



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
Office of the President

23 December 1999

Memo No. 144
Series of 1999

T O: All Academic Department Heads
OSA Director
Members of Student Disciplinary Tribunal
VP for Academic Affairs

R E: Organization of Committee on Student Discipline; Jurisdiction and
Administrative Flow in Dealing with Student Misbehavior

Effective immediately, the attached definition of Jurisdiction and Administrative Flow in Dealing with Student Misbehavior shall be followed.

In this regard, the OSA and the various academic departments are requested to organize their respective Committees on Student Discipline, and inform this office and the Office of the Vice President for Academic Affairs regarding their membership not to exceed five (5), but not less than three (3). OSA guidance counsellors and department-based guidance facilitators shall be excluded from membership in said committee in order not to interfere with their counselling functions.


PACIENCIA P. MILAN
President

cc: Registrar
Records

JURISDICTION AND ADMINISTRATIVE FLOW IN DEALING WITH STUDENT MISBEHAVIOR

TYPE OF DISCIPLINARY CASES	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5* (for cases referred to SDT)
TYPE A (Non - academic cases; such as those related to co-curricular activities, student organizations, and dormitory-matters; and cases happening in other units outside the academic departments)	Complainant or informant files complaint/information with OSA	OSA Director refers the case to OSA standing Committee on Student Discipline	OSA Director submits report to the Vice President for Academic Affairs, with recommendations on appropriate disciplinary action	Vice President for Academic Affairs issues a disciplinary memo; copy furnished the OP, OSA, parents of student and student's academic adviser; or refer case to SDT for further study or review	VISCA President issues final memo, copy furnished OVPA, OSA, student's parents, the department head, student's academic adviser, and SDT*
TYPE B (Academic-related misbehavior and cases happening within the premises of the department)	Complainant or informant files complaint/information with head of Department where the incident may have occurred	Dept. head refers the case to Department Committee on Student Discipline	Dept. Head submits report to the Vice President for Academic Affairs, through OSA, with recommendations on appropriate disciplinary action. OSA Director shall review the case and may make relevant recommendations to the VP for Academic Affairs	Vice President for Academic Affairs issues a disciplinary memo, copy furnished OP, OSA, dept head, parents of student, and student's academic adviser	VISCA President issues final memo, copy furnished OVPA, OSA, student's parents, student's academic adviser, the Dept. Head, and SDT

*The Student Disciplinary Tribunal (SDT) shall act only on cases that are referred to it directly from the Office of the Vice President for Academic Affairs, or appealed to the President for reconsideration by concerned parties.