



ATENEUM DE MANILA UNIVERSITY
OFFICE OF THE VICE PRESIDENT
FOR THE LOYOLA SCHOOLS

10 February 2017

MEMO TO: The Loyola Schools Community

FROM: 
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Vice President for the Loyola Schools

SUBJECT: APPROVED CHANGES IN THE CODE OF CONDUCT (Regarding
Decisions of Disciplinary Cases)

The Community is informed that the School Council, in its 25 November 2016 meeting, approved the following structural changes with regard to Student Discipline Cases and the *Code of Conduct*, in light of the recent restructuring of the Loyola Schools:

1. Effective immediately, **the decision for all major discipline cases is rendered by the Associate Dean for Student Formation (ADSF)**, rather than the Vice President for the Loyola Schools (VPLS). Any decisions can be appealed to the VPLS. For your guidance, the primary affected clauses (*cf* pp.37-38, 2016 *Undergraduate Student Handbook*) of the current *Code of Conduct* are the following (as revised, in contrast with the former wording):

II. Procedures

B. Procedures for Major Offenses

2. Notices and Hearings

- 2.9. *The Committee shall thereafter submit its findings and recommendations in writing to the **Associate Dean for Student Formation** [formerly the VPLS]*

4. Decisions and Appeals

- 4.1. *After careful evaluation of all the evidence, testimonies and precedents of the case, the **Associate Dean for Student Formation** [formerly by the VPLS] shall notify the student in writing of the decision on the case....*
- 4.2. *The Office of Student Discipline shall see to the implementation of the sanctions, if any, as well as the notification of stakeholders, regarding the decision made by the **Associate Dean for Student Formation** [formerly by the VPLS].*
- 4.3. *Students may appeal for reconsideration of the verdict/sanctions to the VPLS, provided that he/she can present new evidence or basis for any change.*
- 4.4. *The **Associate Dean for Student Formation's** [formerly by the VPLS'] decision on a student disciplinary case becomes final and executory unless otherwise modified or repealed by a subsequent decision emanating from the VPLS or the University President upon consideration of an appeal.*

2. The Office of Student Discipline (OSD) is also relegated to the **Student Formation cluster**, under the Associate Dean for Student Formation.
3. The Office of Student Discipline is headed by the ***Coordinator for Student Discipline*** (the former *Assistant to the VPLS for Student Discipline*).

I trust that the community will remain fully supportive of the decisions of the Associate Dean for Student Formation, and the efforts of the Office of Student Discipline, with our explicit placement of disciplinary concerns within the Loyola Schools' formative agenda for all students.