



LYCEUM-NORTHWESTERN UNIVERSITY
AUTONOMOUS STATUS

STUDENT HANDBOOK



REVISION
2025



www.lyceum.edu.ph



@LNUdagupanofficial



@LNU_official



STUDENT INFORMATION

to be filled-out by the student

NAME:

STUDENT NO.:

COURSE, YEAR, SECTION:

CONTACT NO.:

LYCEUM-NORTHWESTERN UNIVERSITY
REVISED: SEPTEMBER 2025
*This revision supersedes the old
handbooks.*




LUTZ. DUQUE-HAMMERSHAIMB, MD
University President

OUR VISION

L-NU WILL BE A HIGHLY RANKED INTERNATIONALLY RECOGNIZED PRIVATE UNIVERSITY, AND A MODEL OF INTEGRATED FLEXIBLE LEARNING, RESEARCH, INNOVATION, AND SUSTAINABLE PUBLIC ENGAGEMENT.



OUR MISSION

L-NU IS COMMITTED TO PROVIDING A LEARNING ENVIRONMENT THAT FOSTERS THE DEVELOPMENT OF GLOBALLY COMPETITIVE PROFESSIONALS WHO ARE COMPASSIONATE, RESPONSIBLE, AND PRODUCTIVE CITIZENS.

VALUES

EXCELLENCE
PROFESSIONALISM
INTEGRITY
CREATIVITY
SPIRITUALITY



OBJECTIVES



EXCELLENCE IN TEACHING

Undergraduate and graduate education that meet high academic standards and enable students to realize their full potential; high-quality innovative education that integrates research and public engagement with teaching.



EXCELLENCE IN RESEARCH

Active research community that stimulates new ideas and discoveries, leading to innovations and new technologies, and strengthening the University's knowledge, skills and expertise.

EXCELLENCE IN PUBLIC ENGAGEMENT

Optimized institutional and individual contribution of knowledge, skills and expertise towards the economic, social, cultural, and environmental development of communities.



EXCELLENCE IN GOVERNANCE AND STEWARDSHIP

Enhanced policies, systems, structures, and processes that promote and support the university's core mission.



AUTONOMOUS STATUS



Bachelor of Science in English
Bachelor of Arts in Mass Communication
Bachelor of Arts in Political Science
Bachelor of Elementary Education
Bachelor of Science in Biology
Bachelor of Science in Business Administration
Bachelor of Science in Secondary Education
Bachelor of Science in Psychology



Basic Education
Bachelor of Medical Laboratory Science



Doctor of Medicine
Bachelor of Science in Electrical Engineering
Master of Arts in Nursing
Master in Business Administration
Bachelor of Science in Tourism Management



Master of Public Administration
Master of Arts in Education



Doctor of Dental Medicine
Bachelor of Science in Pharmacy
Bachelor of Science in Nursing
Bachelor of Science in Hospitality Management





INTERNATIONAL RANKINGS





ESTABLISHED in 1969
See back to learn more about L-NU

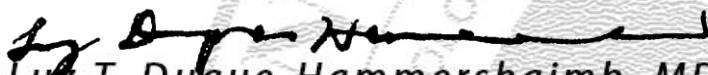


FOREWORD

This handbook contains general and minimum provisions applicable to all students enrolled in the university. The 2025 version contains updated information on academic and student affairs policies. However, in view of the differences in each of the colleges'/departments' goals, objectives or needs, stricter policies and regulations formulated in consonance with the university's mission, vision, values and objectives may be set to govern the students.

This handbook articulates the organization's mission, vision, values, and objectives to establish the well-being of the whole L-NU community.

Disclaimer: Executive Orders to be released after this supersedes the contents of this handbook.


Luz T. Duque-Hammershaimb, MD
University President

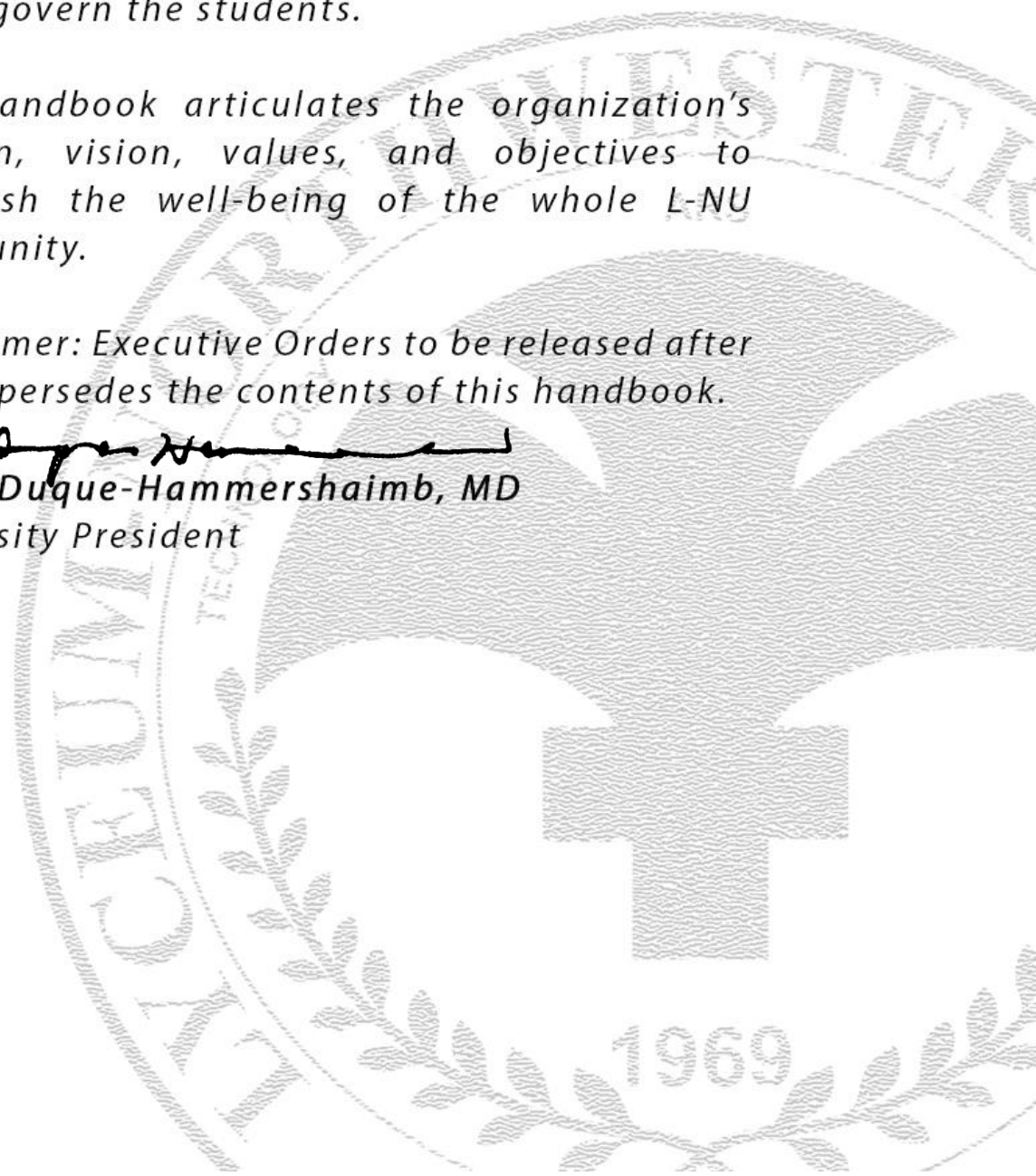


Table of Contents

Student Information	i
Approval Page	ii
Vision, Mission, Values and Objectives.....	iii
University Status	iv
Foreword	v

Part I: Students' Rights and Responsibilities

Article 1- Students' Rights	1
Article 2- Students' Responsibilities	1

Part II: Academic Regulations and Procedures

Article 1- Student Admission and Enrollment	2
Article 2- School Terms and Class Schedules	10
Article 3- Academic Load.....	11
Article 4- Subject Course Requirement	12
Article 5- Attendance and Suspension of Classes	13
Article 6- Examination.....	18
Article 7- Grading System	21
Article 8- Honor's and Recognition Awards Guidelines	24
Article 9- Graduation and Graduation Honors.....	25
Article 10- Withdrawal from Enrollment, Dropping/Changing of Subjects	27
Article 11- Learning Management System (LMS).....	28

Part III: General Provisions on Data Privacy

Part IV: Guidelines on The Responsible Use of AI.....

Part V- Student Affairs and Services

Article 1- Key Service Areas and Functions	34
Article 2-Guidance Center	35
Article 3- Healthcare Services/Infirmary	36
Article 4- Sports and Athletics	36
Article 5- Discipline and Security	37
Article 6- Student Portal: Academic Information Management System (AIMS)	37
Article 7- Community Extension Department	40
Article 8- External Affairs and International Linkages Department	40
Article 9- Learning Resource Center/Library	40

Article 10- University Registrar	43
Article 11- Accounting Section.....	43
Article 12- Cashier Department.....	44
Article 13- Bookstore	44
Article 14- University Canteen.....	44
Article 15- Multi-Faith Services.....	44

Part VI- Scholarship Programs and Discount Privileges

Article 1- General Policies	46
Article 2- Scholarship and Financial Assistance Programs	47
Article 3- Application and Additional Provisions	50

Part VII- Organizations, Activities, and Operational Procedures

Article 1 General Provision on Student Participation in Co-Curricular and Extra-Curricular Activities	52
Article 2- Classifications of Student Organizations.....	54
Article 3- Student Organizations' Enlistment and Accreditation .	54
Article 4- Student Leadership Development Activities.....	57
Article 5- Student Activities	58
Article 6- Additional Provision on The Implementation of Student Activities.....	64
Article 7- Student Organizations' Financial Management	65
Article 8- Ethical Guidelines and Sanctions for Misconduct	68

Part VIII- Non-Academic Distinctions for Graduation

Article 1 General Guidelines.....	71
Article 2- Categories of Non-Academic Distinctions	71
Article 3- Requirements.....	74
Article 4- College/Department Leadership Award Evaluation Pointing System	77

Part IX- The University Supreme Student Government (L-NUSSG)

Article 1- The L-NUSSG.....	80
Article 2- Organization	80
Article 3- Election and Qualifications	80
Article 4- Benefits	81
Article 5- Constitution and Bylaws	81

Part X- ULNOS STUDENT PUBLICATION

Article 1-ULNOS.....	82
Article 2- Aims and Purposes	82
Article 3- The Editorial Board and Publication Staff.....	82
Article 4- Rights of The Student Publication Staff	83
Article 5- Responsibilities of the Student Publication... ..	83

Article 6- Services of the Student Publication.....	83
Article 7- Selection of Staff.....	83
Article 8- Scholarship.....	84
Article 9- Outstanding Campus Journalist	84

Part XI- Cultural Programs

Article 1- The Performing Arts Guild	85
Article 2- Rights of the Performing Student Artists.....	85
Article 3- Responsibilities of the Performing Artists	86
Article 4- Cultural Awardee.....	86

Part XII- L-NU Dukes

Article 1- The L-NU Dukes	87
Article 2- Rights and Responsibilities of the Student-Athletes	87
Article 3- Outstanding Student-Athlete	88

Part XIII- Student Code of Conduct

Article 1- General Rules on Conduct.....	89
Article 2- Campus and Classroom Conduct	90
Article 3- ID Policy.....	91
Article 4- Appropriate Clothing.....	92
Article 5- Uniform Policy	93
Article 6- No Smoking Policy	93
Article 7- Campus Traffic Mgmt. and Discipline	93
Article 8- Degrees of Discipline	95
Article 9- Minor Offenses	95
Article 10- Major Offenses	97

Part XIV- Disciplinary Actions and Procedures

Article 1- Grievance Procedure	101
Article 2- Board of Discipline.....	105
Article 3- Appeal Process	106
Article 4- Imposing Preventive Suspension	107
Article 5- Disciplinary Records	108
Article 6- Guidance Intervention	106
Article 7- Imposing of Sanctions	109
Article 8- Readmission of Old Students with Previous Disciplinary Records.....	109

Part XV- Social Media Policy

Article 1- Introduction	110
Article 2- Definition of Terms.....	110
Article 3- Objectives.....	110
Article 4- Policies	111
Article 5- Encouragement of Responsible Online Engagement .	112

Adherence 113
Directory 114

Founders vii
Board of Trustees..... viii
The L-NU Logo..... ix
L-NU History x
Institutional Organizational Chartxi

GENERAL PROVISION

Lyceum-Northwestern University upholds the principle of equal educational opportunity. The University does not discriminate against any individual or stakeholder on the basis of race, color, religion, sex, gender identity, sexual orientation, age, disability, socioeconomic status, or political affiliation in the administration of its educational policies, admission policies, scholarship and loan programs, or other University-administered programs and activities.

The University affirms its commitment to provide a learning environment that fosters respect, dignity, and fairness for all members and stakeholders of the academic community. Furthermore, the University adheres to all existing laws of the Republic of the Philippines that promote fairness and inclusivity, in consonance with the mission, vision, objectives, and values of the institution.

PART I
STUDENTS' RIGHTS AND RESPONSIBILITIES



ARTICLE 1- STUDENTS' RIGHTS

Rewritten from the laws of the land, L-NU students shall assume the following rights:

1. Right to enjoy quality education through competent instruction and fair assessment.
2. Access to university provisions and facilities subject to university policy limitations regarding misuse.
3. Right to express, know and appeal, and contribute to decisions as will guarantee the welfare of the L-NU Community.
4. Freedom to participate in organization and activities through the consent of the university.
5. Right to seek guidance and counselling for prevention of emotional disputes and decision measures.
6. Right to fair process of discipline and natural justice.
7. Right to assume protection amended from national laws through extended provisions exercised in the university.
8. Right of inclusivity in diversity of races and personal differences promoting equality in the institution.
9. Right to confidentiality of private personal information which shall not be shared/discussed to third parties unless an authorization letter is provided.

ARTICLE 2- STUDENTS' RESPONSIBILITIES

L-NU students upon enrolment in the university shall assume the following responsibilities:

1. Responsibility to maximize possibilities to learn and extract potentials allowing oneself to advance.
2. Responsibility to comprehend and adhere to the Student Code of Conduct and university regulations.
3. Responsibility to uphold and be stewards of the university's mission, vision, objectives, and values.
4. Responsibility to maintain peace and safe behavior demonstrating respect for officers.
5. Responsibility to participate in community development including but not limited to social, economic, environmental, and cultural welfare of society.



ARTICLE 1 – STUDENT ADMISSION AND ENROLLMENT

1. Admission Policy. L-NU adopts an open admission, but selective retention policy. However, in order to sustain academic excellence, a program may implement a selective admission and/or selective retention policy upon approval of the University President and according to their respective policies, standard, and guidelines prescribed by CHED.

2. Admission Requirements. In order to be granted admission to the collegiate level of L-NU, a student-applicant should comply with the following documentary requirements:

2.1 Freshmen

- Senior High/High School Report Card (Form 138)
- Two (2) copies passport size picture
- One (1) Photocopy of Senior High School Diploma
- One (1) Photocopy of PSA Birth certificate
- One (1) Certificate of Good Moral Character
- One (1) Photocopy of PSA Marriage Contract (If applicable)

2.2 Transferees and Second Degree

- Transfer Credentials
- One (1) Certification of Grades
- One (1) Cert. of Good Moral Character
- Two (2) Passport Size Pictures
- One (1) Photocopy of PSA Birth Certificate
- One (1) Photocopy of PSA Marriage Contract (If applicable)

Note: For students of the Institute of Graduate and Professional Studies (IGPS), please refer to the Graduate Program Manual of Operations (GPMO) for detailed requirements.

IGPS Manual Link:

<https://drive.google.com/file/d/1FUH8i4SCzz92mkzW WhGmvx s00 K-YHA/view?ts=68ea1169>

2.3 Graduates from a degree program at L-NU who wish to enroll in another degree program are not required to submit enrollment documents since they are considered as old students.

2.4 Shifters. For L-NU shifters who wish to transfer to other programs offered by the University must do the following:

1. Fill out the shifter form from Academic Affairs Office.
2. After accomplishing the form, present it to the Registrar's Office for filing in their folder.
3. Evaluation of Credits from previous program. The evaluation of academic credits from the previous program shall be conducted by the Program Head or Dean, in coordination with the university registrar.

3. Additional Admission Requirements for the following:

3.1. For International Students: Foreign students must submit the following requirements to the Registrar's Office:

3.1.1. Freshmen

- Authenticated Transcript of Records/High School Records
- Notarized Affidavit of Support
- Financial Statement (Bank Statement)
- Medical Certificate
- Police Clearance
- Personal History Statement
- Photocopy of Passport.
- NBI Clearance

3.1.2. Transferees from other Philippine Schools.

Foreign students who are already enrolled in a Philippine College or University but who wish to transfer to L- NU should consult the L-NU Registrar for guidance. The following should be submitted:

- Transfer credentials and certified true copy of complete academic records duly signed by the Registrar of his/her former school.
- One (1) copy of Certificate of Good Moral Character.
- Photocopy of passport
- Alien Certificate of Registration (ACR/CRTS/ICARD)
- Student Visa Extension and two (2) pieces 2x2 picture.
- L-NU reserves the right to accept or refuse with cause an applicant for admission.

3.2. *Cross Enrollees.* A cross enrollee is a regular student of another school who wants to enroll at L-NU. In order to be admitted at L-NU, a cross enrollee needs to present a written permit from his/her mother school allowing him/her to cross enroll. Cross enrollees must also process the official form at the academic affairs office.

3.3. *Married Applicants.* A photocopy of the PSA marriage certificate.

3.4. *For ETEEAP Applicants.* An applicant should present a certificate of employment stating therein that he/she has at least five (5) years of work experience and has not acquired a degree together with all other documentary evidences as stipulated in the ETEEAP Guidelines of CHED CMO No. 11 series of 2015.

4. Readmission of Old Students under Suspension or Expulsion

4.1 The initial avenue for processing readmission is the last Department/College where the student belonged before the disciplinary sanction was imposed. The Student Affairs and Services (SAS) Vice President gives the approval for readmission only when the Board of Discipline and Dean/Head concerned gives an endorsement for readmission to the SAS office.

4.2 The SAS Vice President shall:

4.2.1 Lead the review of the disciplinary case of the student together with the **Board of Discipline** to determine the merit of readmission and if he/she approves the readmission, he/she shall require the student and/or his/her parents to sign the Guaranty of Good Behavior Form.

4.2.2 Issue a readmission slip to the student which the latter must present to his/her instructors in suspension cases or to the registrar in exclusion cases.

4.2.3 In case the student is approved for readmission, the SAS Vice President may endorse the student and the parents/guardians to the guidance center office as pre-requisite to readmission or temporary readmission until recommended counselling sessions are completed.

5. For Student with Special Needs, Disabilities, Chronic Illnesses, and Diagnosed Mental Health Problems.

5.1. For students with mental health problems, the student and/or parent/guardian must declare at the Guidance

Center office and provide a medical certificate or clearance from the attending doctor that the student is fit to attend a university and not be a safety risk to the university and others. The guidance center office shall provide regular consultation and monitoring for such cases.

5.2. For students with special needs, disabilities, and chronic illnesses, the student and/or parent/guardian must declare at the Infirmary/Health Care Unit and provide a medical certificate or clearance from the attending doctor that the student is fit to attend a university. The infirmary office shall provide regular consultation and monitoring for such cases.

5.3. While the university gives its best to attend to all medical emergencies within the campus, it cannot be held liable for any damages, injuries, or unforeseen circumstances arising from an emergency situation if the student and/or their parent/guardian has failed to declare the student's existing condition to the appropriate office. The university's ability to provide timely and proper care is dependent on having complete and accurate health information on file.

6. INQUIRY FOR SCHOLARSHIP AND FINANCIAL ASSISTANCE

Enrollees may inquire and proceed to SAS-Scholarship Unit for scholarship privileges or refer to PART V- Scholarship Programs, Discounts, and Privileges.

7. ENROLLMENT PROCEDURES

A student desiring to enroll should follow the enrollment procedure below. To save enrollees from long line cues, online enrollment is strongly encouraged.

7.1 ONSITE ENROLLMENT

7.1. 2. FOR NEW STUDENTS

1

EVALUATION, ADVISING, AND SUBJECT ENLISTING

WHERE: Admissions Office/Enrollment Area

Fill out the Student Personal Record and admission slip and secure a 'payment slip'.

2

PAYMENT OF SCHOOL FEES

WHERE: Cashier Section

Present 'payment slip', if through cashier and pay Registration Fee of ₱500 (non-refundable).

Students may pay their school fee in full or installment every periodic exam.

3

RECEIVING OF ENROLLMENT LOAD VIA EMAIL

If prior steps have been completed, OFFICIAL ENROLLMENT LOAD with QR CODE will be sent to your registered email address.

4

SUBMISSION OF DOCUMENTS

WHERE: Registrar

Submit admission requirements stated in Article 1 Section 2.

5

ONLINE ID APPLICATION

Apply for your Student ID via

<https://www.facebook.com/LNUIDProduction> and wait for the releasing advisory.

7.1.2. FOR OLD/CONTINUING STUDENTS

1 **ACCOUNT ASSESSMENT, EVALUATION, ADVISING, AND SUBJECT ENLISTMENT**
WHERE: ADMISSIONS OFFICE/ENROLLMENT AREA
Admission staff will pre-enroll and secure a “payment slip” or “payment scheme”

2 **PAYMENT OF SCHOOL FEES**
WHERE: Cashier Section
Present ‘**payment slip**’, if through **cashier** and pay Registration Fee of ₱500 (non-refundable). Students may also pay in full or installment every periodic exam.

3 **RECEIVING OF ENROLLMENT LOAD VIA EMAIL**
If prior steps have been completed, OFFICIAL ENROLLMENT LOAD with QR CODE will be sent to your registered email

4 **ONLINE ID APPLICATION**
Apply for your Student ID via <https://www.facebook.com/LNUIDProduction> and wait for the releasing advisory.

7.2. ONLINE ENROLLMENT

ONLINE ENROLLMENT PROCESS

NEW STUDENTS / TRANSFEREE

PRE-REGISTRATION VIA GOOGLE FORM

1

Please refer to L-NU Official Facebook Page for the updated google link:

<https://www.facebook.com/LNUdagupanofficial>

Make sure to double check semester and school year

SUBMISSION OF DOCUMENTS

2

Email scanned copy of the requirements mentioned in Article 1 Section 2 to Registrar Office via email addresses:

registrar@lyceum.edu.ph

CC: admissions@lyceum.edu.ph

PAYMENT OF SCHOOL FEES

3

Student will receive an email regarding instructions for paying online.

Registration Fee is 500 pesos (non-refundable). Students may pay their school fees full or installment every periodic exam.

Send the deposit slip through the link provided in the email or you may check payment slip submission link via Facebook Page:

<https://www.facebook.com/LNUdagupanofficial>

Wait 3-5 working days for processing

4

RECEIVING OF ENROLLEMENT LOAD VIA EMAIL

If prior steps have been completed, **OFFICIAL ENROLLMENT LOAD** with QR CODE will be sent to your registered email address.

7.2.2 OLD/CONTINUING STUDENTS

ONLINE ENROLLMENT PROCESS

OLD / CONTINUING STUDENTS

1 PRE-REGISTRATION VIA GOOGLE FORM OR STUDENT PORTAL

There are two (2) ways to pre-register:

A. Via STUDENT PORTAL

<https://aims.lyceum.edu.ph/lyceum/registrar/>

B. Via GOOGLE FORM: Please refer to L-NU Official Facebook Page for the uploaded google link:

<https://www.facebook.com/LNUdagupanofficial>

2 PAYMENT OF SCHOOL FEES

Student will receive an email regarding instructions for paying online. Students may pay their school fees in full or installment every periodic exam. Send the deposit slip through the submission link via Facebook Page:

<https://www.facebook.com/LNUdagupanofficial>

Wait 3-5 working days for processing

3 RECEIVING OF ENROLLEMENT LOAD VIA EMAIL

If prior steps have been completed, **OFFICIAL ENROLLMENT LOAD** with QR CODE will be sent to your registered email address.

Note: Pre-registration and payment links (updated every semester) and posted regularly through the L-NU official Facebook page:

<https://www.facebook.com/LNUdagupanofficial>.

Confirmation and further instructions for students with balances or special cases will be communicated through registered email address.

ARTICLE 2 – SCHOOL TERMS AND CLASS SCHEDULES

4. School Terms

The Academic Year consists of two semesters and one summer term. A semester is composed of 108 class days and stretched into 18 weeks per semester. Summer classes are composed of six (6) weeks.

5. Class Hours

- 2.1 For lecture subjects, one unit is equivalent to one hour.
- 2.2 For laboratory subjects, one unit is equivalent to the specified credit in the Policies and Standards of the particular program.
- 2.3 Practicum subjects are conducted in accordance with the stipulated course curriculum.

6. On-the-Job-Training (OJT)

- 3.1 On the job-training requirements are practical components of the course intended for students to have ample hands-on experience in accordance with their field of specialization.
- 3.2 To assure a clear stipulation of conditions relative to the practicum classes or on-the-job-training of students, it is required that L-NU represented by its President, and as recommended by the sponsoring college/department, will sign a Memorandum of Agreement with the cooperating agency. MOA should be in accordance with the university's standard format.
- 3.3 In order to guarantee the safe and effective training of the students, the student under OJT should be formally endorsed to OJT Providers/Agencies after both parties (LNU President and Agency President/Authorized Representative) have signed an MOU through an endorsement letter signed by the Dean/Department Head approved by the Vice President for Academic Affairs.
- 3.4 A corresponding letter of acceptance from the receiving institution/workplace should be kept for documentary purposes by the sponsoring college/department and the Office of the Academic Affairs.
- 3.5 An OJT/Practicum summary report should be submitted by the faculty in-charge to the College Dean, copy furnished the Office of the Academic Affairs for monitoring and documentation.

- 3.6 Requirements prior to the conduct of On-the-Job (OJT) or other co-curricular activities must first be compiled with, in accordance with the policies, standards, and guidelines set by the Commission on Higher Education (CHED), including the Guidelines for the Student Internship Program in the Philippines (SIPP), the Student Internship Abroad Program (SIAP), and the Guidelines on Off-Campus Activities, and secure a permit from Office of the Vice President for Student Affairs and Services, signed correspondingly by the Office of the Vice President for Academic Affairs, and Office of the Vice President for External Affairs and International Relations, if necessary, before commencing with the OJT Program.

ARTICLE 3 – ACADEMIC LOAD

1. Academic Load. Regular subject loads are identified in the curriculum of each program. A full load is equivalent to at least 24 units per semester or whichever is stipulated in the course curriculum of the student corresponding to his/her year level.

2. Academic Overloads and Under Loads.

2.1. The following students are qualified to take overload subjects.

2.1.1. Transferees, shifters and second-degree enrollees who need to take the prescribed load for the year level to become regular students in their subsequent term.

2.1.2. Students covered by Provision 2.1.1 are only allowed one (1) subject of three (3) units or five (5) units overload during regular semester only. This is not applicable during summer.

2.2. Graduating students may enroll in an overload of up to six (6) academic units during regular semesters and up to three (3) academic units during the summer term.

2.3. Regular students are not allowed to take overload subjects.

2.4. In all the above cases, students should first accomplish the Overload Slip.

2.5. Special assessment fees in lieu of regular fees shall be charged to overloads or units in excess of the mandated regular load.

2.6. Students who take advanced summer classes may enroll advanced units but these should not exceed the regular load units of the students in their current year level and semester, which are provided for in their respective course curriculum.

3. Subjects with Pre-requisite. Where a subject has a prerequisite, a student will only be allowed to enroll the said subject after he/she completes the prerequisite.

ARTICLE 4 – SUBJECT AND COURSE REQUIREMENT

1. Course Syllabus

- 1.1 The Course Syllabus should be made available to students at the beginning of every term through its summarized form which is the course outline. This should be discussed very well with the students at the start of each term.

The Syllabus plan should contain:

- 1.1.1 Course title
- 1.1.2 Course Description
- 1.1.3 Intended goals
- 1.1.4 Learning outcomes
- 1.1.5 Assessment tasks, Monitoring & Evaluation
- 1.1.6 Teaching activities
- 1.1.7 Learning activities
- 1.1.8 Content/Topic
- 1.1.9 Materials/References
- 1.1.10 Venue (In-school/Off-school)
- 1.1.11 Time Frame

2 Subject Requirements

- 2.1 The requirement/s or project/s stated in the course plan should be relevant to the course conducted.
- 2.2 The faculty should not deny a student his/her periodic examination if he/she does not comply with the course requirements. However, the erring student should be given a failing grade equivalent to zero with its equivalent transmutation for the project requirement/component.

3 Work Books and Pamphlets

- 3.1 Production of work books, pop sheets, and modular, are covered by existing school policies.
- 3.2 A faculty member who would like to distribute pamphlets to his/her students should first seek the approval of the Program Coordinator, Head, and Dean of College. The faculty should provide copies of the material for documentation purposes.
- 3.3 Pamphlets which must be the product of the scholarly work of the faculty may be distributed as supplementary materials. References used should be properly cited.
- 3.4 Faculty members are also encouraged to upload their modules and activity sheets through the university's learning management system.

4. Examination Format and Photocopying Costs

In order to avoid overcharging students for the cost of exam photocopies, handouts and other printed learning resources, the following shall be followed:

- 4.1. Maximum cost per page: 2 pesos for black and white, 10 pesos for colored.
- 4.2. Paper size: 8.5 x 13 inches (long).
- 4.3. Font style: Arial or Calibri (to consider accessibility for students with dyslexia).
- 4.4. Font size: 12.
- 4.5. Line spacing: Single space.
- 4.6. Margins: 1x1x1x1 inches.
- 4.7. Maximum number of pages: 20 pages.

ARTICLE 5 – ATTENDANCE AND SUSPENSION OF CLASSES

A student is required to attend his/her classes regularly from the designated opening of classes until the final examination.

A student should not be sent out on errands or be excused while his/her class is going on except on meritorious cases and with approval of the College Dean and/or the SAS Office.

1. Suspension of Classes

- 1.1. Only the Office of the University President can suspend classes under extreme cases.
- 1.2. During inclement weather, collegiate-level classes are automatically suspended upon the declaration of storm signal number three (3) in the locality, or as declared by the Local Government Unit (LGU), Local Chief Executive (LCE), or the university. In such cases, the university may implement a shift to distance learning if deemed applicable.

2. On Make-up classes.

In order to compensate for the missed classes, make-up classes will be held at days and time when on-going classes are not disrupted. The College Dean upon the approval of the Office of the Academic Affairs may issue memorandum on the schedule of make-up classes.

3. Attendance

- 3.1. Attendance of students should be regularly checked by the faculty.
- 3.2. A student who is not wearing his/her identification card, not in proper uniform or dress code will be marked absent but he/she will not be sent out of the classroom. On his/her third offense the student will be referred to the Discipline and Security Unit under the Office of the Student Affairs and Services for disciplinary action following the existing disciplinary procedure.
- 3.3. Sit-ins are not allowed.

4. Tardiness

- 4.1. A student is considered tardy if he/she arrives 15 minutes after the start of a one-hour subject and 30 minutes in subjects scheduled at one and a half or more. If the student arrives on the 16th minute (one-hour subject) or on the 31st minute (one and a half or more subject), he/she shall be marked absent.
- 4.2. A student who leaves his/her class after the roll call and only returns towards the end of the period is considered absent.
- 4.3. *Three tardy marks are equivalent to 1 absence.*
- 4.4. Tardiness is taken against the student and he/she will not be allowed to offset his/her missed class activities as a result of his/her tardiness.

5. Excused and Unexcused Absences

- 5.1. Excused absence is given to a student who represents the school or his/her accredited organization in any activity in or outside of L-NU. His/her absence is declared official and he/she should be properly endorsed by his/her organization adviser and approved by the Dean and SAS Office. Excused absences are not counted in the student's allowed number of absences.
- 5.2. The following are not considered excused absences: family occasions, participations in extra and co-curricular activities not approved by the Office of the Students Affairs and Services and other similar reasons. Absences incurred due to the foregoing reasons should accrue to the student's allowable number of absences.
- 5.3. *Admission of Students after a prolonged illness.* In absences caused by prolonged illness, the parent or guardian of the student should inform the Dean of the predicament. A medical certificate shall be submitted.

- 5.4. A student should not incur consecutive or accumulated absences of more than twenty percent (20%) of the total number of hours per semester, **as prescribed in the CHED manual of regulations for Private Higher Education of 2008 (MORPHE).**
- 5.5. A student in order to be admitted back to school should not incur more than the allowable number of absences which is 20% of the total number class hours required in his/her subject.
- 5.6. In case of death in his/her immediate family, the student should attach the photocopy of the death certificate of the deceased with the excuse letter which he/she submits to the Dean. He/she should furnish copies of these documents to the instructors concerned.
- 5.7. A student is responsible for all the class requirements that he/she misses during his/her absences and it is incumbent upon him/her to make up following existing policies. However, in an excused absence, the student is not required to present a special examination permit if he/she misses his/her periodical examinations. Otherwise, a special exam permit along with the payment receipt at the university cashier will be needed.
- 5.8. The College Dean in coordination with the SAS decides on cases involving attendance.
- 5.9. Allowable Number of Absences
- 5.10. The student is allowed a maximum number of unexcused absences before he/she will be finally dropped.
- 5.10.1. **3-unit course:**
- 5.10.1.1. The maximum allowable absences in a three-unit course that meet three times a week is 10.
 - 5.10.1.2. he maximum allowable absences in a three- unit course that meet twice a week is 6.
 - 5.10.1.3. The maximum allowable absences in courses that meet once a week (three hours per meeting) is 3.
- 5.10.2. **4-unit course/5-unit course**
- 5.10.2.1. The maximum allowable absences in a four/five- unit course that meet three times a week is 11.
 - 5.10.2.2. The maximum allowable absences in a four/five- unit

course that meet two times a week is 7.

5.10.2.3. The maximum allowable absences in a four/five- unit course that meet once a week is 4.

5.10.2.4. The maximum allowable absences during the summer term is 3.

Student's Attendance Monitoring System

ATTENDANCE MONITORING TABLE					
Units	Meetings/ Week	Hours/ meeting	Initial Notice	Final Notice	Allowable Absences
3	3	1	5th absence	8th absence	10
	3	1.5	3rd absence	4th absence	6
	1	3	1st absence	2nd absence	3
4	3	2	5th absence	8th absence	11
	2	3	4th absence	5th absence	7
	1	6	2nd absence	3rd absence	4
5	3	3	5th absence	8th absence	11
	2	4.5	3rd absence	5th absence	7
	1	9	2nd absence	3rd absence	4

5.11. Faculty members shall provide academic advice to students with frequent absences by academic consultation sessions. When necessary, the faculty should formally call the attention of the student and their parents/guardian to help ensure their academic progress.

5.12. In circumstances not covered by the above table, the faculty shall compute for the allowable number of absences by calculating for the 20% of the required number of class hours for the whole semester. Once a student's absences reach 50% of the allowable number of absences, the faculty shall submit a written report (using SAS/Guidance Monitoring of Absences Form) to the Guidance office the INITIAL NOTICE STATUS. When the student's absences reach 80% of the allowable number of absences, the faculty shall again report to the Guidance Office for the FINAL NOTICE STATUS.

No student shall be reported with "FINAL NOTICE STATUS" without being given "INITIAL NOTICE STATUS."

7.1. Procedure

7.1.1. Initial Notice Status

- 7.1.1.1.** The faculty submits the Student Attendance Monitoring Sheet (GC Form #40) to the Guidance Office with reference to the accumulated absences of the students for Initial Notice (see above table, column 4).
- 7.1.1.2.** The Guidance Office staff mails a notification to the parents/guardians of the students concerned.
- 7.1.1.3.** The initial notice shall serve as a warning and must not deter the faculty from admitting the student in class (no readmission form is needed).

7.1.2. Final Notice Status

- 7.1.2.1.** The faculty submits the Student Attendance Monitoring Sheet (GC Form #40) to the Guidance Office with reference to the accumulated absences of the students for Final Notice (see above table, column 5).
- 7.1.2.2.** The Guidance Office staff mails a notification to the parents/guardians of the students concerned.
- 7.1.2.3.** The student is given a maximum of five (5) working days to request for readmission from the Guidance Center. The Guidance Counselor shall provide a short consultation to the student.
- 7.1.2.4.** The student shall be given a readmission form (GC Form #41). Then the faculty concerned decides (for humanitarian purposes and determination of the validity of reasons) whether or not the student will still be re-accepted in the class.
- 7.1.2.5.** If the student is reaccepted, the College Dean/Department Head and the instructor sign the readmission form on the condition that no more absences will be incurred by the student.
- 7.1.2.6.** If the student is not reaccepted, he/she shall be marked "Dropped" in the grading sheet. However, if the Final Notice is submitted to the Guidance Office after the midterm examination, then the student shall be marked "Failed" in the grading sheet.
- 7.1.2.7.** **Attendance in OJT, Clinical Duty, Clinical Internship and related subjects shall be subjected to policies set by the department/college concerned.**

ARTICLE 6 – EXAMINATION

1. Periodic Examination

- 1.1 There are four periodic examinations in a semester: Prelim, Mid-term, Semi-final and Final.
- 1.2 There are two periodic examinations during the summer term: Mid-term and Final.
- 1.3 When taking a periodic examination, a student is required to present to his/her instructor an examination permit to be secured from the Accounting Office.
- 1.4 An examination permit qualifies the student to take his periodic examination.
- 1.5 A student who is present during the examination day but is denied taking the periodic examination because of lack of an examination permit will have to take a special examination to be administered by his/her instructor within 5-7 working days after the regular schedule of the periodic examination. Failure to take the special examination within the grace period will result in a score of zero (0) or its transmutational equivalent for the exam.
- 1.6 A student who wishes to take a special examination should present a special examination permit together with his/her regular permit to his/her instructor before he/she takes the examination.
- 1.7 Students who are officially excused (Article 5, Section 6.1) are not required to present special permits.
- 1.8 If a student cannot secure his/her examination permit due to financial reasons, his/her parents or lawful guardian can secure a permit by virtue of a promissory note from the Office of the President thru the Vice President for Admin and Finance, prior to the scheduled examinations. Only parents/guardians are allowed to secure at most one promissory note per term.
- 1.9 In the event that parents are unable, due to distance of residence, students may secure the above requirements upon presentation

of evidence such as parents' Residence Certificate.

2. Policy on Subject Completion

- 2.1 A student who fails to take the Final Examination on the scheduled date will receive a mark of IN PROGRESS (IP).
- 2.2 The student is given 100 working days to complete his/her incomplete grade counted from the date of the final examination.
- 2.3 Each College/Department shall set their one-time examination schedule for completion of incomplete subjects within the 100-day grace period.
- 2.4 Students must attach supporting documents, such as completed examination papers or projects, to the IP Completion Form as evidence of fulfilling the course requirements.
- 2.5 All duly signed subject completion forms shall be collected by the College/Department secretary and collectively submits them with complete attachments at the Academic Affairs Office for perusal and approval; and, at the Registrar's Office for verification and validation.
- 2.6 If the student fails to take the scheduled special examination for subject completion, he/she will be given a grade of 65% in the said final periodic examination.
- 2.7 The due date of subject completion is on the 20th day of the month where the one hundredth (100th) day falls.
- 2.8 Due to the nature of their academic requirements, the following subjects have a separate departmental policy: Research/Thesis Writing and Related Learning Experience (RLE).
- 2.9 The student may complete the requirements for an incomplete grade within the designated grace period as outlined below. Failure to do so within this period will result in the grade being automatically considered as dropped, necessitating the student's re-enrollment in the subject.

2.10 For General Courses:

Academic Subject: 100 days

Research/Thesis Writing: 1 year

OJT or Practicum: 100 days from the end of OJT Contract

2.11 For College of Nursing only:

RLE (Make-Up Duty): 6 months from the day of non-compliance, which is reflected in their make-up duty form duly signed by the concerned instructor and the College Dean.

2.12 The concerned instructor, the Department Head and/or the College Dean should affix their signatures in the Subject Completion Form (SCF).

2.13 For General Education Subjects: The Department Head and the College Dean of the College of Arts and Sciences (CAS) signs the SCF.

2.14 For Major or Professional Subjects: The Head and/or the Dean of the Department and/or College where the student takes his degree sign(s) the SCF.

2.15 If the faculty member is no longer connected with the university or he/she is not present at the time of request, the Head, the Dean or the Program Coordinator, whoever is higher in rank, may conduct the special examination of the student.

2.16 The Account Information Management System (AIMS) posts through the computerized system the completed grade of the student.

2.17 The Registrar or his/her assigned staff verifies and confirms the posted completed grade of the student.

ARTICLE 7 – GRADING SYSTEM

1. Grade Computation of Academic Subjects.

1.1 UNIVERSITY GRADING SYSTEM

- 1.1.1. A student's final grade is determined by the results of his/her comprehensive performance in a given course/subject which includes the results of the quizzes, recitations, assignments, periodic examinations and other requirements;
- 1.1.2. A faculty member must be able to justify the grades to the student with its evidence properly recorded and can be checked at any notice;
- 1.1.3. The class record of the student performance and the grade for it must be submitted by the faculty at the end of every semester.
- 1.1.4. Midterm grades are to be submitted to the proper office then (10) days after the examination. This is to inform students of the status of their performance in a given subject;
- 1.1.5. Promptness in the submission of grades is included in the faculty member's efficiency rating.

1.1.6. GRADING SYSTEM

- 1.1.6.1. Following the standard system of grade computation by the University, this instruction is utilized when a faculty evaluates students' performance and computes their grades:
 - 1.1.6.1.1. The final course grade (FCG) is the final grade given to students at the completion of all learning experiences in the course usually at the end of a semester of course work.
 - 1.1.6.1.2. The FCG is the sum of four (4) weighted Periodic Grades (PGs) that correspond to the grade obtained by a student after each of the four (4) learning and examination periods, namely: Prelim, Midterm, Semi-final, and Final.
 - 1.1.6.1.3. These PGs are summed up to obtain the FCG with each PG given the following weights: preliminary - 25%; midterm - 25%; semi-final - 25%; and final - 25%. The Final Course Grade (FCG) is thus computed as follows: $FCG = (PG1 \times .25 + (PG2 \times .25) + (PG3 \times .25) + (PG4 \times .25)$.

- 1.1.6.1.4. The faculty member includes the major examination; the course grade composed of quizzes, recitation, and the students' class attendance as the general course requirements for all subject offerings of the university. Additional requirements, such as research output, class reports, projects and models are assigned to the students as part of the general requirements depending on their relevance to a particular academic subject. These requirements are to be submitted on deadlines set by the faculty upon his/her students.
- 1.1.7. In line with the course requirements, the faculty member may use the following grading policy per academic term as a guide for general and professional education subjects.
- 1.1.8. **For lecture subjects:**
Periodic Test, 40%; Course Work, 60% (Recitation, 20%; Quizzes 20%; Projects/Papers/Research Work/Assignments, 20%).
- 1.1.9. Course work will be specified by the faculty due to variations and particular requirements among courses and intended learning outcomes. The faculty member is also given the freedom to assign and distribute weights among the types of course works in consultation with the Deans and Heads. The total weights, however, should not exceed the 60% contribution of course work to the final course grade.
- 1.1.10. For lecture and laboratory subjects: Grading policy for lecture part is the same in item 18.3.1. For laboratory: oral and written examinations, 40%; Exercises, 20%; Attendance, 10%; Quizzes, 15%; Research output, 15%.
- 1.1.11. For a pure lecture subject of three-units, the average of the grades of the student in the four grading periods during a semester becomes his semestral final grade.
- 1.1.12. For subjects with lecture and laboratory, the grade of the student is computed by percentage of his lecture grade and laboratory grade. As indicated below, the average student's grade in the four terms is his/her semestral final grade.

Three-unit subjects:			
Lecture	3 units	70%	2 hours
Laboratory	1 unit	30%	3 hours
Four-unit subjects			
Lecture	3 units	75%	3 hours
Laboratory	1 unit	25%	3 hours
Five-unit subjects			
Lecture	3 units	60%	3 hours
Laboratory	2 units	40%	6 hours

1.1.13. The passing grade of the student is 75%. A computed grade below 74.99% is marked FAILED. The competency standard is set at 62 of raw scores which is equivalent to a grade of 75%. Performances below the standards are marked INCOMPLETE. (Students who obtain INCOMPLETE MARKS are given two [2] opportunities every periodic term to reach the standards;

1.1.14. INCOMPLETE MARKS are replaced by a PASS MARK or a grade of 75% even the student obtains perfect score in a replacement assessment.

2. Grade Transmutation per written quiz and examination.

2.1. For board subjects, the subject's percentage in a written quiz and examination is 62% and a raw score of 0 is equivalent to 38%.

To wit:	Of 100 - Item Test	Of 50 - Item Test
	RS 0 = 38%	RS 0 = 38%
	RS 62 = 75%	RS 31 = 75%

2.2. For non-board subjects, the passing percentage in a written quiz and oral examination is 62% and a raw score of 0 is equivalent to 38%.

To wit:	Of 100 - Item Test	Of 50 - Item Test
	RS 0 = 38%	RS 0 = 38%
	RS 62 = 75%	RS 31 - 75%

3. Letter and Number Grade Equivalency.

Percentage	Letter Grade	Number Grade	Interpretation
97-99	A	1.00	Excellent
94-96	A-	1.25	
91-93	B+	1.50	Above Average
88-90	B	1.75	
85-87	B-	2.00	Average
80-84	C+	2.50	
75-79	C	3.00	Fair
Below 75	D	4.00	Failed
	F	5.00	

- 3.1. The faculty member includes the major examination; the course grade composed of quizzes, recitation, and the students' class attendance as the general course requirements for all subject offerings of the university. Additional requirements, such as research output, class reports, projects and models are assigned to the students as part of the general requirements depending on their relevance to a particular academic subject. These requirements are to be submitted within the deadlines set by the faculty. Failure to comply may result to in progress remarks.
- 3.2. For subjects with lecture and laboratory, the grade of the student is computed by percentage of his lecture grade and laboratory grade.

ARTICLE 8 - HONOR'S AND RECOGNITION AWARDS GUIDELINES

1. Dean's Lister Award

1.1. Dean's Lister Gold Award

- 1.1.1. No grade below 85% from the previous academic year.
- 1.1.2. Candidates must have enrolled in at least 18 units from the previous semester or its total prescribed regular subject's equivalent.
- 1.1.3. General Weighted Average (GWA) of at least 95% from the previous academic year.

1.2. Dean's Lister Silver Award

- 1.2.1. No grade below 85% from the previous academic year.
- 1.2.2. Candidates must have enrolled in at least 18 units from the previous semester or its total prescribed regular subject's equivalent.
- 1.2.3. General Weighted Average (GWA) of 92% to 94.99% from the previous academic year.

1.3. Dean's Lister Bronze Award

- 1.3.1. No grade below 85% from the previous academic year.
- 1.3.2. Candidates must have enrolled in at least 18 units from the previous semester or its total prescribed regular subject's equivalent.
- 1.3.3. General Weighted Average (GWA) of 89% to 91.99% from the previous academic year.
- 1.3.4. The coverage for the determination of the Dean's Listers awards is from the previous academic year.
- 1.3.5. Summer enrolled subjects are not included.
- 1.3.6. PE and NSTP are not included in the computation, but grades must not be lower than 80%.

1.4. Nomination and Endorsement Process

- 1.4.1. Nominations for the Honors' and Recognition Awards shall be endorsed by the Program Dean or Head.
- 1.4.2. Nominations must be reviewed and verified by the Office of the Registrar.
- 1.4.3. Final list of qualified nominees shall be noted by the Office of the Vice President for Academic Affairs (OVPA) and forwarded to the assigned committee.

ARTICLE 9 – GRADUATION AND GRADUATION HONORS

1. Graduation

- 1.1 Only a student WHO HAS PASSED all the requirements specified in the curriculum of the course is eligible for graduation. This includes thesis defense and submission of other research related requirements.
- 1.2 The candidate must present a duly signed clearance before he/she will be allowed to participate in the graduation exercises.

2. Graduation Awards. The University grants awards of excellence to

outstanding graduating students. These are of two kinds: Academic and Non-Academic Awards. Types of Non-Academic Awards, criteria, and application procedures can be found on PART VIII of this Student Handbook.

2.1 Academic Awards for undergraduate courses of 4 years or more

Qualifications:

2.1.1 Grade point average (GPA) must be as follows:

Latin Honor	General Average	Percent (%) with no Grades lower than:
Summa Cum Laude	95 & Above	93%
Magna Cum Laude	92-94.99	89%
Cum Laude	89-91.99	85%

2.1.2 Must be enrolled in the regular subject requirements per semester.

2.1.3 Must have established residency at L-NU by completing units equivalent to three (3) academic years or six (6) regular semesters for a four-year degree program, or four (4) academic years or eight (8) regular semesters for a five-year degree program. Please note that a summer term is not counted as a regular semester.

2.1.4 Shall have no grade below 85% in any of his/her academic subjects.

2.2 Academic Award of Distinction for certificate courses of two or three years:

Qualifications:

2.2.1 Bonafide student of a two- or three-year course.

2.2.2 Has a GPA not lower than 85%.

2.2.3 Has no grade below 80%.

2.3. Procedures in Selecting Recipients of Academic Awards

L-NU determines the recipients of academic awards based on documentary evidences in the Registrar's Office.

3.1 The Registrar's Office provides the College Dean and the Academic Affairs Office the names of the graduating students

whose GPAs qualify for Academic honors.

- 3.2 The Academic Affairs Office submits the final list of the academic awardees to the Office of the L-NU President.
- 3.3 Grades in the Physical Education and NSTP are included in the computation of academic honors. The candidates must not have a grade below 80% in any of these subjects.
- 3.4 The Academic Affairs Office informs the student of the citation through his/her College Dean.

2.4. Please refer to Part VII of this Student Handbook for the Non-Academic Awards.

ARTICLE 10 – WITHDRAWAL FROM ENROLLMENT DROPPING/CHANGING OF SUBJECTS

1. Adding and dropping of subjects. The school does not allow the adding and dropping of subjects except for a student who is admitted conditionally and is found to have completed a subject upon the arrival of his/her official transcript of records from his/her former school.

2. Discontinuance of Studies. Should a student decide to discontinue his/her studies for any reason:

2.1. He/she should request for a Certificate of Transfer Credential (Honorable Dismissal) after securing a clearance of all his/her accountabilities in the school. No records shall be given to any student whose accounts have not been settled with the accounting office.

2.2. A student who officially drops out of his/her classes will be given either a mark of Officially Dropped (DRP) in his/her enrolled subjects.

