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VISION

A premiere educational local institution of higher learning, developing globally-competitive and value-laden professionals and leaders instrumental to community development and nation building.

MISSION

To equip individuals with knowledge, skills, and values that will enable them to contribute to the development of the local community and the country as a whole.

OBJECTIVES

1. Inculcate love of God, country, the local community, and the global community.
 2. Institutionalize faculty and staff development programs and programs for the improvement of instruction, research, extension, and production.
 3. Establish and maintain institutional systems and procedures, policies, and standards in consonance with relevant policies of government and non-government agencies;
 4. Recruit, develop, and maintain qualified and competent teachers, administrators, and staff;
 5. Maximize the use of the university resources and those of the local government unit;
 6. Establish and maintain strategic alliances with institutions and agencies at the local, national, and international levels for institutional mentoring; and
 7. Provide adequate facilities to meet the changing needs of the institution, adaptable to local and international demands and standards.
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I. RESIDENCE CLASSIFICATION (PNC Policy No. 2015-001)

A. On Cabuyeño and Non-Cabuyeño Residence Classification

For Residence Classification, a Student should submit ANY of the following for review and consideration:

1. Voter's ID or COMELEC Certification of Parent/s or Students (of legal age) six (6) months prior to enrolment;

In the absence of the first item, the following may be considered:

2. Voter's ID or Certification of Legal Guardian and Form 138 (Graduate of Cabuyao Primary/Secondary Schools)

3. Meralco Bill (under Parent's name) and **Form 138** (Graduate of Cabuyao Primary/Secondary Schools)

4. Copy of Real Property Tax of Parent or Legal Guardian

Students who fail to submit the foregoing requirements shall be classified as Non-Cabuyeño. If classified as such, they may apply for re-classification once the above documents have been secured. Re-classification period is during the succeeding enrollment.

B. On Promissory Note

Students are required to present their test permit (printed at the back of their Registration Form) duly signed by the Cashier.

However, when students cannot settle their financial obligations, they may secure a Promissory Note from the Vice President for Administration and Finance duly signed by the Parent or Legal Guardian of the Student (if parents are deceased or if the student is abandoned). Under special circumstances, the Parent or Legal Guardian will be required to personally execute the Promissory Note. All financial obligations must be settled before taking the Final Examinations. No document will be released

to the student until he/she fully settles all financial obligations. Enrollment will take place only when a student has been cleared of financial responsibilities.

C. On Field Trips, Educational Tours, Seminars and Activities

outside the University

CHED Memorandum Order No. 17, Series of 2012, "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students", will be implemented together with the existing guidelines in the PnC Student Handbook, Section H of the General Provisions, which states that;

"Field trips and educational tours that are integral in the curriculum of the students are allowed provided that the following procedures are observed:

1. Submit letter of request to the VPAA endorsed by the Dean
2. Attach financial work plan of the trip (cost of contribution and expenses)
3. Attach documents showing proof of accommodation in places of exposure or in companies/offices/factories where educational tour will be held
4. Curriculum showing that such trip or tour is provided for in the approved curriculum

In highly exceptional cases, other guidelines may be determined by the University Council subject to the approval of the Board of Regents.

D. On Scholarships and Financial Assistance

Section A-Scholarships in the PnC Student Handbook, states that:

"All students at Pamantasan ng Cabuyao (Cabuyeños and Non-Cabuyeños) are scholars or "Iskolar ng Bayan". The cost of their education is subsidized by the

municipal government of Cabuyao."

Scholarship and Financial Requirements are defined in the Student Handbook, together with the CHED CMO #029 Series of 2006. The guidelines apply to the Full, Partial Scholarship Programs and Financial Assistance for Student Assistants, Thesis Grant to the Graduating Students. Qualification requirements set forth in the Student Handbook are still in effect, however, the Committee will be created to determine additional guidelines in the exigency of the service, subject to the approval of the Board of Regents.

II.SCHOLARSHIP AND FINANCIAL ASSISTANCE (PNC Policy No. 2015-003-A)

Scholarship and Financial Assistance (SFA) of the university refers to the management, generation and/or allocation of funds for scholarship and financial aid to deserving students on the basis of academic performance, exemplary skills and abilities. These students are given full scholarship or partial scholