you shall not do any work, neither you, nor your son or daughter, nor your male or female servant, nor your animals, nor any foreigner residing in your towns. For in six days the LORD made the heavens and the earth, the sea, and all that is in them, but he rested on the seventh day.

Therefore, the LORD blessed the Sabbath day and made it holy." (Exod 20:8–11, NIV)

Thus, work was given by God to be a blessing to humanity. It was given to enhance their creativity and productivity.

Philosophy

"To restore in man the lost image of his Maker, to bring him back to the perfection in which he was created, to promote the development of mind, body, and soul that the divine purpose in His creation might be realized—this was to be the work of redemption. This is the object of education, the great object of life" (Education, pp. 15–16).

Objectives

1. "To provide practical and useful physical exercises for the development of good health, strong mind, and noble character" (Education, p. 13)
2. "To provide a realistic understanding of and respect for the dignity of labor" (Counsels to Teachers, Parents and Students, pp. 203, 273).
3. "To develop in students character traits which are essential for success when employed, such as punctuality, regularity, efficiency, ability to work with others and willingness to take orders" (Education, p. 215)
4. "To help each student develop the necessary skills in a trade with which he may earn a livelihood" (Education, p. 218)

5. "To prepare students for success in this life as good homemakers and citizens and for the higher joy of wider service in the world to come" (Education, p. 13; Fundamentals of Christian Education, p. 417).

INSTITUTIONAL SCHOLARSHIP PROGRAMS

I. WORK SCHOLARSHIP PROGRAM (WSP)

The Adventist University of the Philippines (AUP) is committed to providing educational opportunities for students through the Work Scholarship Program. This program allows students to work in exchange for tuition and fees, residence hall rent, store coupons, and cafeteria meals, making higher education accessible and affordable.

A. Work-Study Arrangements

Type	Academic Load	Required Work Hours	Payment
A	15 Units	30	P65 per hour + P5 subsidy from the University
B	12 Units	35	P65 per hour + P5 subsidy from the University
C	9 Units	40	P65 per hour + P5 subsidy from the University

Note: The subsidy can only be effected if the work scholar renders the required work hours.

B. Living Arrangements

Category 1: Work Scholars' Residence Hall

- *Benefits:*
 - o Tuition and fees
 - o Residence hall rent
 - o Cafeteria load of P2,500 per month
 - o Store coupon for communication load

Notes:

1. They shall not be charged laundry fees; therefore, they must do their laundry.
2. They will receive support from God's Abundant Basket.

Category 2: Non-Work Scholars' Dorm

- **Benefits:**
- o Tuition and fees
- o Residence hall rent
- o Cafeteria load of P3,600 per month
- o Store coupon

Notes: They shall not be charged laundry fees; therefore, they must do their own laundry.

Category 3: Off-Campus/Faculty and Staff Residence

- **Benefits:**
- o Tuition and fees
- o Store coupon

C. Why Join the Work Scholarship Program?

Value formation. To instill in young people the dignity and blessing of work and the values of diligence, thoroughness, honesty, wise management of time and resources, initiative, faith, trust, respect, humility, industry, obedience, self-control, and many others.

D. Application Process:

- Get Application Form from the Student Welfare Office
- Submit requirements via email or in person:
- Certificate of Indigency from the barangay or other evidence of financial status.
- Recommendation letter from either the church board or the local pastor.
- Medical Certificate from AUP Health Service Dept. to determine fitness for work.
-complete blood count (CBC), Urinalysis, Fecalalysis, Chest X-ray.
- Completion of an online psychological test administered by the University's Guidance Services Center.
- Attend an interview and general orientation on a pre-determined date.

Application Deadlines:

- For the First Semester: 2 weeks before the classes begin
- For the Second Semester: 2 weeks before the classes begin
- For the Inter Semester: 2 weeks before the classes begin

II. ACADEMIC SCHOLARSHIP PROGRAM (ASC)

Academic scholarship is a grant awarded to Filipino students based on their academic performance. It is aimed at supporting their education at AUP.

A. Scholarship Benefit: 100% Tuition Fee coverage

B. Eligibility Criteria

- The applicant must be a Filipino citizen.
- The applicant is certified by the school principal to be a valedictorian (Rank 1) or salutatorian (Rank 2) or its equivalent.

C. Application Process

- Apply for scholarship at the Student Welfare Office.
- Complete the Scholarship Application Form available at the Student Welfare Office.
- Submit the required documents within 10 days before the start of the registration period.
 - o Certification of Ranking – Issued by the school principal, indicating the applicant’s rank based on the total number of graduating students
 - o Program Curriculum – A copy of the curriculum or course outline for the chosen degree program at AUP
 - o Form 138 (Report Card) – Official high school report card showing academic performance

B. Conditions

1. Scholars are required to render return service as follows:
 - Regular semester: 40 hours
 - Inter-semester: 12 hours

2. Scholars must maintain a minimum GPA of 3.75 with no grade below C+.

The scholarship covers only one degree program. Additional courses for double majors or dropped/repeated courses must be paid by the scholar.

3. Scholars must uphold the mission, philosophy, and objectives of the University and actively participate in its programs.

4. Scholarships are subject to review every term. Failure to meet the minimum GPA or conduct standards may result in forfeiture.

5. Scholars must attain a grade of at least Satisfactory in the Work Education Program. Work Education will be considered as a return service for academic scholars.
6. Scholars must attain a grade of at least Satisfactory in the Student Convocation.

Contact Information

Student Welfare Office

✉ studentwelfareoffice@aup.edu.ph

☎ (049) 541-1211 local 8003

🌐 <http://www.aup.edu.ph/>

ACADEMIC SCHOLARSHIP POLICY GUIDELINES

1. The student must apply for the scholarship he/she wants to avail from the Student Finance Department.
2. The applicant must be a Filipino citizen.
3. The applicant is certified by the school principal to be a valedictorian (Rank 1) or salutatorian (Rank 2) or its equivalent.
4. The scholar should finish his/her course in AUP. In case he/she intends to transfer to another school, all scholarship grants already given must be paid back to AUP before transfer credentials are released.
5. That upon entry of the student in the academic scholarship program, the basis of granting the scholarship will be the following specifications:

With Highest Honor	Rank 1	100% tuition if he/she passes the English and Math exams and graduating class has at least 20 members.
With Highest Honor	Rank 2	50% tuition if he/she passes the English and Math exams and graduating class has at least 20 members.
With Highest Honor	Rank 3	25% tuition if he/she passes the English and Math exams and graduating class has at least 20 members.

5. The scholar shall render community service to the university and must be assigned by the Student Services Office.

		Regular Semesters	Inter Semester
With Highest Honor	Rank 1	40 hours/semester	12 hours
With Highest Honor	Rank 2	30 hours/semester	8 hours
With Highest Honor	Rank 3	20 hours/semester	5 hours

6. A scholar should maintain a minimum GPA of 3.75 and no grade below C+. Continuance of scholarship grant is subject for review every term. If the required GPA is not achieved scholarship will be forfeited.

7. The scholar may be allowed to change his/her course during the first year only, upon recommendation of the Guidance Department provided, he/she pays the applicable tuition and fees for the subjects not credited to the new course to be taken. Letter of request must be submitted to the scholarship committee for approval.

8. The scholarship covers one course only. Extra subjects taken for double majors will not be covered and must be paid by the scholar.

9. The tuition and fees for subjects dropped after the allowed period and for subjects repeated due to grades recorded as NC are not part of the scholarship grant and must be paid by the scholar.

10. The scholar must uphold the mission, philosophy, and objectives of the university and actively participate in its various programs.

11. The scholar must be free from any major infractions. Otherwise, scholarships will be forfeited.

12. The scholar is required to file a scholarship renewal form every school term and submit it on or before the deadline. Late submission of the scholarship renewal form will not be accepted.

Deadline Schedules: Inter Semester – June 30; First Semester- August 31; Second Semester- January 31. Forms are available at the Student Finance Office and on our website (www.aup.edu.ph).

There are other scholarship programs given to qualified students by private individuals, institutions, and groups through the University. Students may avail of these scholarships and financial assistance. However, these are also subject to application, qualification, approval, and retention policies through authorized committees.

9. SPIRITUAL LIFE

Campus Ministries

The Campus Ministries and Missions Office enhances the spiritual life of AUP students through various initiatives, programs, and activities. University chaplains are assigned to each college to provide spiritual nurture, guidance, and support for students. They may be approached for any personal questions, concerns, or challenges.

The Nick and Miriam Tumangday Center for Chaplaincy & Spiritual Development is located at the corner of the College of Education and College of Theology buildings.

Philippine International Church

The main location of the University religious events is the Philippine International Church. Programs such as midweek prayer meetings, vespers, Sabbath worships, student convocations, and others are regularly held here. The office of the senior pastor/director for Spiritual Development is also located here.

College Congregations

Each college holds Sabbath worship programs twice a month. All students at the college are expected to attend.

Religious Organizations

There are various religious organizations (see "Student Activities" section) on campus that meet weekly for spiritual, social, and service activities. Students are encouraged to join these groups.

Student Convocation

The student convocation coordinator is in charge of the student convocation monitoring.

Attendance to student convocation and week of prayer is a must for all undergraduate students and, thus, will be graded.

For every semester that students are enrolled, they are required to have an encoded grade for student convocation. The grade is based purely on their attendance, reckoned as follows:

NO. OF ATTENDANCE	GRADE
15 and above	Outstanding
12–14	Very Satisfactory
9–11	Satisfactory
8 and below	Unsatisfactory

Students must have at least a *Very Satisfactory* grade to qualify for honors.

Exemption Policy

Those who are enrolled in 6 units or below in their final semester, enrolled in residency, out for on-the-job training (for the whole semester), College of Dentistry students taking clinical courses, married, and a graduate of a 4-year program are exempted from attending the student convocation. This exemption requires an endorsement from the department chair. The notation that appears in their final grade is *Exempted*. Submission of names of students eligible for exemption must be done by the department chair before the midterm exams.

Excused Absence Policy

On special occasions, an excused attendance for a specific date may be granted. An excused attendance is added to the overall number of attendance. The valid reasons are the following:

1. Sickness that prevents the student from attending the convocation
2. Death in the family. Relatives of the
 - 1st degree – parent/s, child/children (legitimate or illegitimate)
 - 2nd degree - sibling/s (full or half-blood), grandparent/s
 - 3rd degree – uncle/s, aunt/s, great grandparent/s, nephew/s, niece/s
 - 4th degree – first cousin/s
3. Some programs with off-campus duty, training, or community service on specific dates
4. Other special cases as approved by the Student Services Committee.

Requests for excuse must be submitted to the student convocation coordinator at the SSO not later than 1 week after the missed convocation date through the accomplished Request for Student Convocation Excuse Form with the following attachments:

- A request letter from the student
- Supporting documents (medical certificate, parent's/guardian's letter, etc.)
- An endorsement from the department chair

Students may be excused for a maximum of three times in 1 semester.