2.3. A student who does not formally drop his/her subject will be given a grade of Failed after the Midterm Examination. He/she does not earn any credit and he/she is required to pay his schools fees in full for the whole term.

2.4. To officially drop for whatever reason, the student or his/her representative is required to accomplish and submit the dropping form at the Office of the College Dean. The Dean must evaluate and interview the student and provide intervention, if necessary. If the decision is final, the student submits the form to the University Registrar and the Dean informs his/her faculty.

3. A student who paid in full but who withdraws his/her subject may be given the following refund:

Before the class opens	- 100 % refund
During the first week of classes	- 75 % refund
During the second week	- 50 % refund
On the third week	- 25 % refund

4. No refund should be given if the student withdraws his subject after the third week.
5. A student who paid only his registration fee will be charged the following fees aside the registration fee before he/she will be issued release documents:

Before the class opens	- No additional fees
During the first week of classes	- 25 % of the total fees
During the second week	- 50 % of the total fees
On the third week	- 75 % of the total fees
Fourth week onwards	- 100 % of the total fees

6. The registration fee of P 500.00 pesos is non-refundable.
7. Should the student decide to continue his/her studies on the near term at LNU, the fees will be added to his/her accountabilities.

ARTICLE 11- LEARNING MANAGEMENT SYSTEM (LMS)

To enhance teaching, learning, and collaboration, L-NU implements a unified **Learning Management System (LMS)** integrated with Google Workspace for Education Plus. This digital learning environment serves as the central hub for all academic activities, resources, and communication within the University's tertiary programs.

1. The LMS enables students and faculty to seamlessly interact through a secure online platform accessible via their official L-NU Google account. It supports both fully online and blended learning modalities, ensuring a flexible, engaging, and technology-enabled academic experience.

2. Core Features and Tools

- 2.1. The integration with Google Workspace for Education Plus provides access to an extensive suite of tools that empower learning and collaboration, including:
- 2.2. **Google Classroom** – The primary platform for managing courses, distributing learning materials, submitting assignments, and receiving feedback.
- 2.3. **Google Meet** – Enables high-quality video conferencing for

virtual classes, consultations, and group discussions, with advanced features such as breakout rooms, attendance tracking, and recording.

- 2.4. Google Drive** – Provides unlimited cloud storage for coursework, research files, and shared academic documents, ensuring data security and accessibility anytime, anywhere.
- 2.5. Google Docs, Sheets, and Slides** – Facilitate real-time collaboration and co-editing of papers, reports, and presentations.
- 2.6. Google Forms and Quizzes** – Used for online assessments, feedback collection, and activity tracking.
- 2.7. Google Sites** – Allows students to create e-portfolios, project websites, or digital presentations as part of coursework requirements.
- 2.8. Google Chat and Spaces** – Support academic collaboration and group communication among students and faculty.
- 2.9. Originality Reports** – Helps maintain academic integrity by checking submissions for proper citation and originality.
- 2.10. Security and Compliance Features** – Advanced protection and privacy controls to ensure the safety of user data and adherence to institutional policies.

3. Student Responsibilities. Students are expected to:

- 3.1.** Access the LMS and their L-NU Google Workspace account regularly.
- 3.2.** Participate actively in all online and blended learning activities.
- 3.3.** Submit assignments, projects, and assessments within the prescribed deadlines.
- 3.4.** Maintain academic integrity in all digital submissions.
- 3.5.** Keep login credentials secure and report any technical issues promptly.

4. Virtual Laboratory Facility (Labster)

To strengthen laboratory learning and promote innovation in science education, L-NU provides students with access to Labster, a world-class virtual laboratory simulation platform. Integrated within the University's Learning Management System (LMS) and Google Workspace for Education Plus, Labster enables students to perform realistic and interactive laboratory experiments safely and effectively in a digital environment.

4.1. Overview

Labster enhances traditional laboratory instruction by allowing students to conduct experiments anytime and anywhere. Through immersive 3D simulations, students can explore scientific concepts, apply theories, and develop practical laboratory skills in disciplines such as Biology, Chemistry, Physics, Biochemistry, Microbiology, and Environmental Science. The platform provides a safe, flexible, and engaging way to learn, complementing hands-on laboratory experiences with digital innovation.

4.2. Core Features and Learning Benefits

- 4.2.1. 3D Interactive Simulations** – Offers hundreds of virtual experiments replicating authentic laboratory environments and procedures.
- 4.2.2. Integrated Learning Modules** – Each simulation includes theoretical background, pre-lab activities, and post-lab assessments to reinforce learning outcomes.
- 4.2.3. Self-Paced Learning** – Students can complete simulations at their own pace, repeat activities for mastery, and review feedback instantly.
- 4.2.4. Immediate Feedback and Progress Tracking** – Built-in quizzes and analytics allow students and instructors to monitor performance and comprehension.
- 4.2.5. Safe and Sustainable Learning** – Enables experimentation without exposure to hazardous materials or laboratory risks while conserving physical resources.
- 4.2.6. Seamless LMS Integration** – Labster simulations are accessible directly through the University's LMS using official L-NU Google accounts, ensuring unified access and record tracking.

4.3. Usage Guidelines

- 4.3.1.** Students must access Labster through the Learning Management System (LMS) using their official L-NU Google Workspace credentials.
- 4.3.2.** Assigned simulations should be completed within the time frame set by the instructor.
- 4.3.3.** Simulation reports and results form part of academic requirements in relevant science courses.
- 4.3.4.** Students are encouraged to explore simulations beyond course requirements to deepen their understanding of scientific principles.

PART III
PROVISIONS ON DATA PRIVACY



ARTICLE 1- DATA PRIVACY NOTICE.

L-NU provides a data privacy notice to inform all students that the institution is implementing the Data Privacy Act of 2012. The data privacy notice can be posted in all information boards and even in the university website.

ARTICLE 2- COLLECTION OF PERSONAL INFORMATION

L-NU collects personal information from students who will enroll in the institution. The student must be informed why the information is being collected and should provide his/her consent allowing the institution to collect and process his/her personal information.

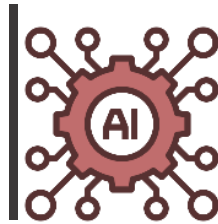
ARTICLE 3- ACADEMIC RECORDS

All official academic records of a student should be kept confidential and protected by the Registrar's and Accounting Office. The student's record includes admission files, academic load, class performance and accounts. Student's record should also be kept confidential in their respective colleges/departments.

ARTICLE 4- STUDENT RECORD ACCESS REQUEST.

A student has the right to request for access of his/her records. If the student is mature enough to understand their right, access request for information is granted. But if the access request is acted by someone on the student's behalf, a duly signed and notarized authorization letter will be required. Only parents, guardians, and first degree/immediate family members are allowed for authorization.

PART IV
GUIDELINES ON THE RESPONSIBLE USE OF AI



Lyceum-Northwestern University is committed to the responsible, ethical, and safe use of Artificial Intelligence (AI) in all academic activities. This policy outlines your role and responsibilities as a student in upholding the highest standards of academic integrity while using AI tools.

ARTICLE 1-ACADEMIC INTEGRITY

The use of AI must never compromise academic integrity. Students are expected to use AI tools honestly and ethically. This means you must: Cite and attribute any AI-generated content you use in your work, as instructed by your professor. Adhere to clear guidelines provided by the faculty for each assignment, specifying if and how AI tools can be used.

ARTICLE 2- TRANSPARENCY AND ACCOUNTABILITY

You are responsible for your use of AI. Be transparent about when and how you use these tools in your academic work. Inform your instructors when you use AI tools for assignments, research, or other academic tasks. Understand the limitations and potential biases of the AI tools you are using.

ARTICLE 3- ETHICAL USE AND BIAS MITIGATION

Our university promotes a human-centered approach to AI. This means AI should be used to support learning, not to replace it. Prioritize learning goals and use AI as a tool to enhance your educational experience. Be aware of potential biases in AI-generated content and strive to use AI in a way that is fair and does not discriminate.

ARTICLE 4- TRAINING AND CRITICAL THINKING

The university will provide training and resources to help you develop critical thinking skills regarding AI. Participate in training and workshops to learn how to identify AI-generated content, evaluate the credibility of AI tools, and use them ethically. Learn how to use AI responsibly to prepare for the future workforce.

ARTICLE 5- QUALITY ASSURANCE

The university's AI Committee is responsible for developing, implementing, and monitoring the use of AI tools in education. A mechanism will be established for you to report any concerns about the use of AI in your learning experience.

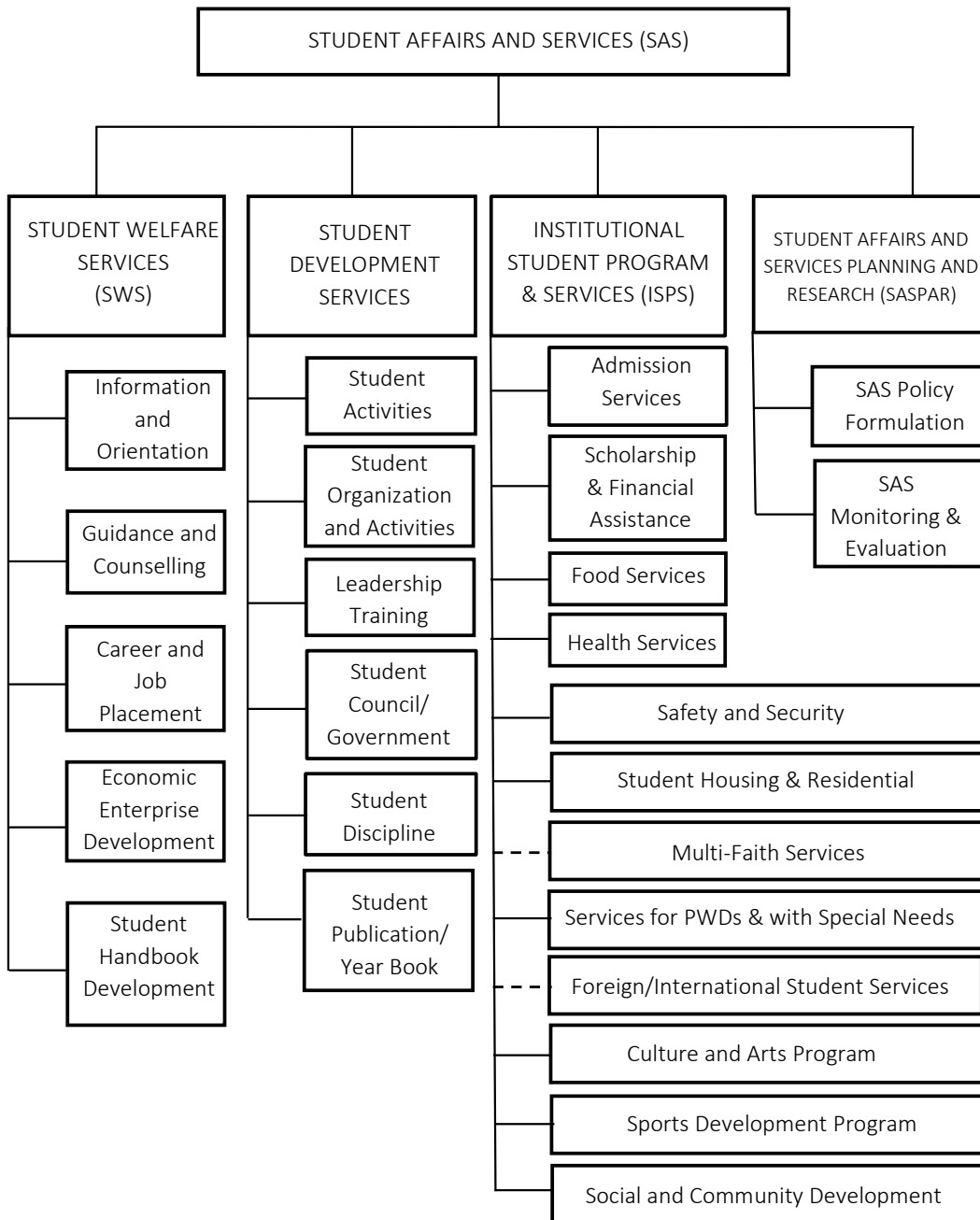
By following these guidelines, you're helping to create a learning environment where AI enhances student achievement while upholding the core values of academic integrity, transparency, and accountability.

PART V STUDENT AFFAIRS AND SERVICES



ARTICLE 1- KEY SERVICE AREAS AND FUNCTIONS

The Lyceum-Northwestern University Student Affairs and Services oversees and manages the delivery of different services and programs that are concerned with academic support experiences of students to attain holistic student development in compliance to **CHED CMO. No. 9 series of 2013**.



ARTICLE 2- GUIDANCE CENTER

The Guidance Center is dedicated to the idea that in a university with thousands of students, every individual is equally important. It offers assistance to all students to help them grow with self-understanding and self-direction through effective goal- setting and integration of their classroom learning experiences, and helps them achieve an adult role and become beneficial to their community.

The Guidance Center offers the following services:

1. **Individual Analysis Services** – this service endeavors to systematically gather data about students and to organize the collected data into a feasible summary for a better understanding of the students. The tests administered under this service for students are Mental Ability Tests, Personality and Interests Tests, Aptitude Tests, and Student Attendance Monitoring.
2. **Information Services** – this service provides valid information about the educational, occupational, and social aspects of students. The information provided will be valuable to students in making decisions and plans.
3. **Counseling Services** – This is a service that offers assistance to students, through face-to-face relationships, by helping them analyze their problems, make choices, or devise plans and thus solve their problems. Group counseling is also conducted because there are certain forms of assistance that can be given in groups more effectively than individually. This service also includes a mental health program that promotes awareness campaigns and creates a supportive environment. Students can reach out 24/7 to Guidance Office via Facebook Page- Lyceum-Northwestern University:
<https://www.facebook.com/LNUGuidanceCenter>
4. **Placement Services** - offers assistance to students in taking the ‘next step’ after the decisions are made whether in the personal, occupational, educational, or social aspects.
5. **Follow-up Services** – this service is responsible for finding out what happens to the students who have availed of counseling and to students who are referred to other personnel.

ARTICLE 3- HEALTHCARE SERVICES/INFIRMARY

1. General Functions.

- 1.1. The **Health Care Unit, also called the University Infirmary**, considers that the promotion of medical, dental, and nursing care is its primordial obligation towards students.
- 1.2. It is also the obligation of the Infirmary to provide updates and relevant health information dissemination, including promotion of environmental sanitation, health insurance benefits and assistance to the students, employees and to its partner communities outside the school.
- 1.3. The university infirmary is responsible in addressing emergency cases to administer first-aid assistance.

2. **Insurance Policy.** Enrolled students of the university are under an insurance policy that covers medical reimbursement, burial assistance for accidental death and cash assistance for non-accidental death. For specific processes of insurance claims, students may direct to Accounting office.

3. Services

- 3.1. Medical consultation and physical examination
- 3.2. Dental consultation and examination
- 3.3. Basic laboratory tests/ radiological examination
- 3.4. Vaccination (specifics vaccines)
- 3.5. Healthy lifestyle programs
- 3.6. First aid, basic life support program/disaster preparedness
- 3.7. Mental health program advocacy
- 3.8. Advocacy on common diseases/illness among children/adult
- 3.9. Advocacy on environmental sanitation
- 3.10. Community extension (medical mission)

4. **Clinic schedule:** Monday to Friday 8:00 am to 5:00 pm.

ARTICLE 4- SPORTS AND ATHLETICS

1. This department provides programs that are designed for the physical fitness and wellness of students. The SAS Office supervises and monitors the conduct of sports fests and/or intramurals and causes the recruitment, training, and supervision of athletes and coaching staff of the different sports teams of the institution for local, regional, national,

and international competitions.

2. **Sports Facilities.** The university has several sports facilities open to the L-NU community. This includes the **Dr. Salvador T. Duque Fieldhouse (Gymnasium), two (2) volleyball courts, one (1) open court, tennis court, and the university swimming pool.** Usage and reservation of these sports facilities must be coordinated with Sports Coordinator.
3. **University Intramurals.** In continuous pursuit of sports development of the students, the SAS holds an annual university intramural to serve as avenue of sports talents, recreational, and develop sportsmanship among the L-NU studentry.

ARTICLE 5- DISCIPLINE AND SECURITY UNIT (DSU)

1. This Unit is in charge of the implementation of institutional rules and regulations governing students' behavior in the promotion of a peaceful environment conducive to learning. The Discipline Unit is the avenue for addressing disciplinary cases and grievance issues of students. It is the receiving unit of the Office of Student Affairs and Services for disciplinary cases against students and is tasked to make the necessary processing of the case through assessment, investigation, and/or hearings.
2. The DSU also monitors campus traffic management through monitoring and update of traffic rules inside the campus and the release of Vehicle Pass Compliance Stub or Fetcher's Card.
3. The Student Code of Conduct is elaborated on the PART IX of this Student Handbook.

SECTION 6. STUDENT PORTAL: ACADEMIC INFORMATION MANAGEMENT SYSTEM (AIMS)

1. The Student Portal is a secure online platform under the Academic Information Management System (AIMS) that allows students to conveniently access and manage their academic information anytime and anywhere. It serves as the primary gateway for students to communicate with the University, monitor their academic progress, and process essential transactions online.



2. Through the Student Portal, students can perform the following functions:

- 2.1. **Profile Management** – View and update personal and contact information to ensure accurate records.
- 2.2. **Section Offering** – Browse available subjects and sections per term.
- 2.3. **Online Registration** – Enroll in subjects during the official enrollment period, select schedules, and print assessment forms for payment.
- 2.4. **Grades Inquiry** – View grades for completed terms and check curriculum progress through the Curriculum/Evaluation feature.
- 2.5. **Account Management** – Monitor account balances, payments, and print the Statement of Account (SOA).
- 2.6. **Schedule Viewing** – View official class schedules once registration is complete.
- 2.7. **Calendar** – Stay updated with school events, activities, and important academic deadlines.
- 2.8. **Change Password** – Update the login password for account security.

3. The Student Portal promotes efficiency, accessibility, and transparency by reducing manual transactions and enabling students to take greater responsibility for their academic records and activities.

4. STEPS TO LOG IN

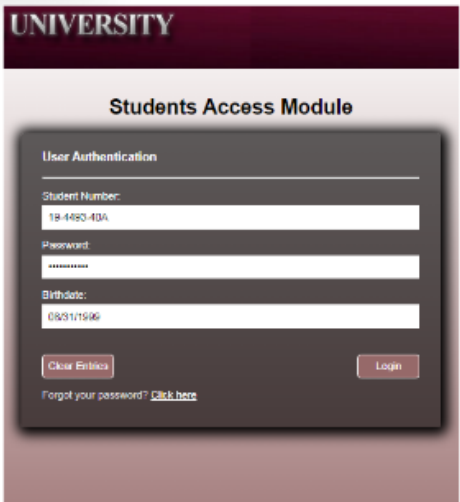
STEPS TO LOG IN

1.  **URL**
Inu.pinnacle.com.ph/yoceum/students
2.  **USERNAME AND PASSWORD**
Input Credentials
 - Enter *STUDENT ID NUMBER* as your *USERNAME* and *PASSWORD*
 - For security reasons, reset the default password after your initial login.

Sample Login Information:

Username: 19-4493-40A
Password: 19-4493-40A
Birthdate: 08/31/1999

NOTE: You may find your student ID number on the cashier's receipt, usually in the upper-left corner.



STEPS TO LOG IN

3. LOG IN AND UPDATE PASSWORD The system must require users to reset the default password on first login.

Sample User Resetting entails:

Current Password : 19-4493-40A

New Password : Sample@1234

Confirm Password : Sample@1234

Your New Password must contain:

Minimum of 8 characters

At least 1 lowercase letter (abc)

At least 1 uppercase letter (ABC)

At least 1 number (123)

At least 1 of the following special characters (! #* @)

Click: **Update Password**

The image shows two side-by-side screenshots of a 'Reset your password' form. Both forms have a title bar that says 'Password'. The left form is titled 'Reset your password' and has a subtitle 'Enter a new password for your account'. It contains three input fields: 'Current Password' (with value '19-4493-40A'), 'New Password' (with value 'Sample@1234'), and 'Confirm Password' (with value 'Sample@1234'). Below the fields is a red-bordered box containing the following requirements: 'New Password must contain:' followed by four checked items: 'Minimum of 8 characters', 'At least one lowercase letter (e.g. abc)', 'At least one uppercase letter (e.g. ABC)', and 'At least one number (e.g. 123)'. Below this box is a red 'Update Password' button and a note: 'Note: you are required to change your password'. The right form is identical but has a red 'X' next to the last requirement: 'At least one of the following special characters from ! # * ^ * @ (other special character are not supported)'. It also has a red 'Update Password' button and the same note.

STEPS TO LOG IN

3. LOG IN AND UPDATE PASSWORD Successfully change

If the PASSWORD successfully UPDATED our system will display

The image shows a success message dialog box. It has a title bar that says 'Password'. Inside the dialog, there is a large green checkmark icon. Below the icon, the text reads 'Password Changed!' followed by 'Your password has been changed successfully'. At the bottom of the dialog is a blue 'OK' button.

5. For further information concerning Student Portal Access please contact sits@lyceum.edu.ph or visit their office 3rd Floor Learning Resource Center (LRC).

ARTICLE 7- COMMUNITY EXTENSION DEPARTMENT

1. The Community Extension Department assists in the exposure of students towards the implementation of projects related to the development of the students for active involvement in nation-building and as well as in the development of the communities outside Lyceum. The programs of the Community Extension also provide venues for the actual application of principles/values learned in the classrooms.
2. The Community Extension provides assistance in the promotion of good health, socio-economic welfare, and technical and environmental support programs to the depressed communities within the periphery of the school.
6. Student Affairs and Services evaluates initial student community program initiatives and assist in the processing of their activity permits. SAS closely works with the Community Extension Office for the exposure and development of students concerning nation-building and humanitarianism.

ARTICLE 8- EXTERNAL AFFAIRS AND INTERNATIONAL LINKAGES DEPARTMENT

1. Student Affairs and Services closely work with the International Linkages Department to promote inclusivity among all students in the SAS Services particularly in student life and development through assistance in the implementation of the following:
 - 1.1. Orientation Services
 - 1.2. Foreign Students Organization and Activities
 - 1.3. Involvement of International Students in University-wide Activities
2. The External Affairs and International Linkages Department is responsible in the formulation of the “International Students Manual”.

ARTICLE 9- LEARNING RESOURCE CENTER/LIBRARY

1. **Location.** The L-NU Main Library is located at the third floor of Francisco building occupying half of its total area. Its collection is primarily for the use of the L-NU population, but it is also open to the constituents of the university as well as to researchers and graduate

students from other colleges and universities.

2. **Branches**

- 2.1. **BASIC EDUCATION LIBRARY** is located on the 2nd floor of Le Florence Building. Most of the collections are relevant to K-12 program.
- 2.2. **LAW LIBRARY** – Located on the 1st floor Duque Building. The library contains law books and other references.
- 2.3. **GRADUATE SCHOOL (IGPS) LIBRARY** is located at the 2nd floor of Galleria Florencia building @ the L-NU Polyclinic Campus, A.V Fernandez St., (in front of Dagupan plaza). The library contains books and other materials for Graduate Studies.
- 2.4. **MEDICINE LIBRARY**- located at the new medicine building, serves as an essential academic resource for both medical students and faculty members. It offers access to a comprehensive collection of medical literature, pharmacological references, research publications, and clinical resources designed to support education, research, and professional growth within the institution.

3. **Areas.** The library is composed of print and the non-print section. The library which is known as the **PRINT SECTION** includes books, periodicals (magazines, journals, newspapers, pamphlets, clippings and the like). While, the **NON-PRINT SECTION** known as the Audio-Visual Center holds non-book materials such as films, pictures, charts and hardware like projectors, recorders, and players.

- 3.1. **REFERENCE SECTION** – This section has general references like Encyclopedias, dictionaries, atlases, directories, guidebooks, manuals, gazetteers, almanacs, handbooks and other factual books. These materials are strictly for Room Use Only.
- 3.2. **PERIODICAL SECTION** – a section where a clientele can borrow current issue of magazines, newspapers and core journals, pamphlets and clippings. Foreign and Filipiniana serials are shelved separately. This material may be taken out for photocopy.
- 3.3. **FILIPINIANA SECTION** – This section includes:

3.3.1. Books about the Philippines written whether by the Filipino

or by foreign authors.

3.3.2. Books written by a Filipino author about in any subject / country.

3.3.3. Any book published in the Philippines.

3.3.4. Undergraduate thesis, and Star book database.

3.4. **GENERAL CIRCULATION** – Books written by foreign authors, where transactions pertinent to borrowing and returning books. This contains the general collection of books, fiction and non-fiction.

3.5. **E-LIBRARY** – This section provides online access to books, journals, databases subscribed by the institution and other digitized materials.

3.6. **AUDIO-VISUAL CENTER** – is an area in the library that houses all non-book materials which includes graphics, videotapes, films, disc., projectors and other interactive materials. It is also known as the Multimedia Center.

3.7. **INTERNET WORKSTATION** – where a clientele makes their general research in the use of Information technology.

3.8. **FACULTY SECTION** – This area is exclusively for academic and non-academic personnel of L-NU.

4. **Service Hours**

Monday to Friday	8:00am - 6:00pm (no lunch break)
Saturday	8:00am - 5:00pm (no lunch break)
Sundays	8:00am - 5:00pm (Graduate School lib. only)
Holidays	CLOSED

5. **Library Services**

5.1. **CURRENT AWARENESS SERVICE (CAS)** - This service gives awareness of the latest acquisitions and developments with regards to the library. CAS services are relayed in print, through email and social media sites created by the library.

