

SWAFO

Student Welfare And Formation Office



Is in charge of the enforcement of **STUDENT DISCIPLINE, RULES, AND REGULATIONS** as stipulated in the Student Handbook.



- Maintain and promote peace and order in the campus,



- Accost students who are seen violating policies of the University.



- Conduct investigation of students who committed Major Offense,





- Acts as custodian of all
surrendered Lost & Found Items

- Conducts Formation Program for students who committed a Major Offense



- Facilitates the Peer Assistance Program

- Issues Certificate of Good Moral Character

- Signing of Student Clearance

STUDENT DISCIPLINE

Students are **EXPECTED** to act as **MATURE CHRISTIANS** at all times, **ON or OFF** campus and show **RESPECT** for:

- a. Proper Authority
- b. Fellow students
- c. The Good Name of DLSU-D

Also, the **USE of DECENT** and **APPROPRIATE LANGUAGE** when communicating, cultural sensitivity must be observed because we are a University in a **CULTURALLY-DIVERSE** community.



Improper/Non-wearing of ID Card

Excessive earrings/body
piercing

Using/Lending ID Card/COR/Campus Pass

Traffic Related Violations

Skirts and dresses (more than 2 inches above the
Knee)

Shorts (more than 3 inches above the
knee)

Cross dressing

Shouting

Cheating

Littering

Sitting on the Table

RULES

Tattered
Pants

Hanging/crop
top

Public Display of
Affection

Leggings/Jeggings/other body
hugging clothes

NOT ALLOWED

Body Piercing and more than a pair of earrings for females



NOT ALLOWED



Crop Top Blouse



Offensive
Statement Shirts



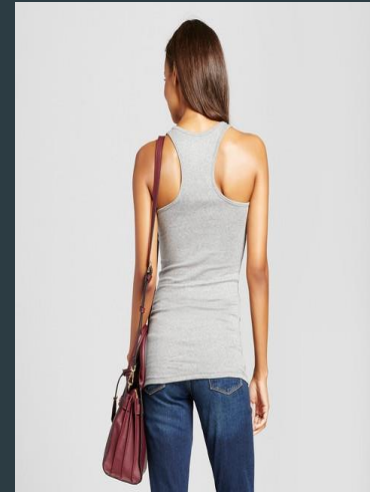
See through

NOT ALLOWED



Off Shoulder Top

Plunging neckline



Racer Back shirts

- ❑ Tattered / Ripped Jeans
- ❑ Leggings
- ❑ Mini Skirt - more than 2 inches above the knee



NOT ALLOWED



ALLOWED (Business Style Shorts)



OFFENSES

A. Minor Offense

The following sanctions shall be imposed on student-violators based on the frequency of violation, such as;

- | | | |
|------------------|---|--|
| FIRST violation | - | Written Warning (with verbal Advice) |
| SECOND violation | - | FIRST offense |
| THIRD violation | - | SECOND offense |
| FOURTH violation | - | THIRD offense which is equivalent to a MAJOR OFFENSE , the student shall undergo hearing and to be settled by the SWAFO Director. |

OFFENSES

B. Major Offense

The Major Offenses committed by students warrant the imposition of the penalty of;

- A. PROBATION
- B. SUSPENSION
- C. NON-READMISSION
- D. EXCLUSION
- E. EXPULSION

If a STUDENT committed any MAJOR OFFENSE and was given a SANCTION of SUSPENSION.....

- ▶ The STUDENT may opt to take the ALTERNATIVE SANCTION which is rendering an OFFICE WORK/COMMUNITY SERVICE (A day of suspension will mean a 3-hour OFFICE WORK/COMMUNITY SERVICE).
- ▶ The STUDENT is not qualified to secure a Certificate of Good Moral Character unless s/he will attend and complete the FORMATION PROGRAM. (FORMATION PROGRAM is an activity administered for an entire semester).

**A suspension given to a student allows the higher education institution to deprive or deny the erring student from attending classes for a period not exceeding 20% of the prescribed total class days. Cited from: Manual of Regulations for Private Higher Education of 2008*

REGULATIONS

1. Non-Fraternity/Sorority
2. Anti-Bullying
3. Anti-Vandalism
4. Anti-sexual Harassment
5. Random Drug Testing for Higher Year and Mandatory Drug Testing for Freshmen
6. Data Privacy



Contact Us:



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Thank You Very Much
and
Welcome to DLSU-D