Residence Hall Worship

(see Residence Policy)

10. STUDENT LEADERSHIP

AUP values student leadership and is committed to developing the leadership abilities of all students. The University provides and facilitates training for student leaders on campus. It also creates opportunities for student leadership experiences. Holding a leadership position, however, is a responsibility and privilege granted to students who meet the following minimum requirements for leadership:

- GPA of B+ and no academic probation in 12 months prior to an election or appointment
- No record of moderate to critical infractions
- No grade of poor in student convocation
- Shows a demonstrated commitment to the standards and objectives of the University
- A recommendation from the Student Success Office

Student Council/Government

The Central Student Council (CSC) is the student government of the University. Every enrolled student is automatically a member of the CSC. The CSC becomes the umbrella organization for student groups and is headed by a president who serves for a term of 1 year.

The filing of candidacy is in March and the general election for CSC officers is in April. The CSC Commission on Election processes the applications for candidacy in time for the annual election.

Student Publications

There are two student publications that students may join: the University Voice and the Silang Memoirs. These student publications are managed by separate editorial boards.

To join a student publication, an applicant must go through a selection process, which includes passing a competitive examination administered annually by the University Publications Committee and an interview by the Student Services Committee. The said committees will also select the editors-in-chief of the two student publications and recommends the same to the AdCom for approval.

The editors-in-chief and their respective editorial board shall solely have the right and power to decide on the content of the paper, provided they align with the philosophy and principles of the Adventist faith, the Philippine constitution, AUP, and the CSC.

General Guidelines for Christian Publication

- AUP is a Christian institution committed to academic excellence in an atmosphere of freedom.
- Student publications may responsibly discuss any issue so long as the basic principles and values of the Seventh-day Adventist faith are not defamed.
- Statements may responsibly discuss AUP policies, stating both supporting and contrary views, provided that criticism meets high journalistic standards and does not undermine or attack any individual or attempt to incite defiance or disobedience of any AUP policy or regulation.
- Likewise, statements shall not be inciting defiance or disobedience toward any government laws or promoting civil disorder.
- Statements, photographs, or illustrations shall not be libelous, profane, indecent, pornographic, and culturally insensitive.
- The intellectual and/or aesthetic content of AUP publications shall be consistent with the standards that one expects from a serious intellectual or academic environment.

11. STUDENT FINANCE

Scholarships are also available to those who had high academic performance during high school.

The requirements are as follows:

1. Scholars must be Filipino citizens
2. Scholars should finish their program at AUP. In case they intend to transfer to another school, all scholarship grants already given must be paid back to AUP before transfer credentials are released.

Scholars may receive a scholarship on the following specifications:

1. Highest GPA in the graduating class—100% free tuition they pass English and Math exams and graduating class is made up of at least 20 members
2. Second highest GPA in the graduating class—50% free tuition if they pass English and Math exams and graduating class is made up of at least 20 members
3. Third highest GPA in the graduating class—25% free tuition if they pass English and Math exams and graduating class is made up of at least 20 members

Scholars are required to render community service to the University as follows:

Honor	Hrs./ Regular Semester	Hrs./ Summer
Highest GPA in the graduating class	40 hrs.	12 hrs.
Second highest GPA in the graduating class	30 hrs	8 hrs.
Third highest GPA in the graduating class	20 hrs.	5 hrs.

Other Conditions

1. Scholars should maintain a minimum GPA of 3.75 and no grade below C+ (2.75).
2. Continuance of scholarship grant is subject to review every term. If the required GPA is not met, the scholarship will be withheld.

3. Scholars may be allowed to change their program during their first year only and only upon the recommendation of the GSC, provided they pay the applicable tuition and fees for the subjects not credited to the new course to be taken. A letter of request must be submitted to the Scholarship Committee for approval.

4. The scholarship covers one program only. Extra subjects taken for double majors will not be covered and must be paid by the scholars.

5. The tuition and fees for subjects dropped after the allowed period and for subjects repeated due to grades recorded as NG or NC are not part of the scholarship grants and must be paid by the scholars. Only one NG, or one dropped subject, or one NC is allowed to scholars. They must uphold the mission, philosophy, and objectives of the University and actively participate in its various programs.

6. Scholars must be free from any major disciplinary cases. Otherwise, their scholarship will be forfeited.

7. Scholars are required to file a scholarship reapplication and a contract every school term and submit them by the set deadline. During the process of reapplication, an orientation is given on the guidelines and policies, especially on the required community service. Late submissions of reapplication will not be accepted. Forms are available at the Department of Student Finance office. The deadlines are as follows:

- a. Inter-semester—June 30
- b. First semester—August 31
- c. Second semester—January 31

Institutional Scholarships:

- Scholarship and Financial Assistance
- Institutional Scholarships
- Academic Scholarship
- AUP Scholarship Endowment for Workers' Children

Non-Institutional Scholarships:

- AWESNA Arizona Chapter Scholarship
- AWESNA Greater Los Angeles Chapter Scholarship
- AWESNA La Sierra Chapter Scholarship
- Ban Alsaybar Family Scholarship
- Barkada Scholarship
- CORA COE Scholarship

- COT Scholarship
- Tertiary Education Subsidy (CHED)
- Other Scholarships or Financial Assistance

Financial Policies

1. New Students

The following fees are to be paid before orientation. Actual figures, however, may vary.

- Testing fee
- ID fee
- Application fee
- Security deposit
- Medical examination
- Drug testing fee

2. Additional Non-Regular Charges

Non-regular optional charges such as for music lessons, dental, optical, excess laundry, books, and others are to be paid in cash. They can be charged only when students have sufficient credit balance in their account.

3. Payment of Fees

At the start of every semester, students are required to pay a down payment of not less than 50% of the total assessment for the local students and 100% for foreign students. Each student is also required to follow the schedule of payments which is a prerequisite for the loading of meals and examination permits. Students must pay in full all the remaining balance before they are allowed to enroll again.

Regular charges include general fees, tuition, laboratory, (dormitory, cafeteria, and laundry fees for on-campus students only).

4. Full Payment Discount

Student with at least 20 units, who pay the total assessment in full upon registration up to the first day of class, will be given 3% discount for dormitory and cafeteria category and 1.5% for non-cafeteria and non-dormitory category. The discount is not applicable to foreign students.

5. Family Discount

Family discount is given to a family that does not have the privilege of availing of University scholarships. The discount on tuition fees to be granted to the youngest sibling enrolled depend on the number of children enrolled, as follows:

2 = 10%

3 = 25%

4 = 50%

5 or more = 75% (each of the excess of 4)

6. Charges for Withdrawal

Pursuant to Article XX, Section 100 of the Manual of Regulations for Private Schools Higher Education 2009, students who transfer or otherwise withdraw in writing within 2 weeks after the beginning of classes and who have already paid the pertinent tuition and other school fees in full or on any length longer than 1 month may be charged the following:

A. 25% of the total amount due for the school term if they withdraw within the first week of classes

B. 50% if within the second week of classes, regardless of whether they have actually attended classes or not

C. 100% if any time after the second week of classes

7. Change of Program Fee

A fee is required for each change of program made by students after they are officially enrolled.

8. Students with Educational Aid

Students receiving educational aid from the Seventh-day Adventist denomination must present authorization letters from their parents' employing or sponsoring organization for the processing of the school charges through the denominational channel.

9. Dishonored Checks

Check payments made by the students that are dishonored by the bank due to reasons such as insufficient funds, account closed, or stopped payment shall be charged back to the student

with a penalty equivalent to 5% of the face value of the check or Php200, whichever is higher.

10. Off-Campus Fee

AUP is a boarding school, so all students are required to stay in the dormitory, except for those who are original residents of the nearby barangays. If students are granted permission to stay outside the campus, they are charged a certain fee.

11. In-Campus Fee

If students are approved to stay in faculty or staff homes, they are charged 150% of the dormitory rent and the cafeteria load according to the plan they have chosen. Any financial agreement between the faculty or staff and the student for other charges is not part of these charges.

Further, privileges to charge at the clinic are forfeited. Only the benefits of the medical and dental fee are granted.

12. Work Scholars

Work scholars are privileged to charge up to Php500.00 in their school account only if they have excess credits.

13. Other Fees

Composition of general fees:

- Athletics
- Charity
- Guidance and counseling
- Medical
- Dental
- Registration
- Audio-visual
- College paper
- Accident fund
- Development (local)
- Development (foreign)
- Postal
- Energy
- Internet
- SA s
- Endowment

- Community extension
- Water
- Accreditation
- Library fee
- Syllabus/subject

Auxiliary/processing fees:

- COP
- Credential per page
- Transcript per page
- Late registration

SECTION III
HOW AUP PROMOTES A
WHOLESOME LIFE

1. STUDENT LIFESTYLE CORE VALUES AND GUIDING PRINCIPLES

Relationship With God

God is ever present and desires to have a relationship with His creation. Students are encouraged to grow in a relationship with Him by communing with Him daily in prayer, meditation of His Word, singing of His praises, and gathering for worship.

Salvation Through Jesus Christ

Jesus Christ is the Son of God, the Savior of all who secure their faith in Him. His life manifests a holy example. His death ensures the forgiveness of sin and in His resurrection is the hope of a new beginning. In their daily life—in times of temptations, trials, and failures—students are directed to the grace of Christ as a source of strength, healing, and restoration.

Religious Services

Students' daily religious life includes active participation in morning and evening worships in the residence halls, faculty or staff homes, and off-campus residences; observation of the daily prayer habit; and attendance in church services like midweek prayer meetings, vespers, convocations, and Sabbath worship.

All AUP on-campus student residents, regardless of religion, are expected to abide by the principles of Sabbath observance. They are expected to attend worship services, refrain from work or study, and refrain from conducting business activities on Sabbath. As such, students are prohibited from making food delivery orders during Sabbath (see "Food Pickup Schedule" section).

Community Outreach

Learning at AUP transcends classroom or church experiences. The theories, principles, and methods learned from the study of God's Word are applied in the field through community services and outreach programs.

Students are encouraged to participate in community extension services and missionary outreach programs such as church visitation on Sabbaths, branch Sabbath school, vacation Bible school, Voice of Youth, Bible study groups, and other Adventist practices.

Sabbath Observance

AUP observes the biblical Seventh-day Sabbath, which starts from sunset on Friday and ends at sunset on Saturday. Students are urged to refrain from engaging in any secular and commercial activities during the 24 hours considered as sacred time devoted to worship, religious fellowship, witnessing, healthful rest, and acts of service.

Healthy Lifestyle

The principles of healthful living forbid the use of intoxicants, stimulants, depressants, and other types of narcotics and prohibited drugs. Students must completely abstain from liquor and tobacco use. The use of harmful substances is proven to destroy health. Instead, AUP recommends eating fruits, vegetables, grains, and nuts; engaging in regular physical exercise; having adequate rest; drinking the proper amount of water; and being mindful of physical and mental hygiene.

Dress and Deportment

Students are to subscribe to the principles of modesty, simplicity, and propriety. Wearing cross-gender uniform or attire inside the campus is strictly prohibited. Hair color should be natural.

Purity of Thought and Heart

What is fed to the mind has a strong influence in the development of character and pursuit of life goals. The mind must always be held captive by the power of the Holy Spirit. The modern forms of entertainment and various forms of mass media (print, radio, television, electronic gadgets, and the internet) present a danger to the youth.

Wholesome Recreation and Entertainment

Recreation is a purposeful refreshing of the mind and the body. For them mind to be kept sharp and vigorous, students must exercise caution when exposed to popular worldly amusements which have the purpose of exciting the passion and glorifying vice.