5.2. **LITERACY AND LIBRARY ORIENTATION** - This service is given to all freshmen and transferees every first semester of the school year to familiarize them with the use of the library and its resources. A lecture on library matters can be conducted by request either face to face or thru Virtual presentation.

5.3. **OPEN ACCESS RESOURCES** - These are research materials, knowledge product or academic communications that are free to read, reuse, and download but it must be ethically cited.

5.4. **ONLINE BORROWING OF BOOKS AND OTHER MATERIALS**
Since the suspension of face-to-face classes, the library created an online library reference service to continuously serve our patrons.

5.5. **ONLINE SUPPORT PROVIDED BY THE LIBRARY**

Library Website Link: <http://library.lyceum.edu.ph/>

Library e-mail address: library@lyceum.edu.ph

Automated Library Management System:

Destiny Library Manager

Link: <https://opac-lnu.follettdestiny.com/>

LIBRARY Facebook Page Link: <https://www.facebook.com/LyceumLibrary/>

SECTION 10: UNIVERSITY REGISTRAR

1. Registrar serves as a central repository of students' records and is responsible for the issuance of credentials.
2. Registrar assists the students in the evaluation of students' academic requirements.
3. Registrar is responsible in the processing of:
 - 3.1. Diploma
 - 3.2. Transcript of Records
 - 3.3. Processing of Clearances
 - 3.4. Drop of all subjects.

SECTION 11: ACCOUNTING SECTION

The Accounting Department takes care of the assessment of fees of students, keeps individual records of students' accounts, and handles the following services:

1. Issuance of examination permits.
2. Forwarding of excess payments and balances
3. Request for refunds (subject to evaluation)
4. Inquiry on student account/ledger

SECTION 12. CASHIER DEPARTMENT

The Cashier's Department receives payments for school fees including affiliation fees, certifications, and other types of payments the university may require. Payments made through the university cashier is automatically provided with an OFFICIAL RECEIPT to make a payment legitimate. A special lane for elderly, pregnant, and persons with disabilities is provided for priority.

SECTION 13. BOOKSTORE

The University Bookstore houses the required textbooks of various subjects. Additionally, the following can also be purchased or asked for assistance of the following:

1. School supplies
2. Logo patches
3. Uniforms
4. Assistance for legitimate suppliers

SECTION 14. UNIVERSITY CANTEEN

The Canteen is situated at the center of the L-NU Campus. It serves meals and snacks at prices within the budgetary reach of students, faculty, and personnel. The SAS office monitors and makes sure that the food providers are compliant to BUSINESS PERMITS, SANITARY PERMITS issued by the Department of Health or the City Health Office. Additionally, food operators are also required to submit HEALTH CERTIFICATES.

SECTION 15. MULTI-FAITH SERVICES

The SAS office ensures that the L-NU community exercises inclusivity regardless of a student's faith or belief. The university equally respects each religion and caters faith-based organizations. The university provides facilities to practice faith-based activities regardless of religious orientation.

1. CHAPEL

The Chapel of St. Jude Thaddeus is located on the ground floor, right wing of the Florencia Building. The chapel is open to all religions and religious activities complying with reservation protocols and safety and preservation measures. Reservations must be coordinated with the

University Bookstore.

6. MULTI-FAITH HOUSE OF PRAYER

The house of prayer is located across from the Alumni Building beside the university swimming pool. This facility is provided for any student regardless of religious orientation, to have a private place where they can intimately pray. The prayer room is open from 7:00 AM-7:00 PM only.

**PART VI
SCHOLARSHIP PROGRAMS AND
DISCOUNT PRIVILEGES**



Lyceum-Northwestern University (L-NU) offers scholarships and financial assistance that shall apply to all ‘qualified/deserving’ students enrolled in the following:

- (a) **Undergraduate Programs**, and
- (b) **Two-year and One-year Tech-Voc/Certificate Programs**.

ARTICLE 1 – GENERAL POLICIES

- 1. ONE STUDENT, ONE INSTITUTIONAL DISCOUNT PRIVILEGE ONLY.**
A student is entitled to no more than one (1) university scholarship or financial assistance program.
- 2. REINSTATEMENT OF DISCOUNT PRIVILEGES.** The scholarship or financial assistance of a student who was disqualified due to grade deficiency and/or other factors may be reinstated once said deficiency is resolved.
- 3. SPECIAL DISCOUNTS** may be granted on a case-to-case basis upon the discretion of the university president.
- 4.** Transfer students from other colleges or universities can avail academic scholarships for only one (1) academic year. Other scholarships or financial assistance can only be availed after one (1) semester.
- 5. DEADLINE AND RENEWAL.** University scholarships (e.g., academic scholarships, siblings’ discount, employees’ discount, and university grants) shall be renewed every semester. Applications made one (1) day after the deadline will no longer be honored.
- 6.** The university reserves the rights to limit the scholarship allocation depending on the availability of funds.
- 7.** All types of scholarships are subject to evaluation of the SAS Office and final approval of the President.

ARTICLE 2 – SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAMS

1. DISCOUNT PRIVILEGES

- 1.1. Outstanding High School Graduates Scholarship** – Applies to outstanding senior high school graduates who garnered the following General Weighted Average (GWA) and distinctions applicable for one (1) semester only.

TUTION FEE DISCOUNT	GWA
100%	99-100%
75%	97-98%
50%	95-96%
25%	93-94%

- 1.2. Academic Scholarship** – Applies to regular college students who are included in the Dean’s List and maintain the following General Weighted Average (GWA):

TUTION FEE DISCOUNT	GWA
100%	98.00 – 100.00
75%	95.00 – 97.99
50%	92.00 – 94.99
25%	89.00 – 91.99

- 1.3. Alumni Son & Daughter Discount** – Children of alumni with “Alumni ID” are eligible to apply for the Alumni son & daughter discount ensuring to receive 10% discount on tuition fee.
- 1.4. Siblings (Brothers/Sisters) Discount** – Special discounts given to siblings enrolled in the university, but only applies to the sibling with the lowest tuition fee. Discount ranges from **10% to 30%** depending on the number of siblings enrolled in the same semester.

- 1.5. **L-NU Employee-Dependent Discount** – Special discount privilege exclusively given to L-NU permanent employees, who shall have no more than three (3) dependents, and shall only be their children. Discount applies only to tuition fees and ranges from **25% to 100%** depending on their length of service in the university.
- 1.6. **L-NU Employee Discount** – All L-NU employees are entitled to a **75%** tuition fee discount upon enrollment in any post-graduate programs in the university.
- 1.7. **Early Full Payment Discount Privilege**– Applies to undergraduate students (1st year to 6th year) who will pay in full before the classes start. A **10%** tuition fee discount will automatically apply upon paying at the university cashier.
- 1.8. **Discount for Persons with Disability**- A **20%** tuition fee discount applies to students with disability with a government-issued PWD ID.
- 1.9. **Additional Clause.** All applicants must be informed and reminded that discount applies to tuition fee only.

2. UNIVERSITY GRANTS

- 6.1. **Dr. Francisco Q. Duque Leadership Scholarship** – Applies to officers of the highest governing student body, University Supreme Student Government (USSG), and university student publication, ULNOS.
 - 6.1.1. The L-NUSSG officers including the executive body and cabinet secretaries are entitled to **100%** tuition fee discount.
 - 6.1.2. The ULNOS Student Publication discount varies on the approved Constitution and By-laws of the organization, and shall be upon the final approval of the university president.
- 6.2. **Cultural Scholarship** – Applies to members of the L-NU Performing Arts Guild (L-NU Chorale, L-NU Dance Troupe, La Florencia Folkloric Dance Group, and Teatro Francisco). All members who have successfully passed the auditions and screening are entitled to **100%** tuition fee discount.

6.3. **Athletic And Varsity Scholarship** – Scholarship given to members of the L-NU Varsity Athletics Team who have successfully passed tryouts and screening entitled to 50-100% tuition fee discounts and free miscellaneous fee for the Team A Collegiate team.

6.4. **Student Assistant/Service Staff Discount Privilege** – Applies to students providing assistance to the different offices in the university. Discount covers **15 units**, given that the student/applicant is enrolled with a maximum of 18 units.

3. GOVERNMENT-ADMINISTERED FINANCIAL AID PROGRAMS

3.1. CHED Merit Scholarship Programs (CMSP)

3.1.1. **Private Education Student Financial Assistance (PESFA)** – Applies to incoming first year students (undergraduate programs only), particularly to those who belong to: (a) underprivileged and homeless citizens, (b) persons with disability (PWDs), and (c) solo parents and/or dependents.

GWA	SCHOLARSHIP	STIPEND (PER SEMESTER)
96% up	FULL PESFA	₱60,000
93%-95%	HALF PESFA	₱30,000

3.1.2. **Tulong - Dunong Program (TDP)** – Applies to undergraduate students (first year to fifth year), given that the student must have a General Weighted Average (GWA) of at least **80%** in the past academic year. Students receive a stipend amounting to ₱15,000 per year (₱7,500/semester) once approved as grantees.

3.1.3. **CHED Unified Student Financial Assistance System for Tertiary Education (UNIFAST)** – Applies to undergraduate students (first year to sixth year), given that the student has no previous

degree prior to application. Students receive a stipend amounting to ₱27,000 per year (2 semesters) once approved as grantees.

- 3.1.4. STUDENT LOANS** – Loan programs extended to students who are in financial need, especially the following: (a) 3rd year, (b) 4th year, and (c) graduate students. Proof of financial need must be provided.

TYPE OF LOAN	INTEREST RATE
PGMA LOAN (HIGHER EDUCATION LOAN PROGRAM) HELP	0.6%
SAFE LOAN, SAFE4R LOAN	0%

ARTICLE 3- APPLICATION AND ADDITIONAL PROVISIONS

1. As general requirement for all types of scholarships, a student must be enrolled first before applying for any type of scholarship.
2. Opening of online and application along with specific requirements is announced every semester is through a memorandum and the official L-NU SAS Page: <https://www.facebook.com/lnusaarofficial>
3. To students who wish to apply for academic scholarship or outstanding high school scholarship and at the same time a grantee of any kind of government subsidy the following discount applies to the remaining tuition fee only after deduction of the subsidy:

ADDITIONAL TUITION FEE DISCOUNT ON THE REMAINING TUITION FEE	GWA
50%	97% - 100%
30%	94% - 96%
25%	93% - 94%
15%	90% - 92%

***applies only to tuition fee

Sample computation:

Total tuition Fee:	19,000 PHP
UNIFAST-TES Subsidy:	13,500 PHP
Remaining Tuition Fee:	5,500 PHP
Additional tuition fee discount on the remaining tuition fee at 50%	2,750 PHP
Remaining Tuition Fee Payable by the student:	2,750 PHP

4. UNIFAST-TES grantees receiving ₱30,000 per semester are no longer eligible to apply for in-house scholarships and university grants.

**PART VII
ORGANIZATIONS, ACTIVITIES,
AND OPERATIONAL PROCEDURES**



Lyceum-Northwestern University (L-NU) encourages co-curricular and extracurricular activities that are constructive in nature. The activities must be designed to help the students grow and provide avenues for creative expression. Conduct and participation in these activities are governed by qualifications and guidelines set by the organizations and the university in general.

ARTICLE 1- GENERAL PROVISION ON STUDENT PARTICIPATION IN CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

1. Participation in co-curricular and extra-curricular programs is encouraged as a vital component of holistic student development. However, such involvement shall not compromise the academic mission of the University. In line with this, the following provisions shall apply:

- 1.1. Academic Priority – Students must meet all prescribed academic standards, including grades, attendance, course requirements, and competencies. Academic requirements shall not be relaxed or compromised in favor of participation in any co-curricular or extra-curricular engagement.
- 1.2. Eligibility Requirements – To qualify for participation, students must have no failing grades in the preceding term, maintain satisfactory academic standing, and possess a clear record of good conduct.
- 1.3. Conduct and Discipline – Students with active disciplinary cases or records of serious misconduct shall not be permitted to participate until such cases are resolved.
- 1.4. Non-Conflict with Academic Schedules – Attendance in student activities shall not excuse non-compliance with academic obligations such as classes, examinations, or required submissions, unless properly approved by the concerned academic authorities.
- 1.5. Complementary Role of Activities – Co-curricular and extra-curricular programs are designed to support, not substitute, academic learning. They shall enrich the student experience while upholding

- fairness, accountability, and integrity in academic performance.
2. The university does not, in any way, recognize, allow, or accredit any fraternity, sorority, or organization that operates in a similar manner, regardless of its stated purpose or name.
 3. Student leaders must adhere to the policies, rules, and regulations set by the L-NU Office of Student Affairs and Services (SAS) and the university.
 4. Student leaders must conduct themselves and represent their organization, department/college, and the university with utmost dignity and professionalism at all times.
 5. The eligibility of student leaders—especially those seeking the highest positions—must be determined in accordance with the organization’s constitution and by-laws and the policies set by the university.
 6. Student leaders must assume their positions through a formal election.
 - 6.1. In cases where an election cannot be held with valid reasons, official appointments made by the college dean may be accepted, subject to the approval of the Office of Student Affairs and Services.
 7. Student leaders must make decisions consistent with the organization’s approved constitution and by-laws. All decisions must be made through proper consultation with the students and must receive the approval of a three-fourths (3/4) majority, or 75% of the entire organization (officers).
 - 7.1. Amendments to the constitution and by-laws shall only take effect upon consultation with the students and approval by the same three-fourths (3/4) majority.
 8. College/department student councils are required to annually conduct their respective college/department day(s) and community outreach or extension programs.
 9. Organizational shirts and similar items must be approved by the SAS Office and comply with the established fund collection process.
 10. Only enlisted and accredited student organizations shall be allowed to conduct any form of fund collection.

11. Student leaders/elected officers of any type of student organization must not have any failing grade, must be a regular student, and without any major disciplinary record for the past two (2) semesters.

ARTICLE 2 – CLASSIFICATIONS OF STUDENT ORGANIZATIONS

1. Academic or Co-Curricular Student Organizations

Are organized according to subjects and/or fields of specializations. Their functions include providing subject-related services or outreach programs and organizing academic competitions.

2. Non-Academic Student Organizations

2.1. Civic Organizations – are focused on community service and development, philanthropic, and humanitarian activities.

2.2. Culture and Arts Organizations – are designed to mold budding writers, playwrights, actors and actresses, singers, and dancers. They are avenues to display the creative talents of students whose objective is not only to entertain, but also to convey relevant positions on socio-cultural issues and problems.

2.3. Multi-Faith Organizations – are organized to provide spiritual and moral guidance to students.

2.4. Interest Clubs – are formed around shared hobbies, passions, or areas of personal interest.

ARTICLE 3 – STUDENT ORGANIZATIONS’ ENLISTMENT AND ACCREDITATION

1. Enlistment Guidelines and Procedures.

Academic or co-curricular student organizations are annually required to apply for official enlistment at the SAS Office, subject to all other policies governing student organizations.

1.1. Academic student organizations must accomplish the Student Organizations Enlistment Form (L-NU SAS 9-00-00-24),

1.2. The student organization must submit the following requirements:

1.2.1. Constitution and By-laws (*required for new organizations or if the organization has an updated version*)

1.2.1.1. *Student organizations with updated constitution and by-laws must submit a copy of a signed resolution;*

- 1.2.2. Vision, mission, goals, and objectives (VMGO) of the college/department and of the organization, duly signed and certified as official by the college dean;
 - 1.2.3. List of officers with their email addresses and contact numbers;
 - 1.2.4. Organization chart with 1x1 photos of officers and adviser(s) (*1 page only*);
 - 1.2.5. Tentative calendar of activities (*subject to final approval by the SAS Office*);
 - 1.2.6. Official appointment of the organization's adviser signed by the college dean;
 - 1.2.7. Accomplishment report from the previous academic year
 - 1.2.7.1. The accomplishment report must contain the following: (1) *table of contents (list of accomplished activities*, (2) *narrative report on every activity*, (3) *photo documentation*, and (4) *other supporting documents (e.g., activity and fund collection permits)*
- 1.3. Student organizations applying for enlistment or re-enlistment will be subjected to the evaluation of the SAS Office through the Student Organizations and Activities Unit for final approval.
- 1.3.1. Organizations with unresolved documentation deficiencies from the previous academic year will not be eligible for enlistment, regardless of the completion of requirements, until all such deficiencies are fully addressed.

2. Accreditation Guidelines and Procedures

Non-academic student organizations are required to apply for accreditation or re-accreditation annually at the SAS Office to be officially recognized. Officially accredited student organizations are bestowed with the following privileges: (1) *official conduct of student activities*, (2) *usage of university facilities*, and (3) *representation of the institution in activities/contests/seminars*.

- 2.1. Non-academic student organizations must accomplish the Student Organizations Accreditation Form (L-NU SAS 10-00-00-24),

2.2. The student organization must submit the following requirements:

2.2.1. Constitution and By-laws (*required for new organizations or those with updated versions*)

2.2.1.1. *Student organizations with updated constitution and by-laws must submit a copy of a signed minutes of the meeting detailing the amendments;*

2.2.2. Vision, mission, goals, and objectives (VMGO) of the organization, duly signed and certified as official by the dean of the college where the organization is affiliated;

2.2.3. List of officers with their email addresses and contact numbers;

2.2.4. Organization chart with 1x1 photos of officers and adviser(s) (*1 page only*);

2.2.5. Tentative calendar of activities (*subject to final approval by the SAS Office*);

2.2.6. Official appointment of the organization's adviser signed by the college dean;

2.2.7. Accomplishment report from the previous academic year

2.2.7.1. The accomplishment report must contain the following: (1) *table of contents (list of accomplished activities*, (2) *narrative report on every activity*, (3) *photo documentation*, and (4) *other supporting documents (e.g., activity and fund collection permits)*

2.3. Student organizations applying for enlistment or re-enlistment will be subjected to the evaluation of the SAS Office through the Student Organizations and Activities Unit for final approval.

2.3.1. Organizations with unresolved documentation deficiencies from the previous academic year will not be eligible for enlistment, regardless of the completion of enlistment requirements, until all such deficiencies are fully addressed.

3. Certificate of Enlistment and Accreditation

Enlisted and accredited student organizations that have successfully complied with all the requirements shall be recognized by the university through the SAS Office and the final approval of the university president.

Recognized student organizations will be issued a **Certificate of Enlistment or Accreditation**, which shall remain valid for one (1) year from its date of issuance.

4. Revocation

The SAS Office reserves the right to suspend or revoke the enlistment or accreditation of any student organization proven to have violated the rules, regulations, and policies of the university.

ARTICLE 4 – STUDENT LEADERSHIP DEVELOPMENT ACTIVITIES

As part of student development, the university through the Office of Student Affairs and Services, annually conducts various student leadership development activities designed to enhance student leadership capabilities, cultivate core ethical values, and empower students to become effective, responsible, and compassionate leaders within the community.

Students from enlisted and accredited organizations are required to participate in the following activities:

1. Student Leaders’ General Assembly

An orientation for the officers of all student organizations, where the following are discussed: (1) *enlistment and accreditation process*, (2) *activity and fund collection proposal process*, (3) *leadership awards and privileges*, and (4) *other related matters*.

2. Mass Oath Taking Ceremony and University President’s Hour

A ceremony where student leaders from all student organizations are gathered to pledge their oath to exemplary student leadership, receive official university recognition through certificates of enlistment and accreditation, and have the opportunity to represent the voice of the studentry.

3. Leadership Summit

A one-day leadership training, attended by the top three (3) officers of all student organizations, includes workshops with experts. These workshops are specifically designed to foster responsible and ethical leadership, and facilitate effective organizational management.

4. Certificate on Student Leadership Program (CSLP)

A 48-hour pilot program for student leaders, intended to provide learning experiences that complement traditional academic education, offering practical insights and hands-on experiences to enhance students’ leadership capabilities, interpersonal skills, decision-making abilities, and overall readiness for professional environments.

ARTICLE 5 – STUDENT ACTIVITIES

1. Types of Student Activities

1.1. On-Campus Student Activities

Refer to university- or college-/department-based events, programs, and initiatives held within the university premises

1.2. Off-Campus Student Activities

Refer to events, programs, and initiatives held outside the university, which are further classified into:

1.2.1. Self-Organized Off-Campus Student Activities

Are planned and facilitated by the requesting student organization or department to support their objectives and engage students in meaningful experiences beyond the campus.

1.2.2. Third-Party Organized Off Student Activities

Are organized by external entities (i.e., other schools, organizations, government agencies, or private institutions), where the student organization or department is invited to take part as a participant or representative.

2. Student Activity Process and Procedures

2.1. Official Permit to Conduct Activity or Permit to Participate

All student activities, regardless of their nature, shall undergo thorough evaluation by the Office of Student Affairs and Services (SAS), and will be endorsed to the Office of Academic Affairs. Endorsement to the Office of the University President shall be made only when deemed applicable.

2.2. PROCEDURE AND REQUIREMENTS FOR ON-CAMPUS STUDENT ACTIVITIES

2.2.1. Secure and accomplish the Activity Proposal Form from the SAS Office.

2.2.2. Attach all required documents as specified in the form:

2.2.2.1. Course Requirement On-Campus Student Activities

2.2.2.1.1. Letter of Intent

2.2.2.1.2. Program of Activities

- 2.2.2.1.3. Course Plan (*highlight the activity*)
- 2.2.2.1.4. Related Communications (*if applicable*)
- 2.2.2.1.5. Fund Collection Form (*if applicable*)
- 2.2.2.1.6. Cash Control Declaration of Accountability (*if applicable*)

2.2.2.2. Extra-Curricular On-Campus Student Activities

- 2.2.2.2.1. Letter of Intent
- 2.2.2.2.2. Program of Activities
- 2.2.2.2.3. Minutes of the meeting (*signed by the attendees*)
- 2.2.2.2.4. Related Communications (*if applicable*)
- 2.2.2.2.5. Fund Collection Form (*if applicable*)
- 2.2.2.2.6. Cash Control Declaration of Accountability (*if applicable*)

2.2.3. For on-campus community outreach and extension programs, kindly submit the following additional requirements:

- 2.2.3.1. Memorandum of Agreement/Understanding, approved communication letter, or whichever is applicable
- 2.2.3.2. Community Outreach Proposal Form (*from the NSTP Department*)
- 2.2.3.3. The organization adviser must first evaluate the activity proposal and seek approval from the college dean.

2.2.4. The activity proposal must be submitted to the SAS Office a minimum of two (2) weeks or 14 days prior to the intended implementation date(s) for evaluation. Once submitted, the organization may follow up within 3-5 working days for approval and/or further instructions, if necessary.

2.2.5. Upon satisfactorily addressing item 2.2.4., the endorsement signature (for approval) by the SAS Office

shall be forwarded to the Academic Affairs Office for approval. The said offices will determine whether the said activity requires FINAL APPROVAL from the Office of the University President.

2.2.6. **Submission of proposal does not guarantee approval.** The proposed activity may be APPROVED, DISAPPROVED, or MODIFIED.

2.2.6.1. In alignment with item 2.2.4., activity proposals for on-campus student activities submitted to the SAS Office less than two weeks prior to the intended implementation date will no longer be processed.

