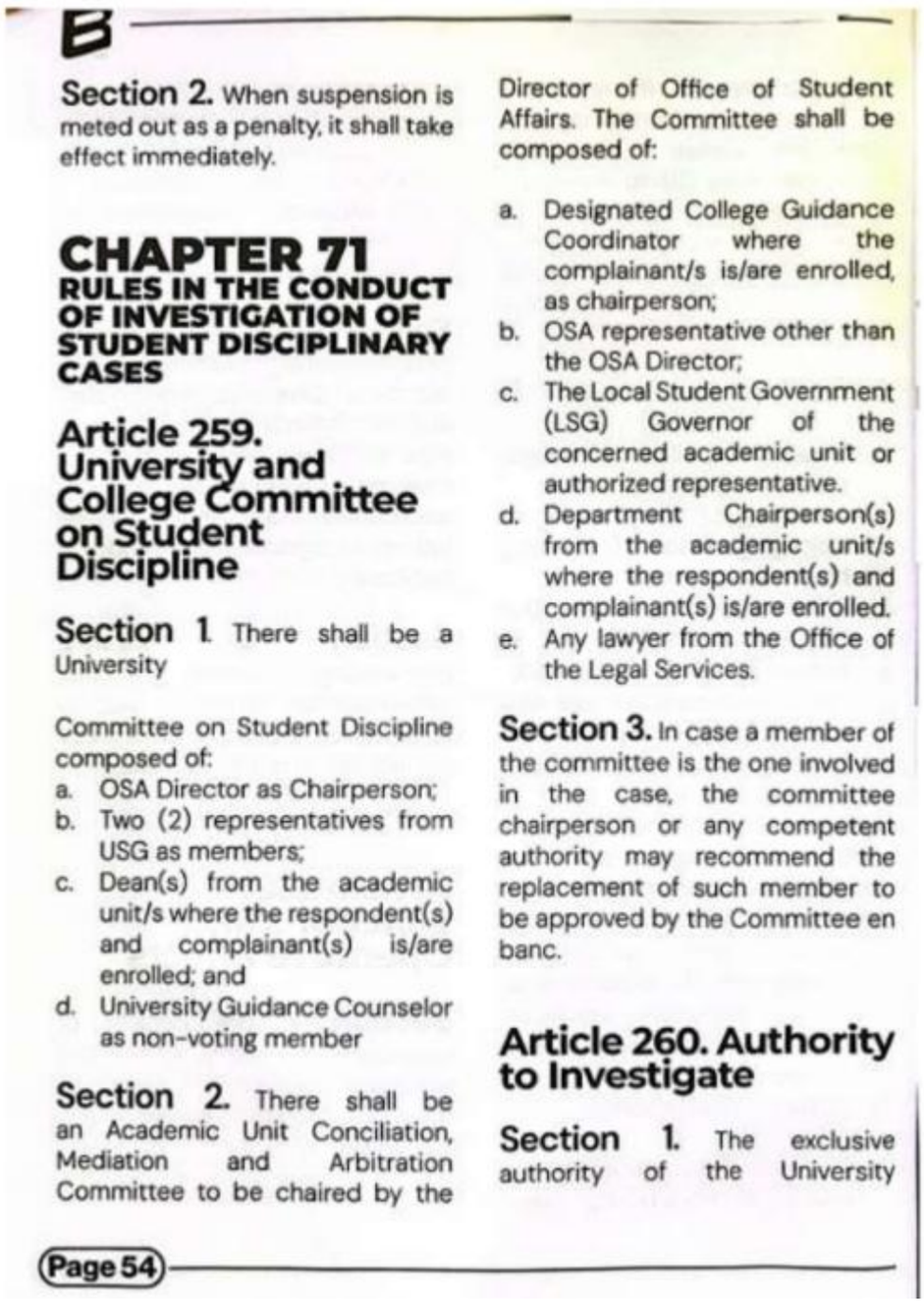
AREA IV

SUPPORT TO STUDENTS

S.4. A mechanism to address student grievance is in place.



B

Section 2. When suspension is meted out as a penalty, it shall take effect immediately.

CHAPTER 71
RULES IN THE CONDUCT OF INVESTIGATION OF STUDENT DISCIPLINARY CASES

Article 259. University and College Committee on Student Discipline

Section 1. There shall be a University

Committee on Student Discipline composed of:

a. OSA Director as Chairperson;
b. Two (2) representatives from USG as members;
c. Dean(s) from the academic unit/s where the respondent(s) and complainant(s) is/are enrolled; and
d. University Guidance Counselor as non-voting member

Section 2. There shall be an Academic Unit Conciliation, Mediation and Arbitration Committee to be chaired by the Director of Office of Student Affairs. The Committee shall be composed of:

a. Designated College Guidance Coordinator where the complainant/s is/are enrolled, as chairperson;
b. OSA representative other than the OSA Director;
c. The Local Student Government (LSG) Governor of the concerned academic unit or authorized representative.
d. Department Chairperson(s) from the academic unit/s where the respondent(s) and complainant(s) is/are enrolled.
e. Any lawyer from the Office of the Legal Services.

Section 3. In case a member of the committee is the one involved in the case, the committee chairperson or any competent authority may recommend the replacement of such member to be approved by the Committee en banc.

Article 260. Authority to Investigate

Section 1. The exclusive authority of the University

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Committee on Student Discipline shall include the following:

a. Investigate, hear, and resolve student disciplinary cases forwarded by the Academic Unit Conciliation, Mediation, and Arbitration Committee and those classified as grave offenses which impose a penalty of suspension for more than ten (10) days and/or expulsion.

Section 2. The Academic Unit Conciliation, Mediation and Arbitration Committee shall have primary jurisdiction or authority over all disciplinary student cases, except grave offenses. Unresolved cases shall be certified by consensus of the majority of the Committee members and forward the same to the University Student Discipline Committee.

Article 261. Form and Content of Complaint

Section 1. The complaint shall be written in a clear, simple, and concise language, and organized as to sufficiently inform the respondent of the nature of the charge against him/her and to enable him/her to prepare his/her defense.

Section 2. The complaint shall contain:

a. The full name and address of the complainant;
b. The full name and address of the respondent as well as his/her program, section and academic unit; and
c. Affidavit attached with admissible evidence related to the complaint.

Section 3. The submitted complaint should be sufficient in form and substance to warrant a preliminary inquiry to be conducted by the Academic Unit Conciliation, Mediation, and Arbitration Committee.

Section 4. For grave offenses, the same shall be duly certified by the Academic Unit Conciliation, Mediation, and Arbitration Committee, it shall be forwarded to the University Committee on Student Discipline, who shall conduct a preliminary investigation within five (5) days upon the receipt of the complaint submitted sufficient in form and substance.

Section 5. Within five (5) days