Music

Music "was made to serve a holy purpose to lift the thoughts to that which is pure, noble, and elevating, and to awaken in the soul devotion and gratitude to God" (Education, p. 167). Students must be careful in their choice of music. They should avoid any melody with language expressing foolish or trivial sentiments. The use of good

music in the home, social gatherings, school, and church elevates the soul to lofty thoughts.

Courtship and Marriage

Courtship is recognized as a preparatory period during which a young man and a young woman who are already mutually attracted are provided with the opportunity to become more thoroughly acquainted with each other in preparation for the intended marriage. On the other hand, Christian marriage is a divinely sanctioned union between a man and a woman for the fulfillment of their mutual love, for mutual support, for shared happiness, and for the procreation and rearing of children who are expected in turn to become Christians. According to God's design, this union lasts until dissolved by the death of one of the partners.

Human Sexuality

Seventh-day Adventist Christians look to the Word of God for guidance. Based on the creation account, God created human beings as either male or female. Therefore, gender identity is determined at birth with God as its author. Moreover, in the design established by God at creation, sexual intimacy belongs only within the marital relationship of a man and a woman. All sexual beliefs and behaviors should be based on God's original design for men and women created in His image.

Policy for Lesbian, Gay, Bisexual, and Transgender (LGBTQIA+)

Our commitment from the beginning has been to hold and put into practice the biblical teaching of the Seventh-day Adventist Church, as expressed in our fundamental beliefs and the official statements on human sexuality issued by the General Conference and the Southern Asia-Pacific Division.

The Seventh-day Adventist Church recognizes that every human being is valuable in the sight of God, and we seek to minister to all men and women in the spirit of Jesus. We also believe that by God's grace and through the encouragement of the community of faith, an individual may live in harmony with the principles of God's Word.

Seventh-day Adventists believe that sexual intimacy belongs only within the marital relationship of a man and a woman. This was the design established by God at creation. The Scriptures declare, "For this reason, a man will leave his father and mother and be united to his wife, and they will become one flesh" (Gen 2:24, NIV). Throughout Scripture, this heterosexual pattern is affirmed. The Bible makes no

accommodation for homosexual activity or relationships. Sexual acts outside the circle of a heterosexual marriage are forbidden (Lev 18:5–23, 26; 20:7–21; Rom 1:24–27; 1 Cor 6:9–11).

Jesus Christ reaffirmed the divine creation intent: “‘Haven’t you read,’ he replied, ‘that at the beginning the Creator ‘made them male and female,’ and said, ‘For this reason, a man will leave his father and mother and be united to his wife, and the two will become one flesh? So they are no longer two, but one’” (Matt 19:4–6, NIV). For these reasons, Seventh-day Adventists are opposed to homosexual practices and relationships.

Jesus affirmed the dignity of all human beings and reached out compassionately to persons and families suffering the consequences of sin. He offered caring ministry and words of solace to struggling people while differentiating His love for sinners from His clear teaching about sinful practices.

This document sets the expectation that sexual intimacy belongs only within marriage, defined as “a lifelong union between a man and a woman.” Furthermore, the University clarifies that students are to refrain “from romantic behaviors between individuals of the same sex.” This policy is strictly enforced through our student conduct processes. The Adventist biblical position is taught in our classrooms and from our pulpits.

Seventh-day Adventists endeavor to follow the Lord’s instruction and example, living a life of Christ-like compassion and faithfulness. Therefore, students should abide by the rules and regulations as stated in the handbook:

- a. Wearing of prescribed school uniform
 - Male: Polo and pants
 - Female: Skirt and blouse
- b. Following the proper haircut
- c. Ordinarily, males do not wear makeup

Culture and Arts

Adventist University of the Philippines has a multi-cultural population, thus, recognizes the students of different cultural identities with diverse cultural needs. The University respects these needs by promoting a culturally responsive environment through various types of programs and support groups that allow cultural expressions with certain limitations and boundaries. It recognizes and respects students’ individual and cultural identity without undermining the core values, principles, standards, and beliefs that the University stands for.

AUP also endeavors to create a culturally responsive environment that allows for cultural expression of dress, music, and the arts. However, the University shall, above all these, uphold its core values and principles of modesty, simplicity, and sanctified expressions.

- The University reserves the right to discourage cultural presentations that portray violence, vice, sexuality, homosexuality, and all other practices that are explicitly rebuked by the Scriptures and which undermine the biblical principles of worship, purity, modesty, and the like.

- The Screening Committee examines all presentations prior to their performances to ensure that they are aligned with the aforementioned standards.

Service Learning

AUP believes that true education prepares the student for useful citizenship. In line with this philosophy, the University offers the following:

- Work Education for the students to develop the right attitude towards work and dignity of labor
- National Service Training Program for students to develop love and concern for the community
- Community Extension Service for the students to develop the spirit of volunteerism

Service-learning opportunities are also available through the programs and activities organized by the student religious organizations, the Philippine International Church, the Spiritual Development Office, and the CSC.

Wellness and Physical Fitness

The mandate to Seventh-day Adventist schools is to educate the whole person academically, spiritually, physically, and socially. Students are encouraged to participate in recreational activities with a Seventh-day Adventist Christian focus.

Participation in sports activities can result in a growing, maturing, and self-actualizing experience. However, Christian ethics must control sports activities. The University has the responsibility to help build noble character in students, to educate their minds, and to motivate their spirits in making the society better by applying core values to real-life situations.

A Christian athlete should be a well-behaved athlete. While

Christians do not necessarily perform better or win more games, they are motivated by Christian principles of sportsmanship. A Christian should be true to the spirit of sports and to the fulfilling of its essence to ensure the wholesome benefits that may be derived from an organized program of intramural and recreational activities.

2. TIPS FOR A SUCCESSFUL CAMPUS LIFE

Learn Your Way Around

- a. Read the Student Handbook, which contains invaluable information, guidelines, rules, and regulations.
- b. Get familiar first with the campus physical plant: roads, buildings, establishments, classrooms, barangay zones, apartments, parks, lawns, and other places. (*See copy of AUP Map.*)
- c. Get acquainted with administrators, faculty, staff, and fellow students: student leaders, classmates, roommates, and co-members of a club.

Plan Your College Life

- a. Seek God first through prayer and Bible study.
- b. Seek the guidance of career program counselors, in coordination with major professors, when determining the program or degree to pursue.
- c. Stay fit and healthy to be apt in the pursuit of educational objectives. Adhere strictly to the principles of good health and avoid vices such as drinking alcoholic beverages, smoking, doing drugs, gambling, excessive online gaming, and the like.
- d. Find opportunities for development as a total person through diligence and hard work. Set priorities right, learn to use time wisely, and engage in balanced school activities.

Socialize in a Christian Way

- a. Be a member of one of the accredited student groups (religious organizations, music groups) in addition to a professional club and actively involve in congregational activities.
- b. Make your stay an opportunity to witness for Jesus, serve others, and influence them for good.

Observe Propriety in Social Relations

- a. Learn to mingle with others with respect, propriety, and discretion in language and actions.

b. Seek advice from parents, guardians, residence hall deans, guidance counselors, pastors, chaplains, faculty, and staff when faced with a problem about love and courtship. Be open and candid to them about personal problems or concerns in this regard.

c. Observe sincerity, honesty, and purity in intentions and seriously consider the question of spiritual compatibility between self and others.

d. For further guidance and information on courtship, study the instructions in the books *Messages to Young People*; *Ministry of Healing*; *Counsels to Teachers, Parents, and Students*; and other EGW books. Above all, seek divine enlightenment and guidance on this matter through prayer.

3. RESIDENTIAL LIFE

AUP is a residential campus. Its mission is to provide holistic quality Adventist Christian education in a nurturing campus environment. The University makes concerted efforts and remains committed to making residential living on campus comfortable. AUP affirms the values gained from being primarily a residential school.

AUP is interested in providing the best possible residential environment to its students through various services and programs that ensure the effective administration of all aspects of residential life. Residential living is a particularly unique experience for students, providing opportunities for individual growth, development, and learning outside of the classroom.

The SSO ensures that student education goes beyond the classroom through the student services, student life programs, and ministry opportunities. AUP's residential environment will strive to meet the individual and corporate needs of its students.

Students come to AUP from all segments of society, from different cultures and countries, and with varying value systems and life experiences. Thus, students are provided an extraordinary opportunity to broaden their understanding and appreciation of other people as well as develop a tolerance for lifestyles that may be different from their own.

Classifications of Student Housing

There are five types of student residences: residence hall, apartments, faculty and staff residences, off-campus residences, and medical clerk residence hall. Residence is determined and assigned by the Student Residence Committee composed of the following: women's residence hall dean, men's residence hall dean, apartments dean, student support

director, employee relations and labor compliance officer, off-campus residences dean, and VPSS.

Residence Halls

AUP is a boarding school and students who wish to pursue their studies here are expected to stay in the residence halls, unless covered by exceptions.

Reservation and Accommodation

To secure a slot in the residence halls, students may apply online or through a personal appearance before the dean of the residence hall of their choice.

Students must fill out an application form, pay the reservation fee (equivalent to 1 month of rent) and a one-time security deposit for new students, and give a copy of the proof of payment to the dean to secure a room reservation. Only those who submit the required fees will be given a room reservation.

The security deposit is for the restitution of any damages and utilities incurred and can only be refunded upon the application of the clearance for Transcript of Records or when the students move off campus. If students decide to cancel their reservation before the first day of general registration, they must contact the dean of their residence hall. If the students who reserved did not cancel but were not able to occupy the unit or came later than the start of the semester, they will pay the full price of the room for the whole semester.

If students come without prior reservation, they will be temporarily accommodated at Ilang-Ilang Residence Hall (for ladies) and at Molave Residence Hall (for men). They will be accommodated free for 3 days until they are able to process their enrollment. However, they will pay Php300 per day for their remaining days of stay until they get a permanent accommodation.

This policy is also applicable to the work scholars at the University. In addition to the 3-day free accommodation, the work scholars are also given 3 free budget meals. Within 3 days, the work scholars are expected to process their work contract. To finalize their accommodation, they must submit a copy of their accomplished work contract to the residence hall dean.

If new applicants without ID prefer an early reservation, they must contact the residence hall dean and deposit a reservation fee using the residence account. After they have processed their enrollment and

acquired a student account, the residence dean will transfer their deposit to their student account.

In case the students do not finish within the deadline for enrollment set by the school every term, they must vacate their temporary accommodation.

The admission and placement of students in a residence hall is executed independently for each semester, in line with the existing capacity and policies. The assignment of student accommodation in the residence hall expires on the last day of the term.

As for students who have been legally sanctioned for any offense, even in cases when they have been pardoned or when their cases have been suspended by the court, their admission to a residence hall is decided by the Student Services Committee.

The Student Services Committee may ban the admission or cancel the residential privilege/contract of students staying in the residence hall when they are found to be completely detrimental to the goals and objectives of residential life.

Residence Hall Worship

Worship is an integral part of the residence hall program at AUP. It is necessary to require worship attendance in order to maintain the spiritual uniqueness of the University. The reason of AUP for conducting worship regularly are as follows:

1. To remind students daily of who they are, why they are here, and where they are going
2. To develop a sense of Christian community
3. To strengthen and encourage the youth through Christian fellowship
4. To enhance the student's spiritual growth
5. To strengthen the habit of daily devotions

The following are the worship schedules in the residence halls:

- a. 5:30–6:00 a.m. on Monday to Friday
- b. 6:30–7:00 p.m. or 7:00–7:30 p.m. on Sunday, Monday, Tuesday, Thursday

Different residence halls may have varied worship schedules depending on their preferences. The students are required to attend at least six worship services (morning, evening, midweek, and vesper services).