2.2.7. **No activity or fund collection (if applicable) shall commence without the release of SIGNED OFFICIAL ACTIVITY AND FUND COLLECTION PERMITS.**

2.3. PROCEDURE AND REQUIREMENTS FOR OFF-CAMPUS STUDENT ACTIVITIES

2.3.1. Secure and accomplish the Activity Proposal Form from the SAS Office.

2.3.2. Attach all required documents as specified in the table below:

2.3.2.1. Requirements for COURSE REQUIREMENT Off-Campus Student Activities

GEOGRAPHICAL SCOPE		REQUIREMENTS	SUBMISSION PERIOD	SIGNATORIES
City-wide	Non-island Barangay	<ol style="list-style-type: none"> 1. Activity Proposal Form 2. Letter of Intent 3. Program of Activities 4. Minutes of the Meeting (general orientation to students) 5. Course Plan/Syllabus, if applicable 6. Guarantee of Safety and Security (personnel-in-charge) <ul style="list-style-type: none"> • 1:50 teacher-student ratio 7. List of Students/ Participants 8. Non-notarized, Signed Parent's Waiver and Consent Form 9. Related Communication Letter(s) 	<p style="text-align: center;">at least 2 weeks before target implementation</p>	<p>Approval from:</p> <ul style="list-style-type: none"> ✓ Office of the Vice President for SAS ✓ Office of the Vice President for Academic Affairs <p>To inform: Office of the University President</p>

GEOGRAPHICAL SCOPE		REQUIREMENTS	SUBMISSION PERIOD	SIGNATORIES
City-wide	Island Barangay	<ol style="list-style-type: none"> 1. Accomplished Activity Proposal Form 2. Letter of intent 3. Program of activities 4. Minutes of the meeting (general orientation to students and parents) 5. Course plan/syllabus, if applicable 6. Guarantee of Safety and Security (personnel-in-charge) <ul style="list-style-type: none"> • 1:50 teacher-student ratio • w/ basic life support and/or related certification/s 7. List of students/participants 8. Notarized signed Parent's Waiver and Consent Form 9. Related communication letter/s 	at least 3 weeks before target implementation	<p>Endorsed for approval:</p> <ul style="list-style-type: none"> ✓ Office of the Vice President for SAS ✓ Office of the Vice President for Academic Affairs <p>Final approval: Office of the University President</p>
Out-of-Province		<ol style="list-style-type: none"> 1. Activity Proposal Form 2. Letter of Intent 3. Program of Activities 	at least 3 weeks before target implementation	<p>Endorsed for approval:</p> <ul style="list-style-type: none"> ✓ Office of the Vice President -

<p style="text-align: center;">Outside Luzon</p>	<ol style="list-style-type: none"> 4. Minutes of the Meeting (general orientation to students) 5. Course Plan/Syllabus, 6. Guarantee of Safety and Security (personnel-in-charge) <ul style="list-style-type: none"> • 1:50 teacher-student ratio • With basic life support and/or equivalent certification(s) 7. List of Students 8. Notarized, Signed Parent's Waiver and Consent Form 9. Communication with travel provider(s) and accommodation <ul style="list-style-type: none"> • Permits (i.e., business, etc.) • Proof of payment (receipts) 10. Related Communication Letter(s) 	<p style="text-align: center;">at least 1 month before target implementation</p>	<p>Student Affairs and Services</p> <ul style="list-style-type: none"> • Office of the Vice President – Academic Affairs <p>Final approval: Office of the University President</p> <p><u>To Inform CHED R01</u></p>
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- 2.3.3. **Additional Requirements as per CMO 63 s. 2017 (Policies and Guidelines on Local Off-Campus Activities)**
- 2.3.3.1. Medical certificate
 - 2.3.3.2. Certification of the availability of a first aid kit
 - 2.3.3.3. Source of fees/funds (Breakdown of expenses)
 - 2.3.3.4. Proof of insurance
 - 2.3.3.5. Driver's license, vehicle registration, and license plate numbers for transportation
 - 2.3.3.6. Letter for LGUs or NGOs (if applicable)
 - 2.3.3.7. Students' Learning Journal
 - 2.3.3.8. Emergency Preparedness Plan
- 2.3.4. For off-campus community outreach and extension programs, kindly submit the following additional requirements:
- 2.3.4.1.2. Memorandum of Agreement or Understanding or approved communication letter (*whichever is applicable*)
 - 2.3.4.1.1. Community Outreach Form (*From the NSTP Department*)
- 2.3.5. Medical Certificate/Clearance shall be required upon evaluation of the university physician or in accordance to the nature of the activity whether with or without strenuous activities.
- 2.3.6. Once all requirements are completed and the permit(s) is processed, the university will notify the Commission on Higher Education (CHED) **at least 15 days** before the conduct of the off-campus student activity (*CMO 63 s. 2017*).

ARTICLE 6- ADDITIONAL PROVISION ON THE IMPLEMENTATION OF STUDENT ACTIVITIES

1. VIPs, invited guests, and guest speakers invited by student organizations shall be treated with respect befitting their stature.
2. All contracts entered into by student organizations on behalf of the college, department, or university must be submitted to the SAS Office

for prior review and evaluation.

3. Council advisers, department heads, and college deans are responsible for **closely monitoring** the management of their colleges or department's student organizations and activities, as indicated by their endorsement signature.
4. The name of the institution shall not be used, directly or indirectly, in any student activity within and outside the university without: (1) prior endorsement from the concerned college dean, and (2) approval from the SAS Office and the Academic Affairs Office, for and on behalf of the university president.

ARTICLE 7 – STUDENT ORGANIZATIONS' FINANCIAL MANAGEMENT

1. Types of Fund Collection

1.1. Collection for Council Fund

Is conducted per semester to support the regular operations of the college/department student council and fund its initiatives designed to benefit the student body.

1.2. Event Funding Fund Collection

Is conducted to collect funds intended to cover the necessary expenses for specific student activities (i.e., college and/or department days and other initiatives).

1.3. Procurement Fee Fund Collection

Is conducted to purchase items for student use (e.g., organization and department shirts, OJT shirts, pins, etc.)

1.4. Registration Fee Fund Collection

Is conducted to collect registration fees for approved on- and off-campus student activities (e.g., seminars, conferences, workshops, etc.)

1.5. Violation Fee Fund Collection

Is conducted to collect fees as penalties for students who commit violations of college-based policies (e.g., improper wearing of the uniform).

2. Fund Collection Proposal Process

2.1. Official Fund Collection Permit

Any student organization intending to collect funds or solicit financial assistance from students or external entities, for any of the aforementioned purposes, must obtain approval from the SAS Office, with the proper endorsement from their college dean. If the fund collection exceeds 500 PHP, the permit must be signed by the

University President.

2.2. Procedure and Requirements for Fund Collection

2.2.1. Secure and accomplish the Fund Collection Proposal Form from the SAS Office.

2.2.2. Attach all the required documents as specified in the form:

2.2.2.1. Membership Fee Fund Collection

2.2.2.1.1. Letter of Intent

2.2.2.1.2. Signed Minutes of the Meeting

2.2.2.1.3. Signed Cash Control Declaration of Accountability (*from the SAS Office*)

2.2.2.2. Event Funding Fund Collection

2.2.2.2.1. Letter of Intent

2.2.2.2.2. Signed Minutes of the Meeting

2.2.2.2.3. Breakdown of expenses

2.2.2.2.4. Signed Cash Control Declaration of Accountability (*from the SAS Office*)

2.2.2.3. Procurement Fee Fund Collection

2.2.2.3.1. Letter of Intent

2.2.2.3.2. Signed Minutes of the Meeting

2.2.2.3.3. 3 official quotations from suppliers (*signed*), attached with their official business permits

2.2.2.3.4. Signed Cash Control Declaration of Accountability (*from the SAS Office*)

2.2.2.4. Registration Fee Fund Collection

2.2.2.4.1. Letter of Intent

2.2.2.4.2. Signed Minutes of the Meeting

2.2.2.4.3. Breakdown of Expenses (*if the event is organized by the requesting student organization*)

2.2.2.4.4. Official communication letter indicating the registration fee (*if the event is organized by an outside organization*)

2.2.2.4.5. Signed Cash Control Declaration of Accountability (*from the SAS Office*)

2.2.2.5. Violation Fee Fund Collection

2.2.2.5.1. Letter of Intent

2.2.2.5.2. Signed Minutes of the Meeting

2.2.2.5.3. Sample Violation Slip

2.2.2.5.4. Signed Cash Control Declaration of Accountability (*from the SAS Office*)

- 2.3. The organization adviser must evaluate the fund collection proposal and seek approval from the college dean.
- 2.4. The fund collection proposal must be submitted to the SAS Office a minimum of two (2) weeks or 14 days prior to the intended implementation dates (for procurement and violation fees). While fund collection proposals intended for events must be submitted along with the activity proposal within the prescribed time as specified in Article 2 – Student Activity Proposal Process, item 2.2.4.
- 2.5. Upon satisfactorily addressing item 2.4., the endorsement signature by the SAS Office shall be forwarded to the Office of University President for approval, if the fund collection exceeds 500 PHP.
- 2.6. **Submission of proposal does not guarantee approval.** The proposed fund collection may be APPROVED, DISAPPROVED, or MODIFIED. Likewise, the SAS Office reserves the right to limit the duration of the fund collection once approved.
- 2.7. **No fund collection (with or without activity) shall commence without the release of SIGNED OFFICIAL FUND COLLECTION AND ACTIVITY PERMITS.**

3. Post-Fund Collection Requirements

- 3.1. Student organizations are required to submit financial reports, accompanied by supporting documents, after conducting any fund collection activity, to ensure transparency, accountability, and proper management of all collected funds.
- 3.2. The following financial reports duly signed by the same signatories as indicated in the Cash Control Declaration of Accountability must be submitted to the SAS Office following the required timeline:
 - 3.2.1. **Summary of Collection: two (2) days after the stated collection period.**
 - 3.2.2. **Liquidation report with photocopy of receipts: one (1) week after the conduct of the activity.**

3.3. Using e-signatures or signature stamps of any of the signatories is NOT ALLOWED.

Failure to submit the aforementioned documents will result in delays in processing future activity and fund collection proposals. The SAS Office will process any pending proposals only after all

ARTICLE 8 – ETHICAL GUIDELINES AND SANCTIONS FOR MISCONDUCT

Lycean student leaders from both academic and non-academic student organizations, regardless of their position, are entrusted with the responsibility of setting a positive example for their peers and the community within and outside the campus. As bona fide students of Lyceum-Northwestern University, they are expected to uphold the highest standards of decency and accountability, embodying the university's core values: *Excellence, Professionalism, Integrity, Creativity, and Spirituality*.

1. ETHICAL GUIDELINES

- 1.1. Student leaders must exercise responsible and respectful use of media, and avoid engaging in any manner that may cause harm to the reputation of their organization, department/college, or the university.
- 1.2. Student leaders must address organizational conflicts with professionalism, impartiality, and respect. All concerns must be resolved fairly, ensuring that no personal bias will influence any decision or agreement.
- 1.3. Student leaders must manage organizational funds responsibly and ensure that all financial activities are well-documented. All expenditures and balances must be clearly communicated with their constituents.
- 1.4. The organization must present an official fund collection permit to students before initiating any fund collection activity.
- 1.5. Liquidation reports for any fund collection must be posted publicly on the organization's official bulletin board.
- 1.6. Student leaders must communicate clearly and openly with their constituents regarding organizational decisions, updates, and progress on initiatives.

- 1.7. Student leaders must demonstrate integrity in the preparation and submission of all official documents, ensuring that all information is truthful and accurate. There must be no falsified document or forged signatures in any of the documents, whether for the SAS Office or any other university unit.
- 1.8. Student leaders must observe confidentiality at all times. Strict adherence to data privacy policies when handling sensitive information is required.
- 1.9. Student organizations must submit their reports within the prescribed time frame set by the SAS Office.
- 1.10. **No student activities of fund collection initiatives shall commence WITHOUT THE OFFICIAL ACTIVITY AND/OR FUND COLLECTION PERMITS.**

2. SANCTIONS

- 2.1. In reference to Part II – Student Organizations, Article 6 (Student Organizations’ Financial Management), Item 3.3, the organization’s failure to submit the necessary documents will result in delays to their subsequent activity and fund collection proposals.
- 2.2. Continued non-compliance may result in the withholding of final examination permits of the organization’s governor or president, treasurer, and auditor, in accordance with the signed Cash Control Declaration of Accountability.
- 2.3. Any organization found to have violated the aforementioned guidelines or other university policies shall receive notices, each corresponding to a point deduction from the overall score of the current governor/president vying for the College/Department Leadership Award. The following outlines the number of warnings and their corresponding deductions:

1st Notice	-	1 point
2nd Notice	-	3 points
3rd Notice	-	5 points
4th Notice & more	-	Official disqualification from leadership award

- 2.4. In reference to Art. 3 (Student Organizations’ Enlistment and Accreditation) Item 4, student organizations that violate the policies, rules, or regulations of the university and the SAS Office

may have their enlistment or accreditation suspended or revoked at the discretion of the latter.

- 2.5. As stated in PART _ Article _ of the Student Code of Conduct, students found liable of any violation of the university policy, which includes the conduct of student activities and its operational procedures, will be under disciplinary action with a minimum sanction of three (3) days suspension depending on the degree of the offense further elaborated in the student code of conduct.

PART VIII

NON-ACADEMIC DISTINCTIONS FOR GRADUATION



ARTICLE 1- GENERAL GUIDELINES

1. Applicants must be of good moral standing and has not violated the Student Code of Conduct during their stay in the university.
2. Applicants for any of the leadership awards must be cleared by the SAS Office from all required reports (*i.e., liquidation reports*) and/or other documents.

ARTICLE 2- CATEGORIES OF NON-ACADEMIC DISTINCTIONS

1. **DR. FRANCISCO Q. DUQUE PRESIDENTIAL LEADERSHIP EXCELLENCE AWARD:** Highest leadership award given by the Office of the University President to the following individuals for their exemplary performance:

- a. L-NUCSG Central Student Government (L-NUCSG) President
- b. ULNOS Student Publication Editor-in-Chief

Note: Should an applicant be deemed eligible for both the Dr. FQD President Leadership Excellence Award and any of the leadership awards, the latter must be withdrawn in recognition of the higher distinction.

2. **UNIVERSITY LEADERSHIP AWARD:** Awarded to the following former and current L-NUCSG officers for their exceptional service upon completing their terms:

- a. L-NUCSG Vice President/s
- b. L-NUCSG General Secretary/ies
- c. L-NUCSG Cabinet Secretaries

3. **OUTSTANDING CAMPUS JOURNALIST AWARD:** Awarded to ULNOS Staff (excluding the editor-in-chief) who have rendered a minimum of two (2) years of exemplary membership. The following members of the Editorial Board will be automatically endorsed as recipient/s:

- 3.1. Senior Editor
- 3.2. Managing Editor
- 3.3. Copyeditor
- 3.4. News Section Editor
- 3.5. Online Section Editor

3.6. Design Section Editor

4. **CULTURAL AWARD:** Awarded to former and current members of the following organizations under the L-NU Performing Arts Guild, who have rendered a minimum of three (3) years of exemplary membership:
 - 4.1. L-NU Performing Arts Chorale
 - 4.2. L-NU Dance Troupe
 - 4.3. Teatro Francisco
 - 4.4. La Florencia Folkloric Dance Group

5. **OUTSTANDING STUDENT ATHLETE:** Awarded to former and current members of the L-NU Dukes, who have rendered a minimum of three (3) years of exemplary membership in the his/her respective organization.

6. **COLLEGE/DEPARTMENT LEADERSHIP AWARD:** Awarded to former and current college governors and department-level presidents who have successfully met the following criteria:
 - 5.1. Must come from an enlisted student organization
 - 5.2. Must have conducted two (2) major requirements
 - 5.3. College days celebration
 - 5.4. Community outreach/extension
 - 5.5. Must gain at least 25 points in the evaluation of the SAS Office (please refer to the pointing system)

7. **GOLD OUTSTANDING ACHIEVEMENT AWARD:** Awarded to students who were **NATIONAL OR INTERNATIONAL competition placers** or who have made a **remarkable representation** of the university.

8. **SILVER OUTSTANDING ACHIEVEMENT AWARD:** Awarded to students who were **REGIONAL competition placers** or who have made a **remarkable representation** of the university.

9. **BRONZE OUTSTANDING ACHIEVEMENT AWARD:** Awarded to students who were **CITY-WIDE OR PROVINCIAL placers** or who have made a **remarkable representation** of the university.

10. OUTSTANDING RESEARCHER AWARD: Awarded to students whose research demonstrates innovation, impact, and excellence, contributing significantly to their respective field of study and the academe.

Note: The application and selection process must be conducted through the Research and Innovation Management Office (RIMO), in accordance with the established Undergraduate Research Stylebook (URS of our university). Thus, the official list of awardees will be submitted by RIMO to the SAS Office.

11. BEST CLINICIAN AWARD: Awarded to a **Doctor of Dentistry** student who has shown a high standard of practice, compassion, and professionalism in their clinical work.

7.1. ELIGIBILITY:

7.1.1. The applicant must have the highest clinical grade and pre-board grade.

7.1.2. The applicant must gain the majority of the faculty and students' votes.

12. EFFICIENCY/PROFICIENCY IN CLINICAL AREAS: Awarded to students of paramedical courses (i.e., **Doctor of Optometry (OD)**, **Bachelor of Science in Nursing (BSN)**, **Bachelor of Science in Medical Laboratory Science (BSMLS)**, **Bachelor of Science in Pharmacy (BSPharm)**, **Bachelor of Science in Physical Therapy (BSPT)**, and **Bachelor of Science in Radiologic Technology (BSRT)**) who have shown exceptional efficiency, competence, and professionalism in clinical settings.

a. ELIGIBILITY:

i. The applicant must have the highest grade in internship.

ii. The applicant must have a consistent good performance in both practical and oral examinations.

Note: There should only be one (1) applicant per program.

13. BEST IN PRACTICE TEACHING: Award to the **College of Teacher Education** (i.e., **Bachelor of Elementary Education (BEED)**, **Bachelor of Secondary Education (BSED)** and **Bachelor of Physical Education**) students who has shown exceptional dedication and performance in their teaching internship.

a. ELIGIBILITY:

i. The applicant must have the highest grade in internship.

Note: The number of nominees for this award may vary based on the college's recommendation in accordance with the established criteria (see page 4), allowing for one (1) nominee from each major.

14. LOYALTY AWARD: Awarded to students who are enrolled in the university from Grade 1 to college.

ARTICLE 3- REQUIREMENTS

1. DR. FRANCISCO Q. DUQUE PRESIDENTIAL LEADERSHIP EXCELLENCE AWARD

- 1.1. Accomplished Application Form (**L-NU SAS 6-00-00-24**)
- 1.2. Clearance from the Discipline and Security Unit
- 1.3. Duly signed recommendation letter from the L-NUCSG adviser and/or ULNOS technical Adviser

2. UNIVERSITY LEADERSHIP AWARD

- 2.1. Accomplished Application Form (**L-NU SAS 6-00-00-24**)
- 2.2. Clearance from the Discipline and Security Unit
- 2.3. Individual accomplishment report (*in letter size*), to be submitted to the current L-NUCSG president.
- 2.4. Duly signed recommendation letter from the current L-NUCSG president and adviser.

3. OUTSTANDING CAMPUS JOURNALIST AWARD

- 3.1. Accomplished Application Form (**L-NU SAS 6-00-00-24**)
- 3.2. Clearance from the Discipline and Security Unit
- 3.3. Duly signed recommendation letter from ULNOS technical adviser

4. CULTURAL AWARD

- 4.1. Accomplished Application Form (**L-NU SAS 6-00-00-24**)
- 4.2. Clearance from the Discipline and Security Unit
- 4.3. Individual accomplishment report (*in folio size*)
- 4.4. Duly signed recommendation letter from the L-NU Performing Arts Guild Adviser.

5. OUTSTANDING STUDENT-ATHLETE

- 5.1. Accomplished Application Form (**L-NU SAS 6-00-00-24**)
- 5.2. Clearance from the Discipline and Security Unit
- 5.3. Individual accomplishment report (*in folio size*)
- 5.4. Duly signed recommendation letter from the varsity coach.

6. COLLEGE/DEPARTMENT LEADERSHIP AWARD

- 6.1. Accomplished Application Form (L-NU SAS 6-00-00-24)
- 6.2. Clearance from the Discipline and Security Unit
- 6.3. Individual accomplishment report (*in folio size*), signed by the council adviser and college dean containing the following:
 - 6.3.1. Front Page
 - 6.3.2. Table of Contents
 - 6.3.3. Awards/Achievements
 - 6.3.3.1. International
 - 6.3.3.2. National
 - 6.3.3.3. Regional
 - 6.3.3.4. Provincial
 - 6.3.3.5. City/Municipal
 - 6.3.3.6. University-wide
 - 6.3.3.7. Collegiate/Departmental
 - 5.4.4. Events Conducted
 - 5.4.4.1. Community extension/outreach
 - 5.4.4.2. College/department week
 - 5.4.4.3. Other proposed and implemented activities
 - 5.4.5. Professional Development
 - 5.4.5.1. Prior leadership positions
 - 5.4.5.2. Position(s) outside the school, representing the university
 - 5.4.5.3. Seminars, workshops, and/or trainings attended
 - 5.4.5. Succeeding Pages (*must be arranged correspondingly according to the sequence above*)
 - 5.4.5.1. Awards/achievements supporting documents (e.g., certificates, photo of medals, trophies, and photo documentation)
 - 5.4.5.2. Activity and fund collection permits (no need to attach letters), narrative reports and photo documentation of events/projects conducted
 - 5.4.5.3. Proof of prior leadership positions held (e.g., certified organizational chart, oath of office, and certificate from adviser and dean)
 - 5.4.5.4. Certification(s) and documentations of seminars, workshops, and/or trainings attended
 - 5.4.5.5. Optional (for additional points): Recommendation letter from college dean.

6. OUTSTANDING ACHIEVEMENT AWARD

- 6.1. Accomplished Application Form (L-NU SAS 6-00-00-24)

- 6.2. Clearance from the Discipline and Security Unit
- 6.3. Supporting documents of the achievement (e.g., certificates and photos)
- 6.4. Duly signed recommendation letter from the college dean

7. OUTSTANDING RESEARCHER AWARD

- 7.1. Accomplished Application Form (L-NU SAS 6-00-00-24)
- 7.2. Clearance from the Discipline and Security Unit

8. BEST CLINICIAN AWARD

- 8.1. Accomplished Application Form (L-NU SAS 6-00-00-24)
- 8.2. Clearance from the Discipline and Security Unit
- 8.3. Certification of Grades
- 8.4. Duly signed recommendation letter from college dean
- 8.5. Photocopy of supporting documents (e.g., evaluation forms, pre-board grade, certification/s, etc.)

9. EFFICIENCY/PROFICIENCY IN CLINICAL AREAS AWARD

- 9.1. Accomplished Application Form (L-NU SAS 6-00-00-24)
- 9.2. Clearance from the Discipline and Security Unit
- 9.3. Certification of Grades
- 9.4. Duly signed recommendation letter from college dean
- 9.5. Photocopy of supporting documents (e.g., evaluation forms, pre-board grade, certification/s, etc.)

10. BEST IN PRACTICE TEACHING AWARD

- 10.1. Accomplished Application Form (L-NU SAS 6-00-00-24)
- 10.2. Clearance from the Discipline and Security Unit
- 10.3. Certification of Grades
- 10.4. Duly signed recommendation letter from college dean
- 10.5. Photocopy of supporting documents (e.g., evaluation forms, pre-board grade, certification/s etc.)

11. LOYALTY AWARD

- 11.1. Accomplished Application Form (L-NU SAS 6-00-00-24)
- 11.2. Clearance from the Discipline and Security Unit
- 11.3. Duly signed certification/verification from the Registrar's Office.

Note: All applications shall be subject to the evaluation of the Office of the University President through the SAS Office and shall not be construed as a declaration of award. **Application without supporting documents will not be entertained and processed.**

ARTICLE 4- COLLEGE/DEPARTMENT LEADERSHIP AWARD EVALUATION POINTING SYSTEM

1. Awards/Achievement

AWARDS/ACHIEVEMENTS				
SCOPE	POINTS			
	1ST	2ND	3RD	PARTICIPANT
International	5	4	3	2
National	4	3	2	1
Regional	3	2	1	.75
Provincial	2	1	.75	.5
City/Municipal	1	.75	.5	.25
University-wide <i>*Includes individual or college achievement</i>	1	.75	.5	.25
College-based	.75	.50	.25	0

1.1. Special or distinctive awards are equivalent to 1st place.

2. Events Conducted

EVENT	POINTS
Community service (mandatory)	
Community extension	4
Community outreach	2
College/department week <i>*Mandatory for college/department student council</i>	3
Proposed and implemented activities	
University-wide	3
Collegiate	2

3. Professional Development

3.1. Prior Leadership Positions Held

POSITION	POINTS
<i>University Central Student Government (UCSG)</i>	
President	5
Vice President	4
General Secretary	4
Cabinet Secretary	3
<i>University-wide organizations</i>	
EIC/President	4
Vice President	3
Lower Positions	2
<i>College/departmental organizations</i>	
College Governor	2
Department/Club Presidents	2
Lower Positions	1
<i>Positions in organizations outside school (academic-related)</i>	
International	4
National	3
Regional	2
Provincial	1
City/Municipal	.5

3.2. Seminars, Workshops, and/or Trainings Attended

International Exchange Student Program	5
International	3
National	2
Regional	1
Provincial	.75
City/Municipal	.5
University-wide	.25

3.3. Optional

Recommendation letter from college dean	3
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**PART IX
THE UNIVERSITY SUPREME
STUDENT GOVERNMENT (L-NUSSG)**



ARTICLE 1- THE L-NUSSG

The Lyceum-Northwestern University Supreme Student Government (L-NUSSG) is the highest collegial body of the student populace whose purpose is to represent the L-NU studentry in order to meet with the administration serving as spokespersons of the student needs.

L-NUSSG spearheads university-wide student activities, closely working with the Student Affairs and Service in the pursuit of “service; commitment; and inclusivity”.

ARTICLE 2: ORGANIZATION

The L-NUSSG shall be composed of the Executive Body, Legislative Body and Collegiate Councils.;

1. The Executive Body shall be composed of the President, Vice-President, General Secretary and Legislative Body which is composed of twelve (12) Cabinet Members.
2. There Vice President for Student Affairs and Services shall automatically head the L-NUSSG and there shall be an appointed Adviser.

ARTICLE 3: ELECTION AND QUALIFICATIONS.

1. An L-NUSSG Election is held every school year.
2. All elected officers shall take office upon their induction and shall continue holding office until the proclamation of the newly-elected set of the incoming year, unless under probation, expelled or otherwise disqualified. Elected officers must serve for one (1) academic year or until a new set of officers has been elected.
7. The L-NUSSG Adviser will automatically be the Chairman of the Commission on L-NUSSG Elections.
8. In order to run for an office, candidates must be of good moral character, a regular student with no failing grade for the past two (2)

semesters for cabinet secretaries, and no grade lower than 80% with at least 85% GWA for the executive body.

9. For the executive body, only second year (2nd year) students and higher years are allowed to run.
10. The SAS Office requires the following documents in order to file for a candidacy:
 - 10.1. L-NUSSG Application for Candidacy Form (can be obtained from SAS Office)
 - 10.2. Certification of Grades for the past two (2) semesters from the university registrar.
 - 10.3. Clearance from the Discipline and Security Unit.
 - 10.4. Two (2) pieces of 2X2 pictures.

