



NATIONAL UNIVERSITY

AY 2023 – 2024

STUDENT HANDBOOK

Section I: Main Directives

A. General Norms

1. All undergraduate students enrolled in National University are required to comply with the provisions of the Student Handbook. They should familiarize themselves with its content. Ignorance of any provision of the Student Handbook does not excuse any student from being sanctioned for non-compliance. Parents, as well as guardians, must also familiarize themselves with its content.
2. Subject to the duties and responsibilities corresponding to each right as well as the limitations provided for in the Student Handbook, and provided the exercise of a right does not infringe the right of others, National University recognizes the rights of students, more specifically the following:
 - a. the right to express concern through dialogue on matters related to the quality of education they deserve;
 - b. the right to express oneself provided it is exercised without malice or ill will; and
 - c. the right to due process of law.
3. The University recognizes the hazards of smoking to health and declares the University premises as a cigarette (including electronic) and tobacco-free campus.

B. Rules of Conduct

Each student at the University is always expected to act like a mature individual, whether on or off-campus, showing respect to proper authorities and fellow students for the good name of the University. To maintain an order necessary for the common good, and a campus conducive to the formation of Nationalians, students are expected to adhere to the following norms:

1. In dealing with all the members of the University community, students are expected to observe the usual norms of politeness, etiquette, and courtesy. Faculty members, administrators, or University staff, in their obligation to exercise the judgment of good parents, may call the attention of students who display unbecoming behavior on campus, online environment, or during officially sanctioned University activities outside the campus.
2. Students should follow the usual classroom policies and procedures as well as those preset by the teacher, provided these are communicated and accepted beforehand by the students. Any student who violates usual classroom policies and procedures will be reported to the Student Discipline Office. A student cannot be admitted back to class without a re-admission slip from the Student Discipline Office.
3. Students who disregard classroom policies repeatedly may be referred by the Student Discipline Office to the Guidance Services Office.
4. To help keep the peace and order of the campus, students should observe silence and proper decorum inside elevators, along corridors, the stairways, and other areas where classes or student activities are going on. Unbecoming behavior such as boisterous conduct, whistling, running, or any action that may disturb classes or student activities should be avoided.
5. Mobile phones and other electronic communication devices are to be switched off or kept in silent mode during class hours or official University activities, inside or outside the campus unless authorized by the attending teacher or responsible personnel.
6. **Smoking**, drinking alcoholic beverages, and playing cards inside school premises are strictly prohibited.

Violation of Rules and Regulations of the University, CHED, other Regulatory Agencies and Philippine Laws		
20. Habitual disregard or willful violation of established policies, rules or regulations consisting of three (3) minor offenses of the same kind or nature, or four (4) minor offenses of different kinds or nature.	Category 2	Category 3
21. Refusal to present University ID when asked by authorities.	Category 2	Category 3
22. Entering any restricted area within the University without proper authority.	Category 2	Category 3
23. Violation of Student Athlete Dormitory Rules and Regulations amounting to misconduct or major offense as defined in this handbook.	Category 2	Category 3
24. Unauthorized bringing in or drinking liquor or alcoholic beverages inside the University premises or during off campus activities.	Category 3	
25. Entering the University premises or attending academic functions and any school activity under the influence of alcohol or prohibited drugs.	Category 2	
26. Bringing in, carrying, possession or use of deadly weapons inside the University premises or outside the University during an academic function or school activity.	Category 3	
27. Bringing in or smoking cigarette, e-cigarette, vape and the like within the University premises.	Category 2 and item confiscation	Category 3 and item confiscation