Attendance in Midweek, Vesper, and Sabbath worship services are checked separately. All students are required to attend all of them. Habitual non-attendance will be reported to the Student Success Office.

Students who fail to attain the required weekly number of worship attendance will be dealt with in the following manner:

1. *First offense:* Counseling
2. *Second offense:* Forfeiture of certain dormitory privileges, and submission of Letter of Commitment on how to reach the required worship attendance
3. *Third offense:* Referral to the Student Success Office.

Campus Leaves

Participation in the community life is essential to a wholesome student lifestyle in a residential campus. Students who live on campus may go out of the campus for valid reasons, this is called campus leave. Campus leave is a privilege. Abuse of this privilege or falsifying information to secure a leave may result in disciplinary consequences. Further, the residence hall dean reserves the right to deny and/or cancel leaves.

There are three types of leaves:

1. *Day leave* is given once a week (four times a month). Students are allowed to go out of the campus from Sunday to Thursday by 4:00 p.m. and must be back by 6:00 p.m. The residence deans/faculty and staff home guardians may issue gate pass to students to want to go out beyond 4:00 p.m. only on special cases; they must put a note on the gate pass explaining the special case and affix their signature. For Friday day leaves, the latest students can go out is 2:00 p.m. and they must be back by 5:30 p.m. Only students going for outreach or church visitations approved by the Student Services Committee are allowed to go on Saturday day leaves. Students may also use a day leave to go out on Saturday evening after 6:00 p.m. and be back by 9:30 p.m.

2. *Overnight leave* is given twice a month. Students may go home or go to another destination with parental consent using an overnight leave. Students who go for overnight leaves during weekdays must return the following day.

3. *Weekend leave* is given twice a month. Students who take weekend leaves leave on Friday and must be inside the campus by 6:00 p.m. the following Sunday.

The leaves listed above are the normal allowed leaves. Parents who request for leaves that are not mentioned above must make individual arrangements with the Student Services Committee.

Regulated Pass

Regulated passes are used for campus leaves that are not among the normal campus leaves. Students who qualify to avail them must submit their request to their residence hall deans who then forward the request to the Student Services Committee.

These passes are given to students who are going out of campus for on-the-job training, internship, service training, review, or church ministry-related activities. Academics-related regulated pass applications should be endorsed by the department chair. Approved regulated passes have a limited date of effectivity.

Residence Hall Study Period

Developing study habits are important for student success. Students are expected to be in their residence halls by 6:00 p.m. and observe the study period right after the evening worship.

Safety Policies Inspection Policy

The University reserves the right to inspect any University-assigned or approved residence building or property at any time for reasons including, but not limited to, the following: housekeeping, maintenance, fire prevention and safety, or detection or suspicion of a rule violation for student conduct.

The University is not obligated to give prior notice to students on the inspection of their rooms or lockers. Vehicles within the vicinity of the residence halls are subject to visual inspection by University faculty and staff at all times.

Fire Hazards

The possession of candles, incense, fireworks, firearms, flammable items, or any other open flame apparatus are prohibited. Residents are advised to keep a flashlight on hand in the event of an extended power failure.

Emergency Procedures and Drills

Emergency drills will be conducted at various times. The University will conduct other emergency drills as needed. All residents must participate and comply with the directions for the drill. Procedures will be posted in each residence hall.

Damage to Property

Deliberate damage to property (whether personal property or University property) is considered a violation of the student conduct policy and will result in appropriate disciplinary action. The University encourages all students to secure their belongings. The University is not responsible for any theft, loss, or damage of students' personal property.

Missing Student Notification Policy

In compliance with security and safety regulations, it is the policy of the University to investigate any report of a missing student who resides on campus.

When students are reported absent from the University for more than 24 hours without any known reason, the PSSD should be notified immediately. Upon notification the residence hall dean, in collaboration with the PSSD, will investigate each report and determine whether the students are missing and then locate and recover them.

The parents of the missing students should be informed by the residence hall dean immediately. If necessary, the local police authorities must also be notified.

Protocol in Residence Halls

Students residing on campus are expected to respond appropriately to the reasonable requests of all University personnel. Failure to do so may result in referral to the Student Success Office.

Students should follow proper procedures when addressing concerns with the residence hall staff. Concerns should be directed to the staff in the following order: the resident assistants, residence hall deans, dean of men's/women's Residence Halls, and the vice president for student services. Students should refrain from directly bringing the concern to the SSO without following the proper procedure.

Cattleya, Dama de Noche, and Apartment Residence Guidelines

Residing in the residence halls is a privilege that is given only to students who exhibit maturity and meet the following qualifications:

1. Must be at least on their third year of studies in their academic program
2. Must have a very satisfactory recommendation from the previous residence hall dean which includes:

- a. Very satisfactory compliance with worship and church attendance
- b. Very satisfactory room cleanliness
3. Student convocation grade is *Very Satisfactory*
4. GPA is 3.25 or above
5. Must not have any curfew violation and or any of the moderate, major, or critical infraction/s.

Disciplinary Actions in Residence Halls

Students violating order and discipline on the residence hall premises or committing an action identified as an offense in the Residence Hall Occupancy Contract Form will be sanctioned accordingly. The range of responses to these offenses may include, but are not limited to, the following:

- Conversation with student/s to clarify issues and provide an opportunity for learning to take place,
- Informing and inviting parents/guardians regarding the offense,
- Payment of indemnity or restitution,
- Counseling,
- Forfeiture of certain dormitory privileges,
- Reprimand, written or oral, and
- Referral to guidance counselors and BMO

Miscellaneous Provisions

For other provisions applicable to the residence halls, please refer to the Residence Hall Manual.

Policy on Emotional Support Animals

Pets are not allowed in the residence halls. However, in special cases where the presence of emotional support animals (ESA) is necessary for the mental health of students, a request for such may be submitted to the Student Services Committee with the following requirements:

- A medical certificate from a licensed psychologist/psychiatrist indicating that an ESA is necessary
- A complete vaccination record of the ESA
- A signed consent from the roommates and their parents that they are amenable to the presence of the ESA
- Acknowledgement that any incidence of uncontrolled noise or aggressive behavior of the ESA may suspend the approval

- The size of the animal should be medium to small
- The animal should be house trained and well-behaved

Apartment Residency

“And my people shall dwell in a peaceable habitation, and in sure dwellings, and in quiet resting places.” Isaiah 32:18 (KJV)

Apartment residency refers to the residency status of students residing in apartments, faculty or staff homes, or off-campus residences.

Upon approval of their student residency application, students must sign the Occupancy Contract to signify their commitment to follow the rules and regulations of the University. Students living in apartments and faculty or staff homes are required to follow the residence regulations on worship attendance, the allowed campus leaves, Sabbath observance, study period, and others.

Any violation of the contract and the rules and regulations of the University as stipulated in the Student Handbook may result in the revocation of the privilege of apartment residency. Apartment residence approval must be renewed every term.

Apartment

Introduction

The University would like students' stay on campus, even for a short period, to be pleasant. Because AUP is an international school, cultural differences that exist therein need to be respected. In some cases, the students' neighbor may be an AUP faculty or staff. Study period must also be observed. In this regard, residents should respect everyone's desire for a quiet environment.

Only fourth-year students, graduate students, post-graduate students, and students with families may apply for apartment residency.

Article 1: General Information

Section 1. Apartment Contract

Each AUP student whose application for temporary residence accommodation has been approved by the Student Services Committee or through the residence hall dean if the situation

warrants. The student must sign the Apartment Contract together with the payment of the apartment reservation fee equivalent to 1 month of rental.

Section 2. Assignment of Apartment Accommodation

1. AUP endeavors to provide qualified students with residence accommodation during the course of their study, which is renewable every semester. For single students, their assigned apartment/room is for one person only. Family members or friends are not permitted to sleep/board with students, even for a night.

2. For families, the assigned apartment is for the students and the immediate members of their family only (legal spouse and children), unless specifically approved and charged by the SSO.

Section 3. Visitors

1. Single students should particularly consider the needs of their fellow residents in the apartment and refrain from inviting house guests for visits or study sessions without the willing consent of the fellow residents and the apartment dean.

2. Overnight visitors. Visitors in the family unit are allowed to stay overnight with official approval of the residence dean. A fee of Php300 per day per head will be charged for anyone staying longer than 2 days. The head of the family is entrusted with reporting this information to the University cashier who receives the payment.

3. Day visitors. Apartment residents must always be present when visitors are in the apartment/room. Non-residents are not permitted to cook or otherwise use the apartment appliances. Visitation time is from 10:00 a.m. to 11:00 a.m. and 2:00 p.m. to 4:00 p.m. only.

4. No potluck should be held in any apartment. However, if all the occupants in one building (Dwellers Association) wish to have a meal together, the lawn may be used for this purpose.

Section 4. Deposits

A deposit equivalent to 1 month of rent is required at the beginning of the contract. This amount will be returned upon the termination/end of the contract if the said apartment/room is vacated in perfect condition as assessed by the residence dean.

Article 2: Rules and Regulations

Section 1. Caring for the Apartment

Students are expected to maintain their apartment and its furnishings, if any, in the best possible condition. Any problem should be reported immediately to the apartment dean in writing. Students should not attempt to make any repairs or changes to the apartment through personal arrangements with unauthorized persons. Avoidable damage to the apartment, including broken windows, will be considered the students' personal expense. The apartment deans keep all original keys. As part of their responsibilities, the deans are authorized to make surprise inspections/repairs of the apartment unit at any time of the day or at night, especially during emergencies.

Section 2. Request for Extension of Apartment Accommodation

Assignment to an apartment is good only for 1 term and renewable until the students finish their approved degree within the required period. Otherwise, the extension will have requested from the Student Services Committee.

Section 3. Automatic Termination

The Apartment Contract shall also be deemed terminated if the students do not reserve or enroll for the incoming term. The student shall be sent two notices to vacate. If a reply is not received 7 calendar days after the second notice, the residence dean shall do inventory and remove the students' belongings. Apartment dean shall not be liable for any damage or loss in this case.

Section 4. Vacating the Apartment

Students should leave the apartment/room in a clean and orderly condition. The apartment dean should inspect the unit before the students' departure. After the inspection the keys must be turned over to the apartment dean. Refunds, if any, will be made after charges for lost keys and/or damages are deducted. The apartment must be vacated on the last the month of each term.

Section 5. Helpers

Students in a family unit may apply for one stay-in helper. This requires approval from the Student Services Committee.

Section 6. Pets

All kinds of pets are not allowed in apartments or on the grounds. Students caught violating this policy will be advised to move out or evicted.