ARTICLE 4. BENEFITS

1. The L-NUSSG Executive Body and Cabinet Secretaries are entitled to 100% free tuition fee.
2. In case that an officer has another scholarship grant, the Assessment Office will acknowledge whichever the highest percentage is.
3. All University Central Student Government officers with P.E. and NSTP Subjects will be exempted and receive at least 85%-95% per semester depending on their performance.
4. L-NUSSG officers who completed the duration of their terms are entitled for a non-academic award under the criteria of PART VIII Section 1 and 2 of this student handbook.

ARTICLE 5. CONSTITUTION AND BYLAWS

All operating guidelines, provisions, and existing policies governing the L-NUSSG are collated under the Constitution and Bylaws revised 2025 as of this date.

The Constitution and Bylaws may be amended by the elected officers with due approval of the adviser, SAS Vice President, the University Internal Auditor for amendments concerning budget, and the University President for final approval.



ARTICLE 1 – ULNOS

ULNOS is the official student publication of Lyceum-Northwestern University (L-NU). “ULNOS” is derived from the Pangasinan word for “sprout,” chosen to represent the growth of potential within a Lycean into a dynamic being who possesses immense capabilities. “Honest, Accurate, and Fearless,” the motto of ULNOS, is tempered by the desire to bring about the truth in an engaging, empowering manner whilst tackling critical issues.

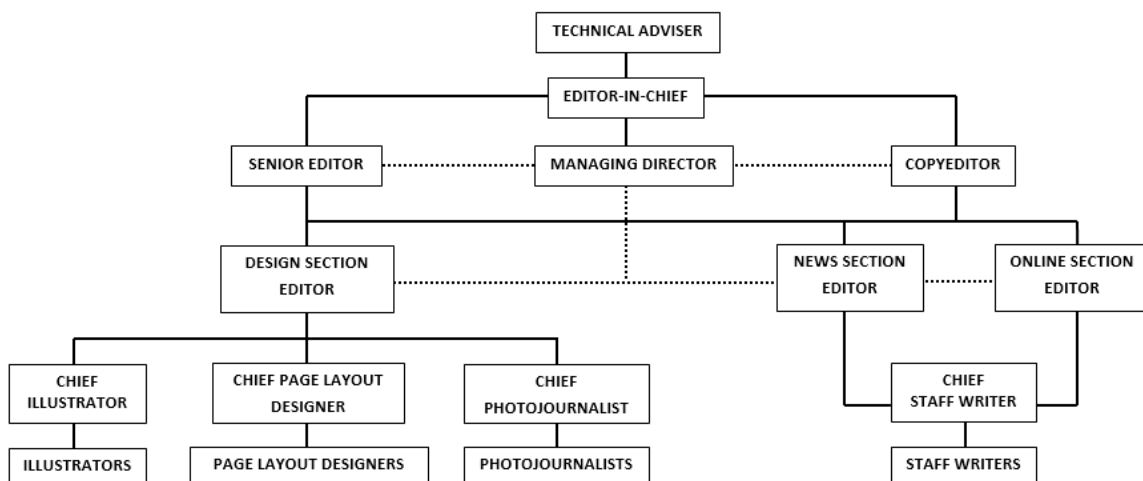
ARTICLE 2 – AIMS AND PURPOSES

Established in the year 1978 by then-Director of Student Affairs Dr. Rex Catubig, ULNOS aims to create a publication that would represent the university and inform the students of the happenings on and off the campus.

Guided by the vision of establishing a student publication that serves as an outstanding representation of L-NU’s core values and become an avenue for creative growth and character development, ULNOS is driven towards a purpose of publishing credible and ethical materials for Lyceans and produce campus journalists who embody excellence, professionalism, integrity, creativity, and spirituality.

ARTICLE 3 – THE EDITORIAL BOARD AND PUBLICATION STAFF

1. Organizational Chart



2. Eligibility. The Editorial board and publication staff to be eligible and proceed with the screening process must be officially enrolled with the following academic requirements:

- 2.1. The Editor-in-chief must have at least 85% GWA and no grades lower than 80.
- 2.2. For the rest of the editorial board and staff, a minimum of 80 GWA with no failing grade is required.

ARTICLE 4 – RIGHTS OF THE STUDENT PUBLICATION STAFF

Students belonging to the Editorial Board of the student publication are given the privilege to be officially excused from their classes in lieu of field coverage on events. Staff members are also granted the Dr. Francisco Q. Duque Leadership Scholarship discount appropriate to their stations and performance, as stated on the paragraph 2.5, Article 2, PART IV of the student handbook, along with the exemptions from their PE and NSTP subjects.

ARTICLE 5 – RESPONSIBILITIES OF THE STUDENT PUBLICATION

Each ULNOS staff member is expected to contribute to the student publication to the best of their abilities, bringing timely news and relevant information within and outside the campus to the L-NU community in an honest, accurate, and fearless manner. Failure to prioritize their academics and obligations to the student publication will result to disciplinary action and forfeiture of privileges (i.e., scholarship and other benefits).

ARTICLE 6 – SERVICES OF THE STUDENT PUBLICATION

The ULNOS Student Publication is tasked to procure two (2) mass-production outputs per academic year. In line with the mission and vision, the publications shall aim to bring timely, relevant news and information to the L-NU community.

ARTICLE 7 – SELECTION OF STAFF

The selection of staff for the ULNOS Student Publication is facilitated by the Editorial Board with the final approval of the Technical Adviser. Candidates are evaluated through a combination of skill-based exams and formal interviews to ensure that aspirants possess the necessary qualifications.

ARTICLE 8 – SCHOLARSHIP

Members of the Editorial Board are granted tuition fee discounts in accordance with their specific role. Staff members are also eligible for the same privilege; however, they must complete a minimum of six months of services with the publication before they can be eligible for the discount.

ARTICLE 8 – OUTSTANDING CAMPUS JOURNALIST

This award is given to graduating member/s of ULNOS that stayed in the organization for a minimum of two (2) straight years and have met the set criteria.

1.1. Criteria:

- 1.1.1. Maintained a grade of 80 above in all of his/her subjects and has no DRP or INC status.
- 7.1.1.2. Regularly contributes to the biannual newspaper issue, online content, and literary folio.
- 7.1.1.3. Participated in local and national conferences and competition for campus journalists.
- 7.1.1.4. No existing record of misconduct, insubordination, and other offenses (refer to the ULNOS Constitution and By-Laws).

7.2. Special Consideration

- All current graduating member/s with higher positions (excluding the Editor-in-Chief); *Senior Editor, Managing Director, Copyeditor, News Section Editor, Online Section Editor, and Design Section Editor* in the Editorial Board will be automatically endorsed as recipient/s.



ARTICLE 1- THE L-NU PERFORMING ARTS GUILD

Lyceum-Northwestern University acknowledges and empower talents in the university. Privileges per approved Constitution and Bylaws with assumed responsibilities are given to qualified members of the cultural groups as representatives of the institution in the culture and the arts. L-NU Performing Arts Guild is composed of the following groups:

1. **L-NU Dance Troupe** is the official dance troupe of the University to showcase but not limited to urban and modern dance.
2. **L-NU Chorale** is the official choir group of the university in support to potential individuals among the students in the art of singing.
3. **Francisco Theater and Films** is the official theater group of L-NU composed of excellent student actors able to take roles in stage and on-screen performances.
4. **La Florencia Folkloric Dance Group** is the official dance group performing but not limited Filipino traditional folk dances.

ARTICLE 2- RIGHTS OF THE PERFORMING STUDENT ARTISTS

1. Official members of the Performing Arts of the University are given the privilege to be officially excused from their classes in lieu of performances thru SAS Office consent.
2. All members are granted the Cultural Scholarship with 100% tuition fee discount and free miscellaneous fees or the remaining dues of the student artists after deduction of a subsidy.
3. Exemptions from their PE and NSTP subjects in exchange to service rendered to the Performing Arts Guild.
4. The artists are entitled to benefits in accordance to the L-NU Performing Arts constitution, bylaws, protocols, and procedures in consent for approval of the University President.

ARTICLE 3- RESPONSIBILITIES OF THE STUDENT ARTISTS

1. **Contract.** All student-artists after passing the screening and auditions must enter into a one (1) year contract with the university in order to enjoy the benefits. Failure to meet its terms and conditions will result to retracting the benefits that was already credited.
2. A student artist must maintain no failing grade in his/her academic standing in order to sustain her guild membership.
3. Every performing artist is expected to abide to the organization's policies and perform to the best of their ability, carry in manner within or outside duty the values promoted in the institution, and personally excel in both academic and skill or talent.
4. Failure to comply with the said obligations may result to disciplinary action or further the institution may revoke the membership and benefits of the student-artist.
5. The L-NU Performing Arts Guild Adviser shall oversee the management, operations, and maintain quality performances on the group supervised by the Vice President of Student Affairs and Services.

ARTICLE 4- CULTURAL AWARDEE

Student-artists who have successfully sustained membership or contract for three (3) consecutive years will be eligible for a "Cultural Award" during their graduation rites. The student-artist must apply for the award and performance during his/her stay in the organization will be evaluated before being approved.



ARTICLE 1- THE L-NU DUKES

L-NU Dukes is the official University Varsity Team entitled to represent the school to leagues and competitions. L-NU Dukes is composed of:

1. Basketball
2. Volleyball Men
3. Volleyball Women
4. Chess
5. Karate-Do
6. Swimming
7. E-Sports
8. Lawn Tennis
9. Arnis

ARTICLE 2- RIGHTS AND RESPONSIBILITIES OF THE STUDENT ATHLETES

1. **Contract.** All student-athletes after passing the tryouts must enter into a one (1) year contract with the university in order to enjoy the benefits. Failure to meet its terms in conditions will result to retracting the benefits that was already credited.
2. **Benefits.**
 - 2.1. Student-athletes are entitled to scholarships of 25%-100% tuition fee discount and/or free miscellaneous fee subject to evaluation and approval of the management and L-NU administration.
 - 2.2. Student-athletes may also be exempted from their PE and NSTP subjects given that the time allotted for the subjects will be converted to their service and training to their sports team.
3. A student-athlete must have no more than one (1) failing grade in his/her academic standing in order to sustain his/her varsity membership.
4. Every student-athlete is expected to abide to the organization's policies and perform to the best of their ability, carry in manner within or outside duty the values promoted in the institution, and personally excel in both academic and skill or talent.

5. Failure to comply with the said obligations may result to disciplinary action or further the institution may revoke the membership and benefits of the student-artist.

ARTICLE 3- OUTSTANDING STUDENT-ATHLETE

Student-athletes who have successfully sustained membership or contract for three (3) consecutive years will be eligible for the “Outstanding Student-Athlete Award” during their graduation rites. The student-artist must apply for the award and performance during his/her stay in the organization will be evaluated before being approved.

**PART XIII
STUDENT CODE OF CONDUCT**



ARTICLE 1 – GENERAL RULES ON CONDUCT

As a general rule, behavior of students outside the campus shall not be covered by the provisions below. However, misconduct committed by students outside the campus while wearing the school uniform and/or ID which is prejudicial to the institution’s reputation shall serve as an exemption and shall be dealt with accordingly following the provisions of this Code, in the act, wears any tangible evidence (e.g., school uniform and/or ID) that directly identifies them to the university. This shall also be true for misconduct committed while on OJT (on-the-job-training), Clinical Duty, Internship or other similar cases.

1. A Lycean shall at all times follow established rules and guidelines set by the University and embodied in the L-NU issued Student Handbook.
2. A Lycean shall always maintain and uphold personal and academic integrity.
3. A Lycean shall at all times be accountable for his/her actions and behavior inside and outside the University Campus.
4. A Lycean shall always maintain proper hygiene and follow appropriate dress code and uniform policy set by the University and embodied in the L-NU issued Student Handbook.
5. A Lycean shall never at all times interfere with the conduct of learning and in the teaching process inside and outside the University campus.
6. A Lycean shall at all times observe and manifest utmost respect to the rights and property owned by himself/herself, the Administration, Faculty and Non-teaching Personnel, and other Lyceans in the University community.
7. A Lycean shall at all times behave responsibly in the use of communication and information technology, especially engaging in any action that may impact on the privacy, dignity, and/or rights of the University, the Administration, Faculty and Non-teaching Personnel,

and other Lyceans in the University community, including themselves.

8. A Lycean shall always develop and use pacified methods and skills in resolving conflicts.
9. A Lycean shall never at all times engage or in any manner participate in morally degrading and unlawful activities inside and outside the University campus.
10. A Lycean shall never at all times engage in deviant acts that tends to expose himself/herself or other Lyceans, Administration, Faculty and Non-Teaching Personnel, including other persons in the University community to imminent risk, danger, and bodily harm or injury.
11. A Lycean shall never at all times engage in bullying or use threats and/or intimidation against other Lyceans, the Administration, Faculty and Non-Teaching Personnel in the University community.
12. A Lycean shall never at all times carry, bring, use, smuggle, or possess any type of weapons and the like including toxic chemicals and substances to be used as a weapon and for any/other unauthorized purposes inside university campus.
13. A Lycean must uphold the university's core

ARTICLE 2 – CAMPUS AND CLASSROOM CONDUCT

1. Students shall refrain from using foul, obscene, profane, and derogatory language and expressions, as well as engaging in acts that are disrespectful, vulgar, and indecent or which may lead or tend to cause outright vexation of other Lyceans, the Administration, Faculty and Non-Teaching Personnel in the University community.
2. Students shall refrain from making any unnecessary noise and causing loud commotions of any kind in areas where classrooms are located including the different administrative and department offices, laboratory and the library and learning resource center.

3. Students shall refrain from leaving the classroom hall without valid reason or permission from the Class Instructor.
4. Students shall be responsible for the actions and behavior of their visitors/guests while inside the University campus.
5. Students shall never at all times participate, engage, or commit acts that may cause or tend to cause embarrassment to the University, or cast dishonor upon it, or tarnish and besmirch its reputation and goodwill inside or outside University campus.
6. Students must at all times show courtesy and respect towards their instructors.
7. Students must at all times rise up/ stand when called upon to recite or when raising a question or any kind of inquiry addressed towards their instructors.
8. Students must not at all times engage in cheating or in any of its form by himself/herself or alongside other students during scheduled academic testing and periodic examinations. They may leave the classroom on such occasion only upon the permission given by the instructor.
9. Students must use restrooms according to their biological sex.

ARTICLE 3 – ID POLICY

1. Student IDs are valid for one (1) academic year only from its issuance.
2. IDs of dropped and transferred students are no longer valid nor can be used for entry.
3. Every student must wear their official and current identification card before they can enter the university premises.
4. Students whose IDs in process shall be required to present their official enrollment load whenever required.
5. Nameplates are not allowed in the absence of the officially-issued student IDs.

6. IDs not worn inside the classroom or campus shall be confiscated and deposited to the Discipline and Security Unit of the Office of Student Affairs and Services for retrieval.
7. Visitors shall be allowed entry to the university only upon securing a Visitor's Pass to be issued by the attending security personnel at the main entrance of the campus.
8. Entry into the university campus using fake or tampered identification cards

ARTICLE 4 - APPROPRIATE CLOTHING

1. Every Lycean shall at all times observe and wear clothing that adheres to proper dress code in line with the accepted norms of neatness, decency, and prestige envisioned by the University.
2. Clothing shall cover all private parts of the body; to include the midriff and back. (For women).
3. Clothing shall be appropriate in length, hemlines not shorter than mid-thigh for shirts and skirts. (For women).
4. Clothing shall properly fit the body and does not expose any part of the undergarments.
5. Clothing shall be free of excessive holes, rips, and tattered/tears that expose private areas of the body and undergarments.
6. University shirts or official organization shirts can be worn during wash day (Friday) and/or during extra-curricular activity set by the University, the college or the department concerned.
7. Clothing paraphernalia, jewelry and accessories with vulgar or offensive messages or pictures, with reference to suggestive sexual acts, drugs, alcohol, gangs, or are obscene or profane, hateful or disruptive to the learning are not allowed inside the university campus.
8. Earrings, body piercings of any kind including the use of tattered clothes/ pants are not allowed inside the University campus. (For men).

9. Cross dressing is not allowed inside the University campus on regular school days and during university events such as honors program, graduation ceremonies including yearbook and other school official photo and other documents required, and the likes except co-curricular and extra-curricular activities.
10. Wearing of slippers (except on special cases) and walking barefoot inside the University campus are not allowed.

ARTICLE 5 – UNIFORM POLICY

1. Lyceum-Northwestern University follows the “NO UNIFORM, NO ADMISSION” policy inside the classroom.
2. Male and female students are required to wear the prescribed uniform within the university premises. Likewise, students are required to wear decent clothes on Fridays or Saturdays, whenever entering the campus.
3. Certificate of Exemption from the university dress code, only with valid reason, shall be secured from the Office of Student Affairs and Services or from any person/office designated by the university president for this purpose. Valid reasons include mourning, pregnancy, recovery from injuries, and the like.

ARTICLE 6 – NO SMOKING POLICY

Lyceum-Northwestern University is an eco-friendly no-smoking zone. In adherence to R.A. 8749 or the Philippine Clean Air Act of 1999 and E.O. No. 26 S. 2017, all types of smoking, including cigarettes or e-cigars such as ‘vape’ are prohibited inside the campus. This provision covers the students, faculty and non-teaching personnel. Including visitors.

ARTICLE 7 – CAMPUS TRAFFIC MANAGEMENT

The L-NU has designated parking spaces inside the campus. Students and employees with vehicular services are obliged to observe necessary rules on traffic management so as to maintain order in the campus.

1. **Speed Limit.** Always maintain a speed limit mark of 10kph whenever inside the campus.

2. **NO VEHICLE PASS, NO ENTRY POLICY.**

2.1. Only L-NU Students and employees are allowed to apply for a “**vehicle pass compliance stub**”. The stub can be claimed at the Discipline and Security Unit (DSU) by submitting the following requirements:

2.1.1. Driver’s License

2.1.2. Student/Employee ID

2.1.3. Clear photos of the car in four different angles and with visible plate number.

2.2. Any type of vehicle may be issued a vehicle pass provided they comply with all the requirements set forth by the University.

2.3. The vehicle pass is not transferable. Students with several vehicles to use in entering the campus must have to be secured with a different car pass. Vehicle pass must be secured by the car owner from the book store.

2.4. Temporary vehicle pass for visitors may be secured from the guard assigned at the vehicle entrance gate.

2.5. For overnight parking, student/employees must write a letter and get a permit from the Discipline and Security Unit (DSU).

3. **FETHCERS CARD.** This card is released to those who drop off and fetch students/employees inside the university. To secure a fetcher’s card, the parent or student must submit the following:

3.1. If the fetcher is not the parent/guardian, a notarized authorization letter authorizing a certain driver and vehicle to fetch their child/ward must be submitted attached with ID of both the parent/guardian.

3.2. Driver’s License

3.3. Student/Employee ID

3.4. Clear photos of the car in four different angles and with visible plate number.

4. Blowing of horns, smoke belching and wheel screeching, are not allowed inside the university campus.

5. Wheel screeching or the “jack-rabbit way” of driving those results to harsh and piercing sound brought by acceleration is also prohibited.

6. Indiscriminate revving for motorcycles inside the university campus is strictly prohibited.

7. **Vehicle Stereo.** The volume of car stereos should be minimal so as not to disturb and alarm classes as well as students who opt to study in the parking area.
8. **Parking.** The driver must see to it that the manner of parking should not cause traffic. Park at the designated parking area. Drivers must observe campus traffic rules and signage.

ARTICLE 8 – DEGREES OF DISCIPLINE

The following degrees of discipline applies to cases that reach the Student Board of Discipline:

1. **Warning.** Notice to the student that REPETITION or ACCUMULATION of the above-specified violations will lead to a major disciplinary sanction.
2. **Student Misconduct Notice.** Written notice mailed to parents stating the violation/s committed by their child/children.
3. **Reprimand.** Application of severe form of formal rebuke from a person in authority which may be verbal or written.
4. **Campus Community Service.** Requires student/s found to have committed a violation, offense, or misconduct embodied in this code to render campus community service, depending on the degree of the offense, in the Community Extension Department and partake in a community outreach program. A proof of completion of the campus community service shall be submitted to the disciplinary committee.
5. **Restitution.** Reimbursement for damage to or misappropriate use of property of the school, students or school employees, and university guests/visitors. Depending on the damage/s made, a reimbursement may take in the form of rendering repair or compensation.
6. **Preventive Suspension.** Not a penalty but a deterrent to the disruption of normal school operations (or threat to lives of and property) that may be caused by the continued presence of a student offender on campus.
7. **Corrective Suspension.** Prevents a student from attending classes and taking any examination, quiz, and graded recitation given during the specified period.

8. **Exclusion.** Penalty to remove a student from the university rolls. The student is excluded during the same academic year or term they are found at fault of a serious breach of university rules.
9. **Expulsion.** Extreme administrative sanction debarring offending students from all public or private schools in the Philippines. Such sanction applied is subject to the Commission on Higher Education's (CHED) approval.

ARTICLE 9 – MINOR OFFENSES

The following misdemeanors shall be cause for a disciplinary action considered minor in nature:

1. **Public display of affection (PDA).** Lewd and/or inappropriate public displays of affection such as kissing, inappropriate touching, and the like. Students shall avoid the following:
 - 1.1. Expression of love/feelings in any form (giving of flowers or gifts, public proposals or announcements of feelings) during class hours and/or events or activities in expressing their love and affection in any form.
 - 1.2. Engaging in prolonged kissing (lips to lips), hugging, and or caressing.
 - 1.3. Pelvic contact, including but not limited to, full body hugs and sitting or lying on laps.
 - 1.4. Becoming physically entangled.
 - 1.5. Entering into horseplay involving wrestling or rolling on the ground.
2. **Unauthorized presence in or unauthorized use of university property, facility, or resources.**
3. **Littering.** Improper disposal of any waste material, garbage, or rubbish, including but not limited to food, food wrappers, paper, cans, bottles, ashes, or discarded debris.
4. **Abusive behavior or discourtesy towards university officials, faculty members, and other school personnel** such as but are not limited to crumpling and/or tearing pages as a sign of anger before school officials, faculty members and other school personnel; shouting or name-calling, as well as stamping of feet as an expression of anger

or ill-feeling against persons.

5. **All forms of dishonesty.** Includes but are not limited to cheating during examinations, quizzes, and assignments; plagiarism, fabrication/forgery; and facilitating academic dishonesty.
6. **Interfering with university disciplinary processes.** Includes withholding or providing false information, tampering with evidence, and the inducement of another to commit the same acts.
7. **Non-compliance with other university rules and regulations set by other colleges/departments/offices.**
8. **Non-compliance with the on-campus and off campus conduct of activities policies stipulated in this handbook** (Refer to *PART VI ORGANIZATIONS, ACTIVITIES, AND OPERATIONAL PROCEDURES*)
9. **Posting, distributing, or disseminating of notices, posters, leaflets, broadsheets, questionnaires, streamers, surveys, or similar materials without proper endorsement and approval of the designated authorities.**
10. **Removing and/or defacing legally posted signs and notices.**
11. **Classroom misconduct.** (Refer to *Part XI, Article 2*)
12. Non-wearing of the following of **Official university ID** (Refer to *Part XI, Article 3*)
13. Non-wearing of **Prescribed university uniform** (Refer to *Part XI, Article 5*).
14. **Inappropriate clothing.** (Refer to *Part XI, Article 4*)
15. **Smoking within university premises.** (Refer to *Part XI, Article 6*)
16. **Campus traffic/vehicle misconduct.** (Refer to *Part XI, Article 7*)

ARTICLE 10- MAJOR OFFENSES

1. **Drunkennes or Liquor Intoxication-** Possession, use, distribution of alcohol inside university campus including entry into the University campus while intoxicated or under the influence of alcoholic drinks or beverages.

