

PROCEDURE FOR GRIEVANCE AND DUE PROCESS

Grievance Procedure and Due Process

Grievance Procedure- it is a means of dispute resolution that is used to address complaints by the students

Due Process- it is the right of the erring student to notice and fair investigation, conducted by the BOD prior to the imposition of sanction

5.1 Minor offenses

5.1.1 The apprehending person shall confiscate the identification card of the erring student/students

5.1.2 The ID, with the report of the offense (see confiscated ID form and Offense form), shall be submitted to OSWD.

5.1.3 The Director of OSWD shall notify the student of the charges against him/her. Said erring student shall COLLEGIATE STUDENT HANDBOOK 2019 64 be required to process the confiscated ID within 24 hours after the commission of the offense.

5.2 Major offenses

5.2.1 The aggrieved party shall submit a written complaint against the erring student to the Office of the Student Welfare and Development (OSWD).

5.2.2 The OSWD, to act on the complaint shall attempt to resolve the issues for possible mediation.

5.2.3 However, if the case is established with probable cause and warrants suspension or higher, the OSWD shall observe due process by:

5.2.3.1 Issuance of show cause letter to the respondent with attached written complaint.

5.2.3.2 The respondent shall reply to the show cause letter within the time of 48 hours.

5.2.3.3 The OSWD Director, upon the receipt of the written reply shall immediately convene to the Board of Discipline or endorse the case to the respective Deans of the erring students.

5.2.3.4 The director of OSWD shall convene the Board of Discipline (or the Board) to act on the complaint within a maximum period of 15 school days.

5.2.4 The BOD shall investigate, deliberate on the evidence presented by both parties and shall prepare a final report and recommendations on the case.

5.2.5 The BOD shall submit the recommendation report to the respective Dean of the erring students.

5.2.6 The Dean after careful evaluation of recommendation by the BOD shall prepare the Notice of Disciplinary Sanction with the date of implementation of suspension.

Preventive Suspension

A student charged for any offense may be placed under Preventive Suspension pending investigation, when his/her continued presence poses a serious and eminent threat to the other persons, the students, and personnel and to the Letran and its property. The Dean issues the notice of preventive suspension upon the recommendation of the OSWD Director. In no case shall the preventive suspension exceed a period of 15 school days.