Section 7. Ambience

A quiet atmosphere at the apartments must be strictly observed and maintained especially during study periods. Noise should be controlled in the following manner:

- Students should not park or drive motorcycles and cars under or between apartments. The engine of motorcycles should be switched off before entering any building. Spaces at the garage are rented on a first-come-first-served basis. Assembly, major repairs, remodels, and the like are prohibited on the premises.
- Students should modulate the sound of electronic devices and speakers enough to be heard only within the confines of their unit.
- Rising time begins at 5:00 a.m. Prior to this, students should refrain from making noise to avoid disturbing others who are still asleep.
- Students should return quietly to their residence halls from vespers, prayer meetings, or late-night outings. Retiring time is 9:00 p.m. Everyone should be quiet and visitors should be informed of the curfew, which is 9:00 p.m.

Article 3: Conflict of Interest

AUP encourages students to put their whole time and effort into finishing their degree as soon as possible. Vending/establishing/ managing a variety store inside or outside the apartment/room, as well as posting advertisements on the premises and on social media, are strictly prohibited.

Article 4: Final Provisions

Any case not covered by these policies shall be referred to the Student Services Committee for resolution.

Faculty/Staff Residence

The privilege of staying with an AUP employee is given to the following:

- An immediate relative of an AUP faculty or staff
- A student helper

- An employee-sponsored student
- Students with health issues (*must submit updated medical and/or psychological certificate duly signed by an AUP physician*)
 - A Grade 7 student within the age bracket of 12–14

A maximum of three qualified students may be allowed to stay in the faculty or staff home according to the capacity of the residence as assessed by the housing supervisor, duly approved by the Student Services Committee. Students with any concerns regarding their residence may approach the dean of non-dormitory residences.

Off-Campus Residence

Students may apply for off-campus residence if they meet to any of the following criteria:

- They are married and/or are a parent
- They reside with their parents, sponsor, grandparents, uncle, aunt (1st degree affinity), elder sibling/s within 25 km from AUP
- They are students enrolled in On-the-job-training, internship, or on review and staying beyond 25 km from AUP
- They are an immediate relative of and staying with any AUP faculty or staff residing off campus
- They are a student helper of an AUP faculty or staff residing off campus
- They are working outside the campus and are at least 18 years old
- They are a graduate of a 4-year bachelor's degree
- They are a Grade 7 student staying with an AUP faculty or staff residing off campus

Those who qualify because they met one of the last three criteria above must live in a non-mixed-gender apartment unit/residence. Applicants must submit a duly filled Request for Off-Campus Residency Form with required attachments.

All applications must be approved by the Student Residence Committee. The committee has the prerogative to deny any request to stay off campus based on their assessment.

Right of Refusal to Grant Exception

The University reserves the right not to grant to students the privilege to reside off campus under one or any of the following conditions:

- There is non-compliance with or willful violation of the terms and

conditions for off-campus residency.

- The student is placed on academic or behavior probation.
- There is violation of policy or terms and conditions of guardianship.
- There is evident deliberate intent to mislead the University by making false statements or submitting false documents.
- There is evident defiance of the Code of Student Conduct as stipulated in the Student Handbook and the Residence Hall Manual.
- The student fails to pay off-campus residence fees.

Prior rental arrangement is not a valid reason for granting off-campus residency application.

In compliance with CHED Memorandum Order No. 09 Series of 2013, Section 29 on Student Housing and Residential Services, "The school must provide mechanism, assistance, and/or list of acceptable student dormitories and housing facilities that are safe, clean, affordable, accessible to students and conducive to learning." Thus, the authority to conduct visits and inspections is given to University representatives as part of the approval or renewal procedure.

Non-compliance with University policies may mean disciplinary sanctions as stipulated in the Student Handbook and revocation of privileges to stay off campus.

Procedure for Change of Residence

From In-Campus Residence to Off-Campus Residence

In-Campus to Off-Campus Residence Form is used by officially enrolled students and are staying in the dormitory, apartment, or faculty or staff but who decide to move off campus, especially if the change of residency category is done in the middle of the semester or before the semester ends:

1. Students who are going out for internship or On-the-job-training, approved to stay off campus, or going home before the end of the semester need to process the In-Campus to Off-Campus Residence Form.

2. The form should be filled out and processed by the students at least 5 working days before they exit the campus.

3. Students must process a request letter signed by the residence dean, department chair endorsement, parent's consent (letter with copy of ID with signature), and PhilHealth Certificate (for intern students only) must be attached to the form mentioned above.

4. Students must secure an endorsement from their residence hall dean and the SSO approval.
5. Students must secure the approval of the Department of Student Finance.
6. Once cleared by the Department of Student Finance, the In-Campus to Off-Campus Residence Form must be stamped "approved" by the SSO to be presented by the students to their residence hall dean.
7. Students must accomplish housing exit clearance for apartment.
8. Students must secure the exit pass.

From Off-Campus Residence to In-Campus Residence

Off-Campus to In-Campus Residence Form is used by officially enrolled off-campus students who wish to move inside the campus—dormitory, apartment, or faculty or staff home—within the semester. Off-campus students must process this form to become official in-campus residents and have cafeteria load:

1. The student shall apply/request for in-campus residency (dorm, apartment, or faculty).
2. The Off-Campus to In-Campus Residence Form (see attached) should be filled out by the students.
3. Filled out forms should be approved by the SSO.
4. Once the form is signed by the SSO, the students must submit it to the Department of Student Finance for approval.
5. Once approved by the Department of Student Finance, the Off-Campus to In-Campus Residence Form must be stamped "approved" by the SSO to be presented by the students to their residence hall dean.

In-Campus Residence Transfer

The Residence Transfer Form is used by officially enrolled in-campus students who are staying in the dormitory, apartment, or faculty or staff home but want to move to another in-campus residence within the semester:

1. The students must submit their request, indicating the reason for the transfer, with parent's consent attached and noted/recommended by the current residence hall dean.
2. Students must secure a confirmation of acceptance to the new residence from the accepting residence dean.
3. Students must secure the SSO approval.

4. Students must secure an endorsement from current residence hall dean and the new residence hall dean.

5. Students must process the charging adjustment with the Department of Student Finance.

Temporary Stay (*Without Enrolling*)

The Temporary Stay Request Form is used by students who, for any valid reason, cannot enroll during the current semester but need to stay in the residence hall or apartment. This must be accompanied by the Behavior Contract:

1. Students must process a request letter stating the reason why they would like to stay inside the campus without enrolling and the duration of the temporary stay. This request must come with a parent's consent.

2. Students must secure an endorsement from the residence hall dean for the Student Services Committee approval.

3. Students must secure the Student Services Committee approval.

4. Students must secure the Department of Student Finance approval.

5. Students must sign the Behavior Contract (with the SSO).

6. Students must process the Release of Liability With Waiver and Undertaking Form with the Legal Service Office.

7. Once approved by the Department of Student Finance, the Temporary Stay Request Form must be stamped "approved" by the SSO to be presented by the students to their residence dean.

8. A copy of the approved application form together with the signed Behavior Contract and Waiver must be given by the students to the residence dean.

Recreation Schedules

After residence worships, students may spend recreation time at the Student Park from 7:30 p.m. to 9:00 p.m., except Wednesday and Friday evenings. On Saturday evenings the Student Park is open from sunset to 9:30 p.m.

Students may also jog in the evenings from 7:30 p.m. to 9:00 p.m., except Wednesday and Friday evenings. The allowed route is from the apartment rotunda to the Finster Hall of All Nations and vice versa. Any area outside of this route is off limits for joggers.

Students may use the University gymnasium during the assigned schedule which is posted by the Physical Education Department.

Prescribed School Uniform

Ladies

- Hair of natural color
- Only natural-colored contact lenses are allowed
- Prescribed ID
- Loose-fitting and well-pressed prescribed blouse
- Well-pressed prescribed navy blue, A-line cut, knee-length skirt
- Black closed shoes
- Earrings, necklaces, rings, and other jewelry are not allowed

Gentlemen

- Prescribed hair cut (barber's cut) with natural hair color
- Only natural-colored contact lenses are allowed
- Prescribed ID
- Loose-fitting, well-pressed prescribed white button-down shirt with collar
- Black slacks
- Closed black shoes
- Earrings, necklaces, rings, and other jewelry are not allowed

*** See centerfold for examples.*

**SECTION IV:
HOW AUP DEVELOPS
RESPONSIBILITY
AND ACCOUNTABILITY
AMONG STUDENTS**

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”

Hebrews 12:11 (NIV)

*“The greatest want of the world is the want of men—
men who will not be bought or sold;
men who in their inmost souls are true and honest;
men who do not fear to call sin by its right name;
men whose conscience is as true to duty
as the needle to the pole;
men who will stand for the right
though the heavens fall.”*

(Education, p. 57)

The philosophy of Adventist education is the guiding framework for AUP student discipline—the work of redemption and the restoration of the lost image of God in humanity. Thus, discipline is redemptive in nature. It aims to help students develop self-control, social maturity, appreciation for Christian values, and the exercise of moral responsibility by using their freedom of choice intelligently under the care and supervision of the University.

With character formation as part of the mission of Christian education offered at AUP, “discipline” means discipleship where students are nurtured to internalize biblical principles and mature toward a Godly life, growing into the fullness of the person God wants them to be.

Discipline in the AUP context, then, means helping students to be faithful disciples through example, encouragement, and loving correction. In addition to Adventist lifestyle standards, students at AUP are also instructed and nurtured to be law-abiding citizens and become responsible members of their communities. Thus, the pertinent Philippine laws that protect life and property and the rights of others are also part of the citizenship behavior expectations from students of AUP.

The Student Services Office is in charge of processing all behavior-related issues of all officially enrolled students at AUP. The office is located at the SSO (Valdez Building).

1. Authority of the school to maintain discipline. The rules and regulations for the implementation of school discipline shall govern the acts, conduct, and behavior of all students enrolled at AUP.

2. Section 102 of the Manual of Regulations for Private Higher Education (MORPHE). Pursuant to Section 102 of the MORPHE, higher education institutions such as AUP are mandated to “maintain discipline inside the campus as well as the school premises. An institution shall seek to exercise disciplinary authority over students outside its campus and beyond school hours, terms, or years in the following instances:

- a. Where the school policies or regulations are violated
- b. Where the misconduct involves the student’s status or the name of the school

3. Basic principles and objectives of discipline. Student discipline involves the desired and expected norm of conduct of students and the corresponding administrative sanctions for violations thereof, as set forth in the rules and regulations of the Student Handbook, the guidelines and policies approved by the University administration, the standards of the Seventh-day Adventist Church, the MORPHE, and other pertinent laws of the land.

4. Objectives of student discipline. The general objective of discipline is self-government; hence, students are given the trust and responsibility to conduct themselves properly. The specific objectives of discipline are as follows:

- a. Promote and maintain a peaceful, safe, and orderly school environment
- b. Encourage intelligent individual choices
- c. Shape positive behavior and encourage acceptance of consequences for choosing and performing unacceptable behavior
- d. Develop Christian values such as
 - i. Self-control, obedience, and adherence to standards
 - ii. Social maturity and moral responsibility
 - iii. Self-respect and respect for others, especially persons in authority
- e. Enhance spiritual growth
- f. Produce responsible members of society and prepare them for the heavenly kingdom

5. Guiding principles in student discipline. Whether in the preventive or corrective aspect, discipline in AUP is executed based on the following principles:

a. Students are to be trained to obey biblical teachings and the laws of the land and to respect authority.

b. Students who violate rules must be led to recognize, admit, and repent of their violations. More so, they should be led to see that God provides the power to obey, start again, and be transformed.

c. Allowing the students to experience the consequences of their choices is essential to teaching them responsibility and accountability as well.

d. Disciplinary decisions involve looking beneath the surface of each behavior and responding with a balance of mercy and justice. The concerned University committee considers the nature of the violation—including its impact on the community and its members, the institutional sanctioning guidelines, the student's prior disciplinary history, and the individual student's needs—in arriving at disciplinary decisions.

e. Love must be the main motivating force for discipline. Even in the corrective aspect of the discipline, the penalty must be seen by students as imposed because they are loved. Even if the students' behavior is unacceptable, they should be made to feel that they can change and be transformed by God's grace.