2. **Engaging in any type or form of gambling and wagering inside the University campus.**
3. **Willfully causing damage to university properties** by way of uprooting plants, vandalism on walls black/white boards, seats, tables, fences; breaking of window panes; destroying chairs, tables, and similar property; writing on school books or tearing pages from the same; removing door knobs, bulbs, and other fixtures; tampering with locks of cabinets and doors and other similar acts.
4. **Willfully causing damage to visitors', another student or school personnel's property.**
5. **Obstruction of university affairs, events, and activities.**
6. **Hooliganism or rough and quarrelsome behavior inside the campus.**
7. **Willfully causing damage to university properties** by way of uprooting plants, vandalism on walls, boards, seats, tables, and fences; breaking of window panes; destroying chairs, tables, and similar property; writing on school books or tearing pages from the same; removing door knobs, bulbs, and other fixtures; tampering with locks of cabinets and doors, as well as other similar acts.
8. **Photo or video voyeurism.** Taking photo or video coverage with intent/malice of a person or group of persons performing sexual act or any similar activity; capturing an image of the private area of a person or persons without the latter's knowledge or consent. To take photos; to copy or reproduce; to sell or cause to sell; to distribute or to cause to distribute; to publish, post or broadcast; to cause to be published or broadcast are prohibited. (R.A. 9995 Anti Photo and Video Voyeurism Act of 2009).
9. **Possession, use, exhibit, and distribution of obscene pornographic materials through person to person or electronically using cellphones or other gadgets.** (R.A. 9995 Anti Photo and Video Voyeurism Act of 2009/R.A. 11930 Anti Child Pornography Act of 2009)
10. **Catcalling, name-calling, labeling, and the use of inappropriate remarks of derogatory or sexual nature tend to harass female students, school officials, faculty, and non-teaching personnel**

inside the university. (R.A. 11313 Safe Spaces Act of 2013)

11. **Sexual/Sensual Conduct.** Engaging in indecent, immoral or obscene conduct within the university such as engaging in sexual act or acts leading thereto, exhibitionism or indecent exposure.
12. **Extortion such as blackmailing of students, demanding money or exacting bribes.**
13. **Involvement in scandals detrimental to the university's reputation.** Any disgraceful, shameful, or degrading acts or conduct that offends the moral sensibilities of the university or the general public.
14. **Grave threats or physical assault.** Physical assault and/or grave threats to students, faculty members, as well as university authorities and personnel.
15. **Possession, use, and distribution of prohibited drugs, drug paraphernalia, and other dangerous narcotic substances inside but not limited to the university, including entry into the campus while under the influence of drugs.** (R.A. 9165 Comprehensive Dangerous Drugs Act of 2009)
16. **Possession, concealment, and use of weapons of any type and kind, as well as dangerous instruments, explosive devices, toxic chemicals, and substances unless specifically authorized by university officials concerned.**
17. **Theft, robbery, illegal use of funds, extortions, or bribery.**
18. **Coercion and recruitment of students to enlist as members of non-recognized school, organizations, gangs, fraternities, and sororities.**
19. **Hazing activities.** Causing bodily harm on students as part of the initiation rites in any university organization (making students run or squat under the sun to the point of exhaustion; inflicting physical injuries such as burning the skin with cigarette butts; pricking the skin with sharp objects and the like; boxing another's abdomen or any parts of the body; and paddling.) (R.A. 11053 Anti-Hazing Act of 2018)

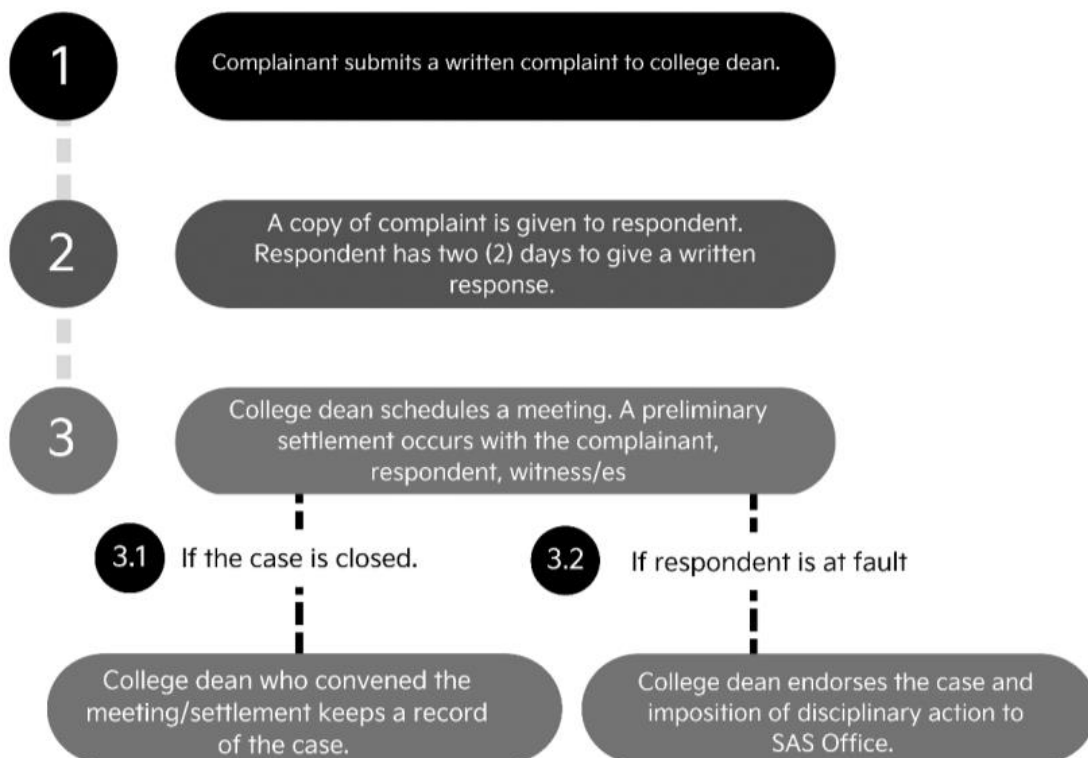
20. **Bullying.** Includes teasing, name-calling, taunting, ridiculing, or any other forms of verbal abuse; vandalizing or hiding belongings; spreading rumors; picking on someone's physical appearance, religion, or beliefs; purposely excluding someone from activities or group work; or any other similar acts of the same level such as threatening, intimidating, provoking or coercing any member of the university community. (Violation to any provisions of R.A. 10627 Anti Bullying Act and Anti-Cyber-Bullying Act and R.A. 10175 Cybercrime Prevention Act of 2012)
21. **Involvement or participation in any form of harassment** as defined in the following: DepEd Order No. 40 S. 2012 (DepEd Child Protection Policy), R.A. 7877 (Anti Sexual Harassment Act of 1995), and R.A. 11313 (Safe Spaces Act of 2013), excluding acts that are sexual in nature.
22. **Open refusal to accept corrective and disciplinary measures.** Violating the terms of a sanction imposed for violation of the student code of conduct, university policies, as well as other rules and regulations.
23. **Unauthorized access to, disclosure of, or use of any university documents, files, records, or identification including but are not limited to electronic software, data, and records.** (R.A. 10173 Data Privacy Act of 2012)
24. **Hacking.** Unauthorized access or intrusion to university data systems or computer units.
25. **Drunkenness or liquor intoxication.** Possession, use, and distribution of alcohol inside the university, including entry of a student into the university while intoxicated or under the influence of alcoholic drinks or beverages.
26. **Gambling.** Engaging in any type or form of gambling and wagering inside the university. Likewise, gambling paraphernalia such as but are limited to playing cards are prohibited.
27. **Multiple minor offenses (on the 3rd count).**



ARTICLE 1- GRIEVANCE PROCEDURE

The Office of Student Affairs and Services (SAS), through the Discipline and Security Unit and the deans/heads of the different colleges/colleges, is mandated to monitor the students’ campus and classroom behavior in order to foster a peaceful and conducive learning environment in the university. SAS follows the procedure stated below in dealing with student disciplinary concerns brought to the office.

1. All kinds of complaints involving any incidence of the violation of the established Student Code of Conduct under PART XI of this L-NU Student Handbook that are **MINOR IN NATURE**, which involve students and faculty members, shall be set for scheduled primary meetings between parties involved, and as much as practicable, be settled before the dean of the college where they belong. Such complaints shall be dealt with accordingly as follows:

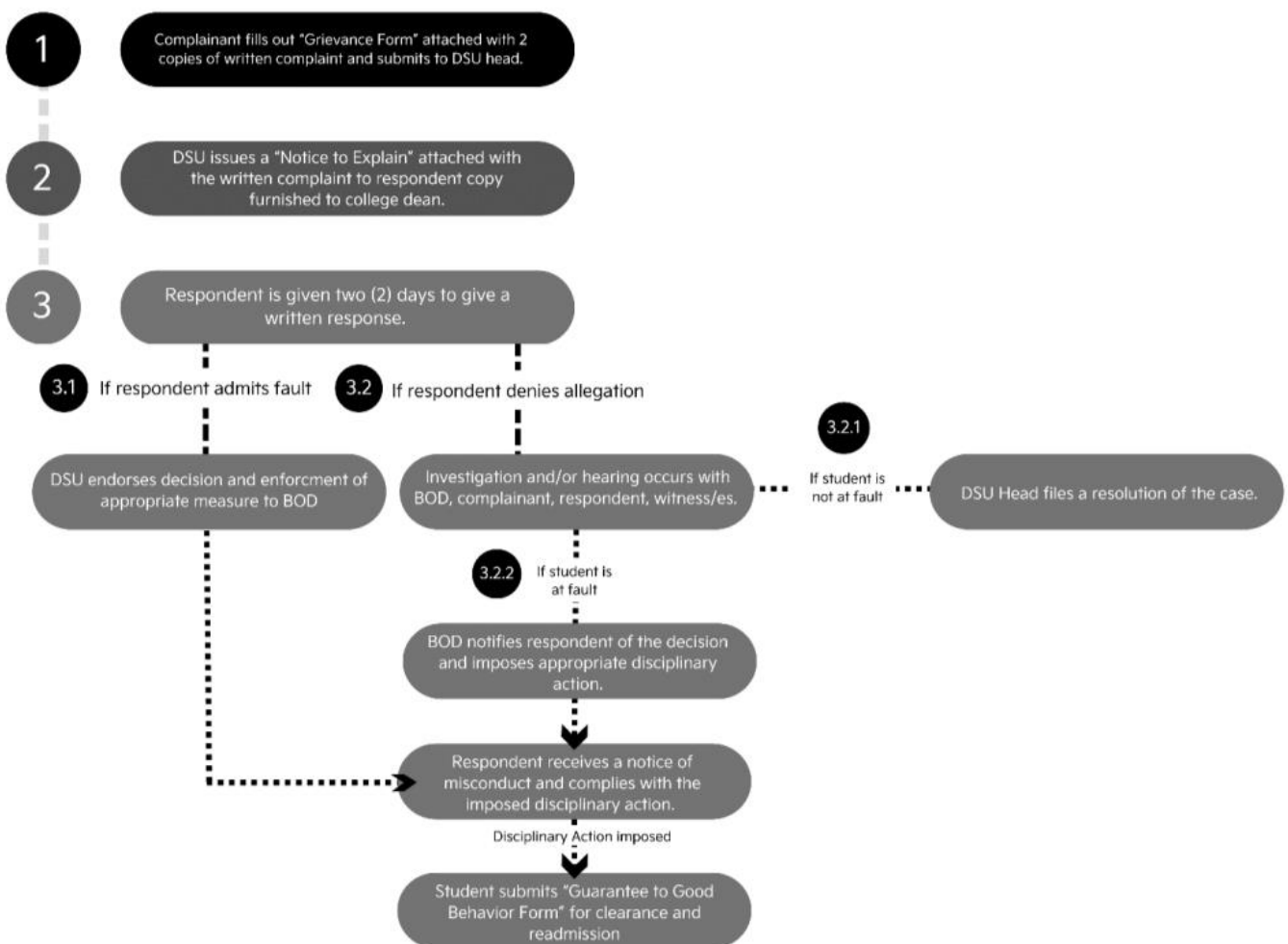


- 1.1. The complainant (student or employee) shall submit a written complaint containing a narrative of the incident along with evidence to the college dean. A copy of the complaint shall be furnished to the respondent.
- 1.2. The respondent shall be given a maximum of two (2) days to provide a written response to the filed complaint against him/her/them, to be submitted to the college dean. A copy of the response shall be furnished to the complainant. Failure to do so would signify waive of their right to answer the charges made against them, and proper proceedings will be instituted.
- 1.3. In case there is no response within 48 hours, the respondent will be given two (2) more notices every 48 hours to provide the response. If the respondent fails to comply, the case will then be escalated to the Student Board of Discipline.
- 1.4. A preliminary settlement shall be scheduled upon completion of the complaint and response, in the presence of the parties involved and the investigatory committee for minor offenses. The parties involved in the primary meeting may bring along their respective witnesses to shed light on the matter of the conflict being settled.
- 1.5. If the respondent is proven at fault, the dean, as the head of the investigatory committee, shall endorse the case and the imposition of disciplinary action to the SAS Office. BOD shall evaluate if affirmative disciplinary action is necessary and identify appropriate degree of discipline.
- 1.6. The respondent will receive a notice of misconduct and shall comply with the imposed disciplinary action.
- 1.7. The respondent shall comply with the disciplinary action and submits "Guarantee to Good Behavior Form" to SAS Office and College Dean for clearance and readmission.

- 1.8. The college dean who convened the primary meeting for settlement whether endorsed for disciplinary action or case is closed shall keep a record of the case in a log book.

NOTE: The role of the college dean is limited to advisory and counseling purposes only, without prejudice to the rights of the parties involved to file a grievance with the SAS Discipline Board. If no amicable settlement is reached after the scheduled primary meeting, the aggrieved student may proceed to file a grievance before the SAS Office.

2. All kinds of complaints involving any incidence of violation to the established Student Code of Conduct under PART IX of this L-NU Student Handbook that are **MAJOR IN NATURE**, and involve students, shall be set for an investigation by the Student Board of Discipline (BOD).



- 2.1. The complainant (student or employee) shall fill out “Grievance form” attached with a written complaint containing a narrative of the incident along with evidence to the head of discipline and security.
- 2.2. In the instance that the head of the discipline and security finds probable cause to pursue the filed complaint, he shall send a “notice to explain” to the respondent along with the written complaint copy furnished to the college dean.
- 2.3. The respondent shall be given two (2) working days to submit a written response to the head of the discipline and security unit. Copies of the response shall be furnished to the complainant and the dean involved.
- 2.4. In the instance of admission of guilt by the respondent over the act subject of the complaint filed, the head of the discipline and security unit shall proceed with the endorsement for decision and enforcement of the appropriate measure with the BOD.
- 2.5. If case requires, a HEARING shall be scheduled upon completion of the complaint and the response in the presence of the parties involved and the BOD. The parties involved may bring along their respective witnesses to shed light on the matter of the conflict to be settled.
- 2.6. After hearing the case, the student shall be notified in writing of the decision made by the BOD after investigation and preliminary settlement, copy furnished to the dean.
 - 2.6.1. If the respondent is proven at fault, the BOD shall determine the appropriate degree of discipline and impose proper disciplinary action as stated in this student handbook.
 - 2.6.2. If the student wishes to make an appeal, they shall do so within 10 days upon receipt of the decision. Failure to make an appeal within the

prescribed period shall make the decision final and executable.

- 2.7. The respondent shall comply with the disciplinary action and submits “Guarantee to Good Behavior Form” to SAS Office and College Dean for clearance and readmission. This form is necessary for the future release of Certificate of Good Moral Character.

ARTICLE 2 – BOARD OF DISCIPLINE

The Board of Discipline (BOD) shall be convened whenever there is a case to be heard.

1. Composition

The Board of Discipline (BOD) composed of: (1) Vice President for Student Affairs and Services (Chairman); (2) Head of Discipline Unit (Co-Chair); (3) identified members per approved communication dated September 4, 2023 with regards to the ‘new composition of the disciplinary board’; (4) one (1) representative from the University Central Student Government (UCSG); (5) dean/s of the students involved; and (6) legal counsel (as needed). Faculty, students, and other school officials named above who are directly involved in the case may not serve on the committee. In this case, the SAS vice president shall select a substitute committee member.

2. Responsibilities and Powers

- 2.1. To define the procedures to be followed in the conduct of the hearing.
- 2.2. To summon witnesses, as well as invite persons in authority to assist in concluding the case.
- 2.3. To have access to all information relevant to the case.
- 2.4. To uphold the right to due process of the student as subject of the complaint.
- 2.5. To submit all records (i.e., evidence, copy of the complaint, attachments, pleadings, decision, transcripts of the hearing, and similar documents) to the Office of

Student Affairs and Services after the conduct of the hearing.

- 2.6. To preserve the confidentiality of the investigation and as much as possible protect the privacy of all parties involved.
3. Grievance or complaint against a faculty member, employee, or other school personnel shall follow procedures stipulated in the L-NU Faculty Code of Discipline or Non-Teaching Personnel Code of Discipline.

ARTICLE 3 – APPEAL PROCESS

1. An appeal may be made to the university president through the Office of Student Affairs and Services (SAS). The appeal, in writing, shall be submitted within 10 days from receipt of the decision, and must include the justification and rationale for the appeal.
2. When the SAS vice president receives a notice of appeal from the student after disciplinary actions have been imposed and the notice has been filed within the prescribed period of 10 days from receipt of the decision, the university president must arrange a meeting for the BOD and the complainant.
3. The SAS vice president, as the BOD Chair, shall present the case to the university president with their recommendations for their final decision.
4. The complainant must also be given a chance to present their case before the university president.
5. In the case of the reversal of the decision of the BOD, the university president shall acquit the student of the charges brought to them. The decision of the university president is final and executory.
6. The head of the discipline and security unit (DSU) shall file the transcripts of the hearing, copy of the committee's decision, and a copy of the notice given to the parties within five (5) days after the decision of the university president.

ARTICLE 4 – IMPOSING PREVENTIVE SUSPENSION

1. The DSU head may endorse the immediate suspension of the respondent to the vice president for student affairs and services, following the provision stated under the Manual of Regulations for Private Schools:

“A student under investigation of a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the student during the period of investigation constitutes a distraction of the normal operation of the school or poses a risk or danger to the life of persons and property in the school (Section 77 a1, MRPS)”

2. Once approved, the DSU head shall schedule a meeting with the student to discuss the suspension, the grounds for imposing such, its effectivity, and the regulations to be followed by the student while on suspension.
3. The DSU Head shall also issue a formal written notice to the student regarding the subject of the discussion as stated above during the meeting.
4. The DSU Head shall inform the dean/head concerned of the imposition of the preventive suspension within 48 hours from the time of issuance of the formal written notice to the student.
5. **Cancellation of preventive suspension.**

When the respondent has been put in preventive suspension during the deliberations for the case and is determined to be:

- 5.1. **Innocent of charges made against them.** The Student Affairs and Services (SAS) vice president terminates the charges immediately, and informs the dean/head concerned of the decision with the directive that the student must be given special examinations, quizzes, and graded recitations the students missed while on preventive suspension.
- 5.2. **At fault of the charges made against them.** The SAS vice president shall consider the preventive suspension as

part of the penalty and shall make adjustments to the period of punitive suspension in view of this.

ARTICLE 5 – DISCIPLINARY RECORDS

1. Disciplinary records of a student who has been found to have violated the Student Code of Conduct will be ground for non-issuance of good moral certificate following this timeline:

Record of oral reprimand:	1 semester
Record of written reprimand:	1 academic year (2 semesters)
Record of restitution or fine:	1 academic year (2 semesters)
Record of suspension/exclusion:	2 years
Record of expulsion:	permanent

2. Disciplinary records may be retained for a longer period or permanently, if so, specified in the sanctions applied. Disciplinary records designated as permanent shall not be voided without compelling justification.

ARTICLE 6– GUIDANCE INTERVENTION

1. Parent/s’ Notification. Parents of students who committed offenses that are minor and/or major in nature shall be notified by the Guidance Center Office. A recommendation shall be endorsed by the College Dean or Head of DSU for the Guidance Center to proceed with the notice.

5.14.

Parent/s’

Invitation. Parents of students whose offenses are major in nature shall be invited in the proceedings and/or resolution of the case.

3. Guidance Consultation and/or Counselling. Students who committed offenses that are minor and/or major in nature shall be endorsed to Guidance Center Office for counselling, series of counselling, or depending on the recommendation before being cleared or for readmission.

ARTICLE 7 – IMPOSITION OF SANCTIONS

The Board of Discipline is competent and reserves the right to collect evidence relating to the complaint; impose immediate measures; conduct disciplinary hearings; and determine the disciplinary action to be imposed. However, a maximum sanction of corrective suspension shall be applied to minor offenses and exclusion as the maximum sanction to major offenses.

ARTICLE 8 – READMISSION OF OLD STUDENTS WITH PREVIOUS DISCIPLINARY RECORDS

1. In the cases of suspension or exclusion, the initial avenue for processing readmission is the college/department where the student belongs before the disciplinary action is imposed. The Student Affairs and Services (SAS) vice president gives their approval for readmission only when the dean/head concerned gives an endorsement for re-admission to the SAS Office.
2. The SAS Vice President shall review the disciplinary case of the student to determine the merit of re-admission. If the SAS vice president approves the re-admission, they shall require the student and/or their parents to sign the Guarantee of Good Behavior Form given all disciplinary actions or requirements have been complied.
3. The SAS Vice President shall issue a readmission letter to the student, which the latter must present to their instructors in suspension cases, or to the registrar's office in exclusion cases.
4. The SAS Vice President may opt to endorse the student and their parents to the Guidance Office for counseling.
5. The SAS Secretary shall file the Guarantee to Good Behavior Form and a copy of the readmission slip on the student's file.



ARTICLE I- INTRODUCTION

1. Lyceum-Northwestern University (“L-NU” or “the University”) promotes the responsible and ethical use of social media among students as a medium for truthful communication, learning, and positive expression.
2. This **Social Media Policy for Students** (“the Policy”) outlines the standards of online conduct expected of all enrolled students of L-NU. It supports the University’s **Vision, Mission, and Core Values**, and upholds compliance with the **Data Privacy Act of 2012, CHED Memorandum Order (CMO) No. 9, s. 2013**, and **ethical governance principles** in higher education.

ARTICLE 2- DEFINITION OF TERMS

All terms used in this policy—such as *social media, institutional accounts, departmental accounts, unverified sources, and personal data*—shall follow the standard definitions used in the official University policy to maintain clarity and consistency.

ARTICLE 3- OBJECTIVES

The objectives of this policy are to:

1. Encourage responsible and ethical use of social media by L-NU students.
2. Promote accountability in online behavior and protect the University’s reputation.
3. Safeguard personal and institutional data in compliance with the Data Privacy Act.
4. Prevent online misconduct, cyberbullying, and misinformation.
5. Foster digital citizenship, professionalism, and respect in all online engagements.
6. Uphold CHED’s standards of ethical and professional behavior in education.

ARTICLE 4- POLICIES

1. Responsible Online Behavior. All L-NU students are expected to conduct themselves responsibly and respectfully online.

- 1.1. Maintain professionalism and avoid posting defamatory, offensive, or false information.
- 1.2. Refrain from spreading unverified content or confidential information.
- 1.3. Avoid posts or comments that may incite discrimination, hate, or harassment.
- 1.4. Show respect toward peers, teachers, staff, and the institution in all online interactions.
- 1.5. Report any cases of **cyberbullying, online harassment, or misconduct** to the **Office of Student Affairs and Services (OSAS)** or the **Data Privacy Officer** through official reporting channels.

2. Privacy, Confidentiality, and Security. In accordance with the Data Privacy Act of 2012:

- 2.1. Protect your own personal data and that of others.
- 2.2. Do not post or share anyone's personal information, photos, or videos without consent.
- 2.3. Respect the confidentiality of academic and institutional materials.
- 2.4. Give proper credit when sharing or reposting intellectual content.
- 2.5. Use the L-NU Social Media Consent Form (Annex A) before posting identifiable student content on official pages.
- 2.6. Regularly review your privacy settings and secure your accounts.
- 2.7. Any data breach or misuse may result in disciplinary action

3 Use of Official and Departmental Social Media Accounts.

- 3.1. Official and departmental L-NU social media pages represent the University.
- 3.2. Only authorized student officers or representatives may manage these pages with faculty oversight.

3.3 All content posted must be accurate, respectful, and aligned with university values.

3.4 Obtain consent before posting photos or videos from university events.

3.5 Avoid creating unofficial pages that may misrepresent L-NU.

4. Personal Social Media Use

4.1 Avoid posts that damage the University's reputation or contradict its values.

4.2 Personal opinions should be clearly identified as such and not represented as official University statements.

4.3 Respect the rights, privacy, and dignity of others in all online communications.

5. Disciplinary Action

Violations of this policy are subject to the L-NU Student Code of Conduct and CHED guidelines on student discipline. Sanctions may include warnings, suspension, or other penalties depending on the severity of the offense.

6. Policy Review and Compliance

This policy shall be reviewed annually by the Social Media Oversight Committee to ensure continued compliance with CHED, Data Privacy, and ethical standards.

ARTICLE 5- ENCOURAGEMENT OF RESPONSIBLE ONLINE ENGAGEMENT

L-NU encourages students to use social media as a tool for collaboration, creativity, and positive social influence—upholding the Lycean values of integrity, service, and excellence.