6. Due process

Basic Principles

Due process is defined as proceeding according to rules and principles of fairness for the protection and enforcement of private and personal rights. This process involves inquiry then deliberation before the pronouncement of judgment. Applied at the school setting, it means that every student is presumed innocent unless proven guilty. Since due process requires a procedure to ensure fairness and justice, the following must be observed:

Observance of Due Process

A. Authority. The right to due process is provided for in Section 1, Article III (Bill of Rights) of the 1987 Constitution, which states that no person shall be deprived of life, liberty, or property without due process. This provision is invariably considered in connection with student discipline where, according to the MORPHE (Section 76), no disciplinary sanction shall be applied upon any student until due process has been observed.

B. *Aspects of due process.* Due process has two aspects:

1. Procedural due process. This requires the observance of prescribed methods formulated to ensure the delivery of justice to the accused student. It guarantees that the person or body conducting the investigation has acquired proper jurisdiction over the accused and is free from bias or prejudice.

2. Substantive due process. This requires the existence of a law or rule which is duly passed, reasonable in its operation, enforced according to prescribed methods, and applicable to all persons of the same class.

C. *Standard procedures.* The standards required to render procedural due process in student disciplinary proceedings are the following:

1. Notice. Upon receipt of the incident report the BMO will immediately notify the concerned students in writing of the alleged violation against them. The students must then be given the privilege to be heard and defend themselves.

2. Opportunity to be heard. Students shall have the right to answer the charges against them. Upon the receipt of a notice, the students must answer the charges against them in writing and face the appropriate University officer or committee. Representation by a legal counsel, however, is not considered an element of due process in the school setting. It is enough that the students have been informed of their right to be assisted by a legal counsel.

3. Access to evidence against them. The students shall be informed of the evidence against them. Due process requires that students are made aware of the evidence against them and supplied with the list of witnesses and/or an oral or written report of the facts to which each witness shall testify. Due process in disciplinary cases involving students does not entail proceedings and hearings similar to those in courts of justice. Such proceedings may be in summary, and cross-examination is not even an essential part of it.

4. Right to adduce evidence. The students shall have the right to adduce (to present as proof or reason) evidence on their own behalf. It means that the students have a chance to present their own witnesses and produce documentary or other evidence to support their defense. If the students fail to take advantage of this right, they are deemed to have waived it.

5. Appropriate committee. The evidence gathered by the investigating body (tests, reports, letters, and/or information) must be considered

by the Student Services Committee or an official duly authorized to investigate, hear, and decide the case. The said committee shall base its decision only on evidence or testimony presented. As mentioned, due process in student discipline does not require the proceedings and hearings to be like those in courts of justice. Therefore, the right against self-incrimination, the rule on double jeopardy, and public hearing, among others, are not applicable to the school setting.

6. Request for reconsideration and appeal. The students have the right to appeal against the decision of the Student Services Committee. The bases for reconsideration are as follows:

- a. procedural violation
- b. sanction inconsistencies
- c. new pieces of evidence

7. Consequences that arise from the violations do not form the basis for reconsideration.

D. *Prescribed procedural due process.* In student disciplinary cases, the following are the prescribed guidelines and methods, which are to be observed strictly and properly:

1. For cases of minor infractions, involving light penalties, no notice or hearing is required. Three minor infractions committed by the student will be elevated to the Student Services Committee for appropriate action.

2. For cases of moderate, major, and critical infractions involving heavy penalties of suspension or dismissal, violations are to be reported in writing by the complaining party or witness directly to the Student Success Office or through the PSSD which, in turn, shall transmit the same to the SSO. The concerned students are given 72 hours to report to the SSO to answer the alleged violation/s and defend themselves. Failure of the students to report to the SSO shall be taken to mean that they have waived their right to defend themselves, and the case shall be heard in their absence. Parents will also be notified about the alleged violation/s. The Student Services Committee will continue to hear the case in the students' absence and render decision/s according to the Student Handbook.

3. The SSO shall conduct a preliminary hearing of the case wherein involved parties shall be present and give evidence for or against the students concerned. The SSO, based on available evidence, shall present its findings and recommend them to the Student Services Committee for review, consideration, and approval.

4. Within a week upon receipt of the BMO findings, the Student Services Committee shall conduct a comprehensive hearing and deliberation on the case, taking into consideration the applicable rule/s, the evidence gathered, and other pertinent circumstances. Within a week from the conclusion of the deliberation, the Student Services Committee shall issue a decision based on substantial evidence. Official communication of the decision shall be served by the duly authorized representative of the Student Services Committee to the students concerned and their parents.

5. Requests for appeal. In cases when the students want to ask for reconsideration or appeal of the decisions, they may write the Administrative Committee (AdCom) to reconsider the decision within 5 days from receipt of the official communication of the said decision. They must copy furnish the Student Services Committee of the request. Without a written request for reconsideration, the decision becomes final and executory.

7. Administrative Disciplinary Sanctions

Minor Sanctions

The disciplinary administrative sanctions (penalties) for minor infractions for such cases shall be managed by the Student Success Office and other designated officers.

Moderate, Major, and Critical Sanctions

The three administrative sanctions for serious offenses or violations of school rules and regulations which the University may impose on erring students must be commensurate with the nature and gravity of the violation as processed by the SSO and approved by the Student Services Committee (Section 77, MORPHE). For major and critical violations, the following stipulations may apply:

1. *Period of probation* is a time given to students for a close supervision by the school authorities which includes forfeiture of student privilege such as going out of the campus and holding office in any student organization. During the period of probation, intensive guidance and counseling with the participation of the parents should be given to the said students to help them not to commit further infractions. Students may be placed under probationary status for several cases:

- A. He/she has served sanctions for major and critical infractions.
- B. He/she committed three minor offenses within a semester.

2. *Voluntary withdrawal* is an act on the part of the student to leave the University during the term. This serves as a speedy, respectful and constructive resolution of a case at hand. It allows the student to step back, reflect and take steps towards personal growth and development.

By choosing this option, the student acknowledges the nature of the misconduct and demonstrates a commitment to ethical behavior and to the values upheld by the university. No committee hearing will be held, and the student's concern will be endorsed immediately to his/her parents/guardians.

The student has the option to return to school after a minimum of 1 term/semester upon coordination with and discretion of the Student Success Office. Rules for student visas will apply for foreign students as they must always be enrolled.

3. *Suspension*. Suspension from classes as part of the sanction shall not exceed 20% of the total number of school days during the school term. Suspension for more than 20% of the school term shall require the approval of the CHED. There are two types of suspension:

A. *Preventive suspension*. Preventive suspension is not a penalty but a deterrent to the disruption of normal school operations or to causing injury to persons and/or damage to property that might be caused by the offenders if otherwise present on campus. Thus, when students are placed under preventive suspension during the pendency of the proceeding involving them, they are effectively stopped from doing acts of vindictiveness which might otherwise affect the peace and order on campus, the decorum in the classroom, and the respect for administrators and faculty and staff. Once the students under preventive suspension are found guilty of the charges, punitive suspension may be imposed upon them. In this event, the period previously served shall be considered part of the penalty. However, if the students are absolved of the charges, they shall be allowed to take the examinations, quizzes, and graded recitations missed by reason of the preventive suspension.

B. Punitive suspension. Punitive suspension refers to the school's prevention of students from attending classes and thus from taking examinations, quizzes, and graded recitations given during the period. Since the students are not excused from graded work, they shall be given a failing mark for not having taken them. The students shall not be allowed to take special examinations and/or to make up for them later, as this would grant them advantage over their classmates. Section 72 of the MORPHE provides that students under suspension may not enroll in another school unless their suspension has expired.

C. Exclusion. Exclusion has two types. These are denial of readmission for 1 term and outright dismissal but with transfer credentials to enable the disciplined students to move to another school.

D. Expulsion. This is imposed only in extreme cases. It debars a student from seeking admission in any school, private or public, recognized by the government. Expulsion is an extreme administrative sanction and the most severe penalty available to schools for those student infractions listed and classified as "very serious" and shall not be imposed without the approval of the CHED. According to the MORPHE, expulsion is usually considered proper punishment for the following serious offenses:

- a. Gross misconduct
- b. Dishonesty: plagiarism, theft, forgery, or falsification of documents
- c. Hazing
- d. Carrying a deadly weapon
- e. Selling and/or possession of prohibited drugs
- f. Drug dependency/drug use
- g. Drunkenness
- h. Hooliganism: unruly, violent, and destructive behavior
- i. Vandalism
- j. Assaulting a pupil or student or school personnel
- k. Instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes
- l. Preventing or threatening any student or school personnel from entering the school premises, attending classes, or discharging their duties
- m. Forging or tampering with school records or school forms
- n. Securing or using forged school records, forms, and documents
- o. Any other similar offenses stipulated by the Philippine law

8. Disciplinary Sanctions for General Behavior

Offenses and their corresponding sanctions are classified as follows:

A. Minor infractions

Minor infractions are infractions or offenses which include behaviors or deeds that violate the basic standard of good manners and right conduct. The University's response to this category of offenses may include, but not limited to, the following:

- Payment or restitution of indemnity
- Written or oral reprimand
- Confiscation of prohibited items
- Referral to properly constituted authorities
- Administrative service
- Forfeiture of privileges such as going out of the campus
- Repeated offenses or defiance in this category may result in more severe consequences or escalation to moderate infraction category

List of Minor Offenses:

1. Belligerence: the attitude, atmosphere, or disposition of improper aggressiveness; the tendency to fight; acts of discourtesy; and use of words that unnecessarily provoke other persons

2. Boisterous behavior: loud and obnoxious behavior such as yelling in hallways, classrooms, and others

3. Curfew hours violation: deliberate idle and aimless loitering, lingering, wandering, or roaming around the campus from 9:00 p.m. to 5:00 a.m. of the following day. Students are not allowed outside the premises of their respective residence halls after 9:00 p.m. without proper authorization (see "Recreation Schedule" section).

4. Disrupting class assembly: words or actions that cause the learning environment to become unsatisfactory

5. Disseminating atheistic, agnostic, and/or radical ideas against the government and the University ideals: the publication or dissemination of ideas against the government, the church, and the University

6. Illegal use of ID/charge slip: the use of another student's ID or charge slip without proper authorization

7. Improper attire or grooming:

a. Clothes that violate the biblical principles of modesty, decency, and simplicity in public—whether religious, formal, or otherwise

b. Jewelry like earrings, rings, necklaces, bracelets, ballers anklets, and body piercing etc.

c. Excessive makeup, lipsticks, colored nail polish, and the like

d. Hairstyles and beards that are normally seen as indecent, unkempt, and unprofessional; shaving of the head bald; or dyeing/coloring of the hair with unnatural hair color by both male and female students

e. Mini-or high-slit skirts, excessively short pants, sleeveless apparel, and very tight shirts or jeans that show fixedly the contour of the body

8. Cross dressing behavior: adopting the clothing, hairstyling, gestures, speech patterns, and general personality characteristics commonly attributed to the opposite sex

9. Inappropriate language: swearing or using profane language against or about others

10. Littering: throwing, scattering, or spreading of garbage in the campus premises instead of places properly designated for them like trash cans, boxes, or bins

11. Loitering at night: wandering about the campus from 7:30 to 9:00 p.m. in off-limit locations (see "Recreation Schedule" section), except during Midweek, Vespers, and approved University night activities

12. Non-wearing or improper wearing of ID: The school ID shall always be worn properly inside the campus during school days. Students are required to bring their IDs for security and identification purposes.

13. Non-observance of the queue system. Students should fall in line or observe the first-come-first-served practice when transacting at any window, when in the cafeteria during mealtime, or in any similar situations.

14. Non-vegetarian food: bringing into the cafeteria non-vegetarian food

15. Non-wearing of school uniform. The prescribed school uniforms should be worn when attending classes, student convocations, duly called for scholastic meetings, and seminars or while performing official school duties and responsibilities. Specific guidelines on the wearing of the school uniforms shall be announced regularly by the SSO for information and guidance.

16. Loud or offensive music: playing and singing of loud music or with offensive lyrics in any part of the campus that disturbs others

17. Possession of gambling devices and paraphernalia

18. Unauthorized announcements/publications: posting, displaying, or publishing of any announcements, notices, or greetings anywhere on campus without the approval of the SSO

19. Unauthorized cutting of trees: the cutting down of trees and bamboos found inside the campus without the permission from the authorized University personnel

20. Unauthorized picking of fruits: the unauthorized picking of fruits, vegetables, and other agricultural products from the trees, plants, and gardens in the campus without proper permission

21. Violation of residence rules and regulations:

- a. Absence from residence worship
- b. Improper use of gate pass, personal gate pass, collective pass
- c. Returning late to the residence beyond checking time or failure to check in upon arrival
- d. Entertaining non-resident persons inside the room without prior permission from the management
- e. Doing business inside the residence
- f. Unauthorized playing of musical instruments that disrupts the quiet atmosphere of the residence hall
- g. Keeping of animal pets whether for amusement, companionship, or any other purpose. Students are prohibited from having any type of animal with them in the residence halls (*See policy on Emotional Support Animals.*)
- h. Unauthorized use of cooking equipment inside the room such as gas stove, butane burner, super kalan, induction stove, improvised cooking equipment, etc.
- i. Violation of other residence rules and regulations which may be updated and duly approved by the administration and posted in the residence hall bulletin board

22. Violation of vehicular/traffic regulations:

- a. Driving motorized vehicles without a driver's license
- b. Using bicycles, motorcycles, or other motor vehicles without proper lights or signals
- c. Driving an unregistered vehicle or one which emits excessive smoke or which gives out a disturbing noise
- d. Driving a vehicle that is not safe on the road
- e. Overloading of any vehicle, that is, taking in passenger or baggage beyond the capacity allowed
- f. Driving on prohibited or restricted areas
- g. Illegal or improper parking of vehicles
- h. Driving during curfew hours except in case of emergency
- i. Disregarding traffic signs, humps, and road markers
- j. Driving beyond the speed allowed on campus
- k. Violations of other traffic/vehicular regulations that may be issued by the PSSD of the University and duly approved by the administration

23. Other infractions: violations similar to the foregoing of other rules that were formulated and approved by the administration which are deemed necessary to create or maintain peace, order, and wholesomeness in the University

Procedure in Handling Minor Infraction

1. For cases of minor infractions, involving light penalties, no notice or hearing is required.

2. If done for the first time, the student is given warning and admonition from his/her residence hall dean/guardian.

3. For the second minor offense, the student receives a written warning from his/her residence hall dean/guardian, be referred to the Guidance office for counseling, and his/her parents are be informed.

4. A third minor offense or multiple minor infractions is considered as a moderate or major infraction and will be elevated to the Student Success Office for appropriate action.

B. Moderate Infractions

Moderate infractions pertain to habits and practices considered as violations of Christian beliefs and its moral, ethical, and health standards. Such habits and practices are deemed inconsistent with the philosophy and objectives of AUP.

Range of Responses or Sanctions:

- Indemnity fee
- Denial of entry
- Warning
- Strong written or verbal reprimand
- Period of probation
- Suspension
- Confiscation of questionable items
- Administrative service

Repeated offenses or defiance in this category may result to more severe consequences or the escalation of the infraction to more severe consequences.

List of Moderate Infractions

1. *Cheating*: intentionally and unauthorized use or attempt to use

materials, information, or study aids for any academic exercise

2. ***Creating nuisance or disturbance:*** deliberate shouting, yelling, booing, or creating boisterous sounds during a presentation or elsewhere. Any unnecessary disturbance of the peace and quiet of the campus, especially during periods of rest and study, shall be a violation of this item

3. ***Cybercrime:*** use of social networks that bully, harm, or harass other people in a deliberate manner. This includes, but is not limited to, posting rumors or gossips about a person on the internet, bringing about hatred in other minds to the extent of personally identifying victims, and publishing materials severely defaming and humiliating a person.

4. ***Going to risky areas:*** the intentional act of going, staying, or passing closely by places that are restricted and dangerous such as the Dismo River, the creek area, and construction sites

5. ***Obscene materials:*** possession, use, or display of magazines, books, other literatures, posters, videos, compact discs, flash drives, pictures, and similar materials that are pornographic, lewd, indecent, obscene, corrupting, or those portraying violent scenes

7. ***Possession/explosion of firecrackers:*** the possession and/or explosion of any kind or size of firecrackers or pyrotechnic devices even during celebrations unless authorized by the University

8. ***Refusal to be inspected:*** The school reserves the right to inspect anywhere on the campus including main gate, dormitory, etc. Refusal to be inspected is therefore an offense

9. ***Unauthorized meetings/outings:*** attending and engaging in any group activity, curricular or otherwise, whether inside or outside the AUP campus without the prior written approval from the SSO. The list of such activities includes, but is not limited to, swimming, overnight off-residence stay, retreat, hiking, mountain climbing, cultural presentations, practice, concerts or community work

10. ***Unauthorized solicitation:*** solicitation of funds for any purpose whether inside or outside the AUP campus without prior written approval from the administration

11. ***Voyeurism:*** being caught in the act or reported with evidence of secretly watching other people; seeing, stalking, or recording people in bathroom/private places; or writing about something that is considered private to self or others

12. ***Worldly amusements:*** attending, going to, or joining ballroom dancing, night or day club, cockpit arena, and the like

13. *Writing graffiti*: inscribing, drawing, or making marks on walls; door and other parts of a room; tables, chairs, cabinet, and other furniture; streets and walkways; or any surface of any University property

14. *Other infractions*: violations or offenses similar to the foregoing of other rules that may be hereafter formulated and approved by the administration which are deemed necessary to create or maintain peace, order, and wholesomeness at the University

15. *Forging signatures on a gate pass*

16. *Possession of alcoholic beverages, tobacco, vape, and the like*

17. *Physical intimacies*: the improper intimate relations with a person of the opposite sex, or even with the same sex, who is not one's spouse. These include the following acts:

a. Public display of affection (hugging, holding hands, laying one's head on their partner's lap)

b. Person of the opposite sex riding together on a bicycle or motorcycle on a straddling position

c. Staying in isolated, dark, or restricted places as a couple

d. Kissing, petting, or necking

e. Sitting on another's lap

f. Staying late in the night alone with an intimate friend

18. *Violating library regulations*: intentional disregard of library rules and regulations, which covers the following:

a. Mutilating books, magazines, pamphlets, and other library materials

b. Taking out of library items without proper permission or clearance

19. *Data privacy violation*: failure to respect the basic human right to privacy of data subjects (e.g., students, faculty, staff, stakeholders), failure to protect their personal data, and deliberate disregard for the confidentiality of their personal and sensitive information (e.g. data breach)

20. *Attempted sneaking out of gate/fence*: attempted leaving of the campus without proper gate pass, whether through the gate or by crossing over any part of the perimeter fence

C. Major Infractions

Infractions in this section include offenses that are considered serious violations of University philosophy and principles and some laws of the land. Hence, the presence at the University of anyone found guilty of any of this type of infraction is considered undesirable, unless the concerned student willingly yields to corrective measures. Where applicable, the principle of social (in cases of social and reputational damage) and material (in cases involving properties)

restitution may be imposed as part of the penalty.

Range of Responses or Sanctions

The University's response to this category of offense may include, but not limited to, all or any of the following:

- Administrative service
- Participation in an educational experience such as attending an educational program and writing a reflective/research paper
- Participation in a professional assessment or counseling session through the University counseling program
- Payment of indemnity fee
- Restitution
- Additional academic consequences up to and including dismissal from an academic program
- Suspension
- Deprivation of privileges such as non-participation in the graduation exercises
- Voluntary Withdrawal
- Confiscation of any questionable material

Repeated offenses or defiance in this category may result in more severe consequences or escalation to critical offense category. The list that follows is not comprehensive but does provide examples of the University's perspective on serious to very serious offenses:

List of Major Infractions

1. *Serious cheating*: possession of notes relative to an exam, leakage of exam questions, habitual copying/sharing of answers in an exam even after repeated reprimand

2. *Disrespect to persons in authority*: any gross act, word, or display that shows disrespect to the person in authority being represented by an office such as administrators, faculty, or staff and other functions delegated and authorized by the school authority, student, or visitor, whether verbally expressed or posted on mass media forums

3. *Drinking liquor*: intake of alcoholic or intoxicating beverages which leads to drunken behavior individually or in groups, whether inside or outside the campus

4. *Exhibitionism*: the indecent act of exposing in a public or semi-public context one's genital or sexual organs

5. *Gambling*: playing of any games with gambling, online gambling, or in any form of gambling

6. **Molestation:** willful infliction of non-physical injury to other persons, their rights, character, status, or property such as harassing, annoying, disturbing, or interfering in a vexing and disturbing manner

7. **Obstruction of justice or discipline:** any act which hinders or obstructs the investigation and resolution of a disciplinary case

8. **Plagiarism:** using words or ideas of another writer without attribution, to claim it their own. Plagiarism ranges from copying someone else's work word for word to rewriting someone else's work with only minor word changes.

9. **Serious physical intimacies:** the improper intimate relations with a person of the opposite sex, or even with the same sex, that is not one's spouse, whether with a fellow student or not and includes the following acts:

a. Pre-marital or extra-marital sexual intercourse

b. Same-gender sexual activity

10. **Posting/uploading of destructive messages and images:** the posting of written or audio/video materials online or on social media that may cast a negative image on individuals and the University and is considered contrary to the philosophy and standards of the University and the Church

11. **Reckless driving:** Dangerous driving habits which include all forms of reckless driving prohibited on streets and highways inside and outside the campus because they harm others and destroy property

12. **Smoking:** the use or sale of cigars, cigarettes, e-cigarettes, and the like inside or outside the campus

13. **Sneaking out of gate/fence:** the actual leaving of the University premises without the proper gate pass, whether through the gate or by crossing over any part of the perimeter fence

14. **Unlawful clubs/organizations/movements:** organizing, joining, or supporting organizations which are not listed among those authorized on campus because of having aims, objectives, and activities that are contrary to Philippine law and the established University philosophy, beliefs, and objectives

15. **Publication and/or distribution of pamphlets or any reading materials** to promote any unlawful club, organization, or movement

16. **Destruction of property:** the deliberate causing of damage to property belonging to another and destruction or defacing of any school property or parts thereof, such as window panes, glassware, pieces of furniture, software, appliances, equipment, facilities, wall decor, and others

17. **Electronic dishonesty:** using a network access inappropriately

in a way that affects a class or other students' academic work. Examples include using someone else's authorized computer account to send and receive messages, breaking into someone else's files, gaining access to restricted files, disabling other's access to network systems or files, knowingly spreading a computer virus, or obtaining a computer account under false pretenses.