ADHERENCE:

This university adheres to the following ACTS AND MEMORANDA as to ensure well-being of the whole L-NU Community:

Republic Act 10173- Data Privacy Act of 2012

Batas Pambansa Blg. 232 (Education Act of 1982

RA 7610 Special Protection of Children against Abuse Exploitation and Discrimination Act

RA 10672 Anti-Bullying Act OF 2013

Deped Order 63, S. 2003- General Guidelines on Random Drug Testing of High School Students

RA 9165: DANGEROUS DRUGS ACT

RA 7877 Anti-Sexual Harassment Act Section 1-7

RA 8049 Anti Hazing Law

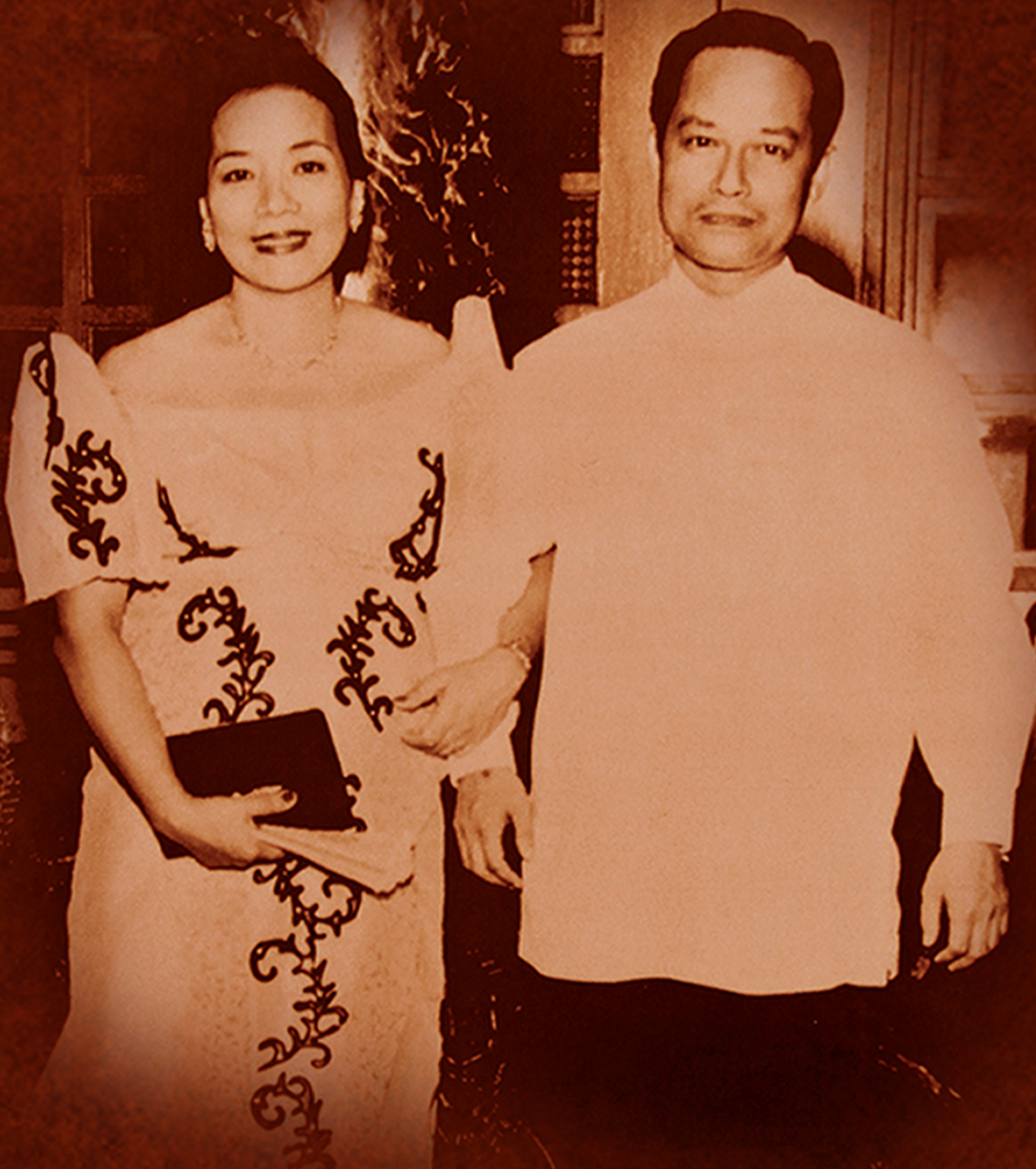
Republic Act No. 9710 (Magna Carta of Women)

Republic Act No. 11313 (Safe Spaces Act):

Commission on Higher Education (CHED) Memorandum Order No. 1, Series of 201

DIRECTORY

DEPARTMENT	TEL. NO
Admin and Finance	515-58-20
Academic Affairs	516-24-30
Student Affairs and Alumni Relations	515-4375
Human Resources	523-19-18
IT Tech Support and System Administrator	515-87-18
Cashier Department	516-24-30
Student Information Technology System and System Administration	515-87-18
Marketing	523-11-45
Infirmary	516-24-32
Bookstore	516-24-23
College of Medicine	540-25-91
Institute of Graduate and Professional Studies	516-24-30
College of Law	
College of Dentistry	515-57-82
College of Pharmacy	
College of Arts and Sciences/EETEAP	540-94-09
Maritime Education	540-17-28
Optometry	
College Information and Computing Sciences	
Engineering	516-24-27
Radiologic Technology	
Nursing	516-24-29
Medical Laboratory Science	516-24-16
Physical Therapy	
Business Education	515-88-50
Teacher Education	
Travel Management	515-8865
Hospitality Management	649-6314
Criminal Justice Education	
Architecture	514-02-18
Midwifery	515-32-45
Senior High School	540-55-97
Special Science High School and Regular High School	515-38-16 516-24-26
Creative Montessori	515-56-89
Vocational Technology	
Foreign Student Unit	515-22-45
Registrar's Office	515-81-28
Guidance Center	515-20-66



DR. FRANCISCO Q. DUQUE
MDM. FLORENCIA T. DUQUE

FOUNDERS

DR. FRANCISCO Q. DUQUE

Secretary of Health- 1962-1963



Valedictorian- Lingayen National High School
Magna Cum Laude- Pre- Medicine, University of Sto. Tomas
Cum Laude- Medicine, University of Sto. Tomas
9th Placer- Physician Licensure Examination
President- Philippine Medical Examination, 1957-1958
Governor- Province of Pangasinan, 1963-1967
Founder- Dagupan Polyclinic College
President- Pangasinan Medical Society, 1954-1956
President- Rotary Club of Dagupan, 1951-1953
Chairman- Boy Scouts of Dagupan City, 1954-1956
Vice-Chairman- League of Provincial Governors and City Mayors, 1965-1967
Co-Founder And Incorporator- College Of Medicine, NPIMF
President- Pangasinan Private Schools Association
President- LNU Polyclinic Complex
President- Medical Development Corporation
Golden Heart Award Recipient- Community Service, 1957
Bestowed by President Ramon Magsaysay

MDM. FLORENCIA T. DUQUE

National President

Women's Auxillary of The Philippines



*Treasurer- Medical Education Development Corporation,
1969-1976*

*President-Florencia Realty Corporation,
1981-1990*

*President- Lyceum- Northwestern University,
1976-1990*

*Founding President-
Dr. Francisco Q. Duque Medical Foundation*

*Treasurer- Dagupan Polyclinic Hospital,
1969-1990*



BOARD OF TRUSTEES

DR. FRANCISCO T. DUQUE III
CHAIRMAN, BOARD OF TRUSTEES



LUZ T. DUQUE-HAMMERSHAIMB, MD
TRUSTEE, UNIVERSITY PRESIDENT

GONZALO T. DUQUE, D.MGT., LL.B.
TRUSTEE, UNIVERSITY CHANCELLOR



CESAR T. DUQUE, MBA.
TRUSTEE

MARIA NIEVA T. DUQUE-SALVA, MD
TRUSTEE



GRACE T. DUQUE-DIZON, MD
TRUSTEE

CRISTINA T. DUQUE-SANTOS, MS
TRUSTEE



MARCO FRANCISCO S. DUQUE, MD
SECRETARY/TRUSTEE



THE LOGO

L-NU has adopted a logo which captures the entirety of the institution.

The design is primarily derived from the cross, symbol of health care; the school having originated as a Nursing School. The branching out of its stem corresponds to the expansion that the school has undertaken; from an exclusive para-medical oriented college to a holistic institution. The stem branches to prolonged ends signifying ARS, TECHNOLOGIA, ET SCIENTIA, the major areas of learning. It covers: arts, technology, and science. The logo contains the integration and juxtaposition of symbolic forms, which seek to capture the essence and ideals of the institution. The design is also inspired by the iconic symbolisms of the dove, fleur-de-lis, and shamrock.

The dove. The upper portion of the design fans out like tails and wings of the dove. The dove is a symbol of peace, a sign of good things, and bearer of good grace. Thus, it relates to goodwill and good health, the objective of the science courses.

The fleur-de-lis. Herald of kings, thus the superiority, and excellence the school strives for.

The Shamrock. It is a leaf associated with luck, a symbol of success and superiority- the ultimate goals the school aspires for on behalf of its students.

At its base, enveloping it are two branches of laurel, like two hands carefully and lovingly protecting the school. These symbolize the Founders: Francisco and Florencia who nurtured the school in love, dedication and commitment. These symbols also mean that success and excellence at Lyceum-Northwestern University are carefully, if not meticulously and continuously, pursued and preserved.

HISTORY



Dagupan City School of Nursing building at Polyclinic Hospital

It has been 50 years since the founding of Lyceum-Northwestern University. The history of its inception viewed fast forward to the present resounds with a dynamic and extensive narrative of evolution and growth. Influenced by Dr. Francisco Q. Duque, Jr and co-founder Mrs. Florencia T. Duque, founded a school of nursing at the Dagupan City Polyclinic Hospital and named it the Dagupan City School of Nursing in the year **1969**.



Lyceum Northwestern Francisco (FR) Building

The milieu was right for the building of partnerships that served as means to realize and assert Lyceum-Northwestern's core business goals and to further the institution's growth through continuing diversification of its program offerings, now including business courses.



Old Lyceum Northwestern Building

In the early years that followed, the school's program offering expanded to include other paramedical disciplines in **1972** before eventually diversifying to other fields and vocations. Dagupan City School of Nursing moved to Tapuac District and changed its name to "Lyceum of Dagupan City". From the merger emerged the name "Lyceum-Northwestern (LN)". LN led a consortium founding of local tertiary education and founded the Northern Philippines Institute of Medicine wherein it became the "first medical school of the north". The name then emerged to "Francisco Q. Duque Medical Foundation College of Medicine".

HISTORY

In **1978**, the first student council, ULNOS Student Publication, and the Drum and Bugle Corps was established under the leadership of the Executive Vice President Atty. Gonzalo T. Duque. In **1984**, the school started to offer the postgraduate course Master in Business Administration.



Frist Medical Graduates in 1979

Mr. Cesar T. Duque became the Managing Director of LN who initiated its first application for accreditation to the Philippine Accrediting Agency for three programs (Liberal Arts, Commerce, and Education). In **1986**, he laid down the foundation of the Creative Montessori Science High School and in 1989- the construction of LN General Hospital, St. Jude Chapel and Tennis Court.



Motorcade for the 3 Midwifery Board Topnotchers with 100% Passing Rate in 1976

Atty. Gonzalo T. Duque returned to the university as President in **1998** and LN clinched the Level II Accreditation Status in PAASCU. In 2001, LN Urdaneta Campus was inaugurated and in the same year, LN was the BS EN ISO 9001:1994 Certificate of Excellence by the UKAS Quality Management and Anglo-Japanese American Registrars.

The assumption of Dr. Salvador T. Duque led LN to its first Level I Accreditation Status from the Federation of Accrediting Agencies of the Philippines (FAAP) through the Philippine Accrediting Association for Schools, Colleges and Universities (PAASCU). New courses were opened and postgraduate courses were expanded.

HISTORY



L-NU earned the ISO Certificate 9001:2000 in **2003** and consequently, L-NU was granted Deregulated Status by her Excellency Gloria Macapagal Arroyo in Malacanang. L-NU continued to expand in its program offerings and international linkages which allowed students to explore overseas OJT and exchange student programs.

The university then reached out to magnify its vision through opening medical missions and community extensions, research, and rise in board performance.

In **2010**, L-NU was accredited with ISO 9001:2008 for its Research and Development and its Academic Programs supervised by CHED and TESDA. With L-NU's continuing feat, the administration also expanded the campus with different facilities in 2011 and the years after, thus, allowing them to open: Dr. Salvador T. Duque Fieldhouse, mini football field, student lounge, Hotel Le Duc, and new commercial buildings.

2014 ignited PACUCOA Accreditation and ISO Reaccreditation, UNESCO Club Certification and formulation of Institutional Strategic Planning that led to the revisiting of old L-NU Mission, Vision, and Objectives realizing this time the re-tooling of this scope to have greater focus on university's core services of teaching, research, community engagement, governance and stewardship.

A 5-year Development Plan through the Enterprise Balanced Scorecard (EBS), legacy of the return to Presidency of Dr. Francisco T. Duque III, set the utmost goal of achieving autonomous status in the vision 2020. During the dynamic implementation of the EBS, the university continued to move forward as it became internationally recognized and gained accreditations from Philippine Associations of College and Universities Commission on Accreditation (PACUCOA). The Strategic Management Unit (SMU) heading the EBS furthered to monitor the university's identified initiatives

HISTORY

2016, the university engaged deeper in research and started to offer postgraduate degree courses. The university also became a lifetime member of the University Mobility in Asia and the Pacific (UMAP) that made the university a part of the international landscape of the universities in Asia and the Pacific. This platform led to the growth of students and faculty exchange program and partnerships of various universities across and outside Asia.



The years 2017 to 2025 marked a significant period of transformation, resilience, and international prominence for Lyceum-Northwestern University (L-NU). These years saw the institution grow from a thriving local university into a globally recognized educational hub, steadfast in its mission to deliver quality education, innovation, and service to humanity.



In **2017**, Lyceum-Northwestern University continued to build on its strong academic foundation by expanding linkages with partner institutions across Asia and beyond, further enriching its students' exposure to international education. The university maintained its momentum in research, innovation, and community engagement, solidifying its reputation as a dynamic institution responsive to the changing educational landscape.

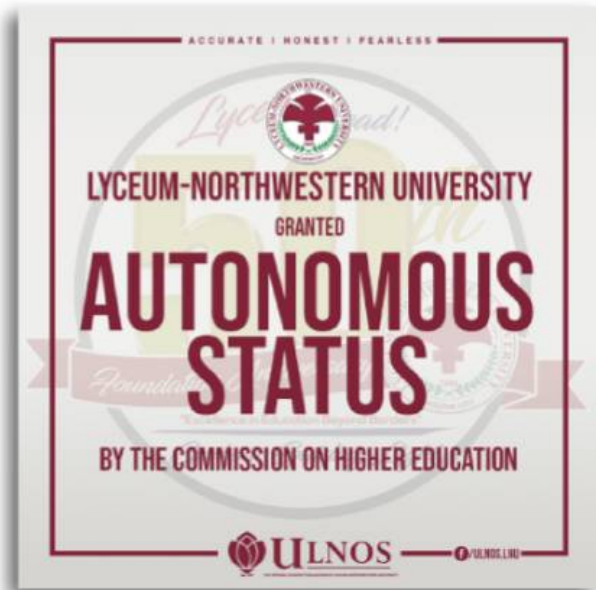
HISTORY

The year **2018** was pivotal in L-NU's history, marked by the installation of Dr. Luz T. Duque Hammershaimb as the 6th University President, whose administration ushered in an era of systematic management and strategic development. Under her leadership, the university strengthened its quality assurance systems, culminating in the conferment of ISO 9001:2015 Certification on January 26, 2018. The Department of Education also recognized L-NU as a Model Institution for ISO Certification, validating its commitment to international standards. That same year, the university pursued continuous improvement through PACUCOA, PAASCU, and ISO accreditation upgrades, while establishing broader partnerships with global institutions.



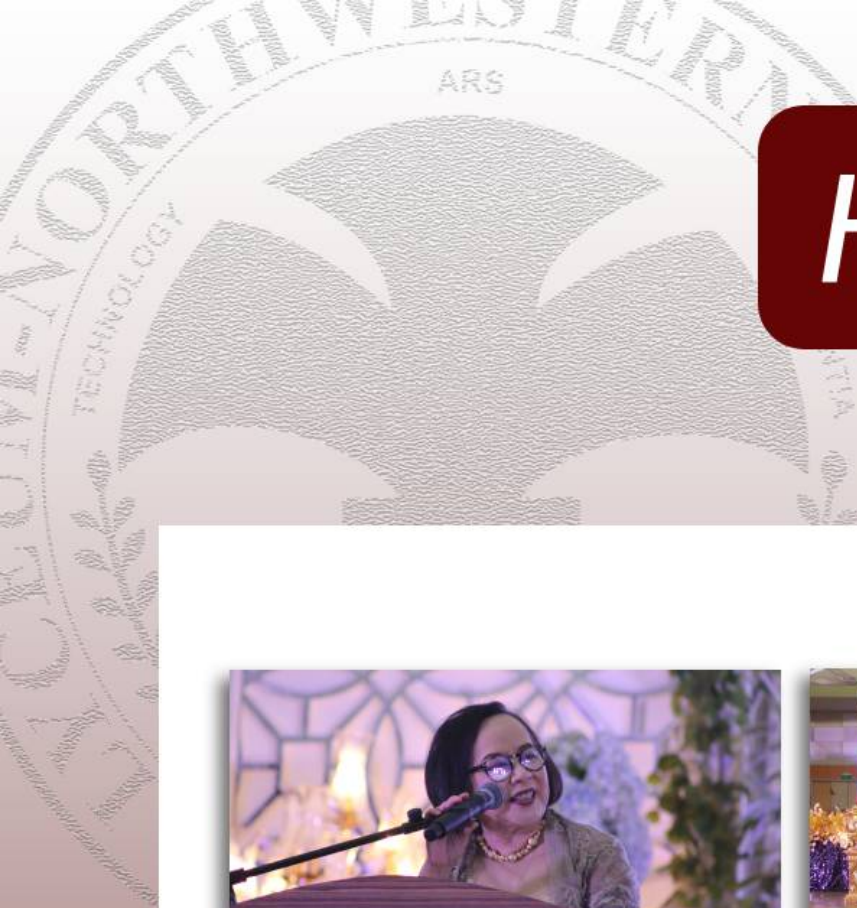
HISTORY

In 2019, Lyceum-Northwestern University achieved a historic milestone under its Vision 2020 Program, realizing ahead of schedule its goal of attaining institutional autonomy. On October 25, 2019, through the leadership of CHED Chairperson Dr. Rogelio T. Galera, Jr., the Commission on Higher Education granted Autonomous Status to the University — a prestigious recognition of its academic excellence, operational maturity, and steadfast adherence to national and international standards.



The same year also marked the Golden Jubilee Celebration of Lyceum-Northwestern University's 50th Founding Anniversary, a momentous event that paid tribute to five decades of transformative education and service. The celebration was launched with the unveiling of the golden anniversary symbol and logo, signifying the institution's enduring legacy and forward-looking vision. The campus came alive in a festive atmosphere with thunderous live festival bands, mass student demonstrations of talents from the Basic Education to the College level, and photo exhibits that showcased the university's remarkable growth through the years.

Capping the year's festivities, a Grand Gala Night was held in December 2019, attended by the Board of Trustees, administrative officials, faculty and staff, and illustrious alumni from various generations and disciplines — a true celebration of unity, pride, and the enduring Lycean spirit. During this memorable evening, outstanding alumni from various generations and fields of discipline were given due recognition for their exceptional contributions to their professions, communities, and to the honor of their alma mater. Their achievements stood as living testaments to Lyceum-Northwestern University's legacy of excellence and its unwavering commitment to shaping globally competitive leaders through the decades.



HISTORY



Lyceum-Northwestern University's 50th Founding Anniversary stood as a shining testament to five decades of excellence, service, and unyielding Lycean spirit. The golden celebration began with the momentous inauguration of the Alumni Center on February 22, 2019—a landmark that forever marked the University's commitment to its growing community of alumni and their vital role in shaping its legacy. The festivities reached their historic peak on December 6, 2019, with the 1st Grand Golden Jubilee Gala and Alumni Homecoming held at CSI Stadia, Lucao District, Dagupan City. The evening was made more memorable by a special message from Guest of Honor and Speaker Hon. Christopher "Bong" Tesoro Go, represented by Dr. Francisco T. Duque III, which resonated with the spirit of unity and pride shared by generations of Lyceans. In a fitting tribute to the University's golden journey, 26 distinguished alumni were honored for their exceptional achievements and contributions in their respective fields—illuminating the night with their success and embodying the timeless values that have defined Lyceum-Northwestern University through the years.

HISTORY

When the COVID-19 pandemic struck in **2020**, disrupting the educational landscape, L-NU demonstrated remarkable adaptability. The university swiftly transitioned to online learning through Google Workspace for Education, ensuring that learning continuity and quality instruction were maintained. Despite the challenges, the institution continued its operations and support for both faculty and students, emerging as a model for resilience and digital transformation. In **2021**, Lyceum-Northwestern University further proved its commitment to public service by collaborating with the Department of Health (DOH) to host a large-scale COVID-19 vaccination drive, which served thousands of Pangasinan residents. This initiative reaffirmed L-NU's long-standing mission of community engagement and service to humanity.



By **2022**, the university re-energized its academic community through the reopening of its campus for blended learning, integrating face-to-face and online modalities. The year also marked numerous academic achievements, including PAASCU and PACUCOA accreditations for several programs. The Master of Arts in Education and Master of Public Administration were sustained for accreditation on April 9, 2022, while the Master of Business Administration and Master of Arts in Nursing were re-accredited on November 1, 2022. Additionally, the Master in Public Health program earned renewed accreditation, valid until May 2028 — milestones that reinforced L-NU's unwavering commitment to quality graduate education.

HISTORY

The year **2023** elevated Lyceum-Northwestern University to global prominence. It garnered international recognition from the World University Rankings for Innovation (WURI), placing 32nd in Student Mobility and Openness and within the Top 201–300 Universities Worldwide for Innovation.



L-NU also made its debut in the Times Higher Education (THE) Impact Rankings, securing a 1001+ position globally. Moreover, the Association of Private Schools, Colleges, and Universities (APSCU) conferred upon L-NU the Golden Award in honor of its 50 years of excellence in private education, awarded on January 12, 2023. In the same year, Dr. Luz T. Duque Hammershaimb represented the institution at SIRMATA: Region 1 Filipino Leaders in Advancing International Reputation, an international masterclass for higher education leaders. Furthermore, L-NU's commitment to global engagement was recognized by ICONS under the Private Higher Education Institutions Category, earning 1st Runner-Up in the Global Citizenship Award 2023 for its project "United States New York–Philippines and Other Initiatives for Global Citizenship." The university's academic strength was further affirmed as multiple programs — including BS Biology, BA Communication, BA Political Science, BA English, BS Psychology, BS Business Administration, BS Accountancy, BS Education, and Bachelor of Physical Education — attained PAASCU Level II Accreditation.

In **2024**, L-NU soared even higher in the global academic arena. It advanced in the WURI 2024 rankings, earning distinctions as #196 Most Innovative University, #22 in Student Support and Engagement, #68 in Student Mobility and Openness, #26 in Social Responsibility, and #13 in Leadership — a clear testament to its growing influence in global education.



The university was also ranked #77 in the ASEAN Higher Education Private University Ranking, while the UI Green Metric World University Ranking placed it #1144 worldwide and #51 among Philippine institutions for its sustainability and environmental initiatives.

HISTORY

Continuing its success with ICONS, L-NU received the 2nd Runner-Up Global Citizenship Award (2024) for “The Global Citizenship Program,” in recognition of its initiatives promoting intercultural learning and sustainable development. Its standing in the Times Higher Education Impact Rankings 2024 also improved to 1500+ worldwide, reflecting its continuous dedication to the UN Sustainable Development Goals. That same year, the Commission on Higher Education, through En Banc Resolution No. 073-2025, renewed the university’s Autonomous Status, valid from September 16, 2024, to September 15, 2027, reaffirming its excellence and academic freedom.



As **2025** unfolds, Lyceum-Northwestern University continues to uphold its position as a globally recognized institution of higher learning, sustained by its strong foundations of innovation, research, and social responsibility. Its academic programs maintain PAASCU and PACUCOA accreditations, with validity extending to 2026–2028, ensuring continued quality and relevance in its academic offerings. With its steadfast pursuit of excellence and internationalization, the university remains a pillar of education that transforms lives and communities.



LYCEUM-NORTHWESTERN UNIVERSITY

DAGUPAN CITY, PHILIPPINES
AUTONOMOUS STATUS

BOARD OF TRUSTEES



FRANCISCO T. DUQUE III, MD, MSc.
Chairman

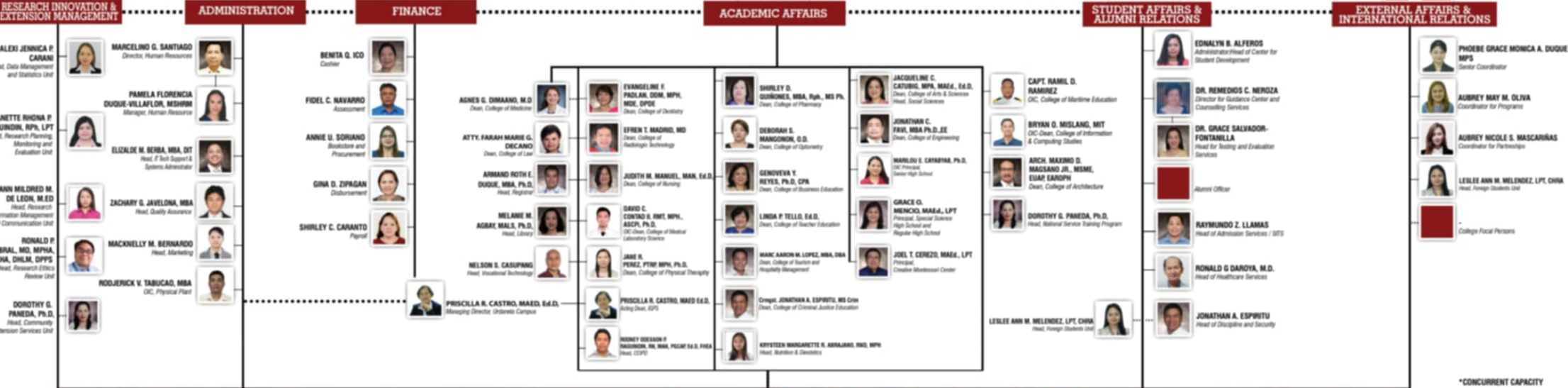
ORGANIZATION CHART



LUZ T. DUQUE-HAMMERSHAIMB, MD
President



NENITA CUISON, CPA, DPA
Internal Auditor



STUDENTS, FACULTY AND ADMINISTRATIVE STAFF

*CONCURRENT CAPACITY