18. *Forging signatures* on a withdrawal slip, requisition form, or other University documents

D. Critical Infractions

Critical infractions consist of extremely serious violations to the Seventh-day Adventist Church standards and the laws of the land. These infractions are highly injurious to the interest and philosophy of the University and hence for the protection of the same. This involves the severance of the school-student relationship.

Range of Responses or Sanctions

- Confiscation of materials involved in critical violations
- Endorsement to the police or other government agencies
- Restitution in case of stealing, falsification of documents, vandalism, and other cases where damages are incurred
- Payment of the medical expenses of the person injured in case of physical assault, explosion of firecrackers, or reckless driving, among others
- Suspension
- Exclusion/dismissal
- Expulsion
- Administrative service and voluntary withdrawal

List of Critical Infractions

1. *Dangerous drugs*: the possession, use, sale, or distribution of regulated and prohibited drugs which is against the law. Most common types of these drugs include shabu, marijuana, morphine, and LSD, among others. The offender shall be meted out with the penalty of immediate dismissal and shall be reported to proper government authorities for appropriate action.

2. *Deadly weapon*: carrying or using of a deadly weapon or any deadly, bladed, or sharp object; lead pipes, ice picks, Swiss knives, or instruments without a clear reasonable purpose; guns and explosives (even with license or permit to carry, must be deposited to the proper

authorities while on campus); and harmful chemical substances (fatalistic/erosive and corrosive in nature), among others

3. *Defacing/cannibalizing of motorcycles/vehicles*: the unauthorized marking on or removal of any part of motor vehicles and includes spoiling or defacing the same either with the use of corrosives and other chemicals like gasoline, brake fluid, lubricants, and thinner or any manner whatsoever

4. *Dishonesty in research and academic work*: gross plagiarism and other forms of academic dishonesty in research, violation of intellectual property, using an academic work without crediting the original author/s, habitual copying of academic work with proof/documentations and counseling done, and letting someone else take the exam in their name

5. *Drunkenness: excessive and habitual consumption of alcohol* that is accompanied by unruly, violent, indecent, or destructive behavior

6. *Fraternity involvement*: forming, joining, and/or helping a fraternity, sorority, or any organization that is not duly recognized by the University and/or whose existence is contrary to its philosophy and standards and the laws of the land. This also includes encouraging other students to violate their Non-Fraternity Contracts by direct or indirect recruitment or by invitation to join such organizations

7. *Hazing*: physical injuries resulting from an initiation rite as a prerequisite for admission to a fraternity, sorority, or organization. This is done by placing the recruited neophytes to an embarrassing situation; forcing them to do menial jobs and carry out silly, foolish tasks; or subjecting them to physical or psychological suffering or injury (RA 8049).

8. *Forgery and falsification*: acts of falsely making, altering, or deleting and writing on academic, financial, and government documents (such as grades, financial clearances, IDs, birth certificates or the likes) for the purpose of deception; or falsely signing for or misrepresenting in writing another person; or attesting to false statements which would result in damage to another

9. *Hooliganism*: forming or being part of a gang which sows dissension, confusion, violence, or threat of violence as means of advancing its interests which are against those prescribed in the University rules and regulations and the law of the land.

10. *Illegal tapping of electric wire*: any and all forms of theft of electricity either by the unauthorized use of electrical outlets or alteration of electrical wiring in the school room, residence hall, faculty residences and elsewhere

11. *Illegal or unauthorized production of University materials*:

illegal reproduction of IDs, gate passes, and receipts

12. *Physical/verbal assault*: any unlawful physical attack upon other persons or verbal attack against their reputation which results in damage thereto. It is the extent or degree of damage that would place the assault in this category of offense.

13. *Sexual harassment*: the unwelcomed sexual advances, request for sexual favors, and other physical conduct of a sexual nature creating an intimidating, hostile, and offensive environment which substantially interferes or affects students' academic performance (RA 7877: Anti-Sexual Harassment Act)

14. *Sexual misconduct*: any immoral sexual relations and conduct like voyeurism (involving video recording of sexual acts or acts of lasciviousness and selling them for profit or posting them for public consumption), whether with a fellow student or not

15. *Stealing*: the intentional taking of money, property, or property rights belonging to another person or to the University without the owner's knowledge and consent and taking out of the campus any objects, articles, things, and others which are not owned by the student. "Property" includes documents, examination permits, charge slips, and official receipts, among others.

16. *Unlawful strike or boycott*: the intentional act of a group of not attending a class and other academic functions for no justifiable reason and includes obstructing or disrupting the classes and other school activities

17. *Offenses analogous to the foregoing*: other forms or kinds of violations which may not fall under any of the above offenses but may cause serious injury. Accessory to a crime or similar thereto are included in this item and shall be decided upon by the authorized committee.

Procedure in Handling Moderate, Major, and Critical Infraction

1. Upon receipt of the written complaint or incident report, the Student Success Office shall inform the concerned students through text message or email and they are given 3 working days to answer in writing the alleged complaint or violation against them. The parents of the students may also be informed.

2. The students shall be informed of the evidence against them and shall have the right to adduce (to present as proof or reason) evidence on their behalf. After 3 working days, the students should send their written reply to the SSO via email (sso@aup.edu.ph) or in person.

3. The SSO shall conduct preliminary investigation based on available evidence and shall render its findings to be recommended to the Student Services Committee for review, consideration, and approval.

4. Within 1 week from receipt of the findings, the Student Services Committee shall conduct a hearing and render its decision based on substantial evidence. The concerned students may opt to attend the said hearing if they desire. Official communication of the decision shall be served by the duly appointed representative of the Student Services Committee to the AUP email address of the concerned students, their parents, and other concerned departments of the University.

5. In case the students want to ask for reconsideration or appeal the decision, they may write to the AdCom to reconsider the decision within 5 days from receipt of the official communication of the decision, with copy furnished to the Student Services Committee. Without a written request for reconsideration, the decision becomes final and executory.

APPENDIXES



Adventist University of the Philippines

STUDENT SERVICES OFFICE
ROMULO & CARMEN VALDEZ HALL
PUTTING KAHYOY, SILANG CAVITE P.O BOX 1834 MANILA 1099 PHILIPPINES
TEL. NO.: (049) 541-1211 TO 25 LOCAL 238 FAX NO.: 541-1228

AUP-SSO-003

WRITTEN UNDERTAKING ON NON-FRATERNITY INVOLVEMENT

ID Number: _____
Course: _____
College: _____
Last School Attended: **Adventist University of the Philippines**
Student's Contact No.: _____
Parent's Contact No.: _____



I, _____ born on _____
in _____, and with residence and postal address at _____
_____ after having been duly sworn in accordance with law, hereby
depose and state that:

1. I voluntarily choose Adventist University of the Philippines (hereinafter called the University) as my school and I understand that it is a school whose philosophy, mission, practices and core values are distinctively Adventist since it is owned by the Seventh-day Adventist Church;
2. I understand that the University does not authorize, allow, or recognize fraternities, sororities, and other organizations of similar nature and characteristics as such organizations have practices that contradict the practices and core values of the University;
3. I voluntarily declare that (please check the appropriate box):

- I am not a member of any fraternity, sorority or organization not recognized by the University; or
- I am a member of _____fraternity, sorority, or organization which the university does not recognized, but I am attaching a written undertaking to quit, to resign or to renounce my membership from the said Fraternity/Sorority, Organization that I have accomplished and I am submitting to the University

4. I do not intend to join nor will join any fraternity or sorority; neither do I intend to organize any fraternity, sorority or group of similar nature during my entire stay in this University.
5. I fully acknowledge and understand that my admission to the University is a privilege, and not a right, and that the University has the right and authority to choose the persons or individuals that may be admitted as students of the University.
6. I acknowledge and understand that the University has likewise the authority to prescribe rules and regulations Governing non-membership of students in any fraternity, sorority, or organization in the University and that these rules are valid because they are based on the constitution rights of schools of higher learning to prescribe the conditions they require of any persons or individual aspiring to become their student as well as public policy as follows:

- 6.1 The recognition by the government of the right of schools of higher education to withhold Recognition to fraternities, sororities or organizations considered inimical to peace and order in school campuses.
- 6.2 The general belief that formation of exclusive organizations or groups in the University is disruptive of the unity and peace the University wished to foster among members of the academic community.
- 6.3 The general belief that the presence of fraternities or sororities has contributed to campus violence.

6.4 *The general perception that membership in fraternities or sororities has developed an attitude of exclusivity and sometimes hardened character which is contrary to the University's mission, beliefs, and values.*

6.5 *The general belief that the absence of fraternities or sororities helps in the broadening of friendship among AUP students and eliminates the divisive effects of exclusive organizations.*

7. I recognize and accept that my continued stay in the University is subject to my compliance with prescribed discipline policies, rules and regulations especially with my non-membership in fraternities and sororities.
8. I understand and accept that the University can either **dismiss or expel** me if I would be found having violated the condition to this written undertaking as well as having falsely certified any information stated herein.

I am executing and submitting this undertaking as a prerequisite of my admission as a student of the Adventist University of the Philippines.

Signature Over Printed name

Date

WITNESSES:

Signature Over Printed Name

Date

Signature Over Printed Name

Date

*If applicant is below 18 years old, the signature of the parent is required.

SUBSCRIBED AND SWORN TO BEFORE ME on this _____ day of _____ 20_____, in _____
_____ by the above student, exhibiting to me his/her valid identification card or certificate of residence.

WITNESS MY HAND AND SEAL on the date and place first mentioned.

STUDENT'S THUMBMARKS	
Left	Right

Notary Public

Doc. No.: _____
Page No.: _____
Book No.: _____
Series No.: _____

SCHOOL UNIFORM

LADIES

Hair of natural color

Earrings, necklaces, rings, and other jewelry are not allowed

Only natural-colored contact lenses are allowed

Prescribed ID

Loose-fitting and well-pressed prescribed blouse

Well pressed prescribed navy-blue, A-line cut knee length skirt

Black closed shoes



³ Don't be concerned
outward beauty
hairstyles, expensive
beautiful clothes
clothe yourselves
beauty that comes
the unfading beauty
and quiet spirit

precious

1 PETER 3

FORM GUIDE



GENTLEMEN

Prescribed hair cut (barber's cut) of natural color

Earrings, necklaces, rings, and other jewelry are not allowed

Only natural-colored contact lenses are allowed

Prescribed ID

Loose-fitting, well-pressed prescribed white button-down shirt with collar

Black slacks

Black closed shoes

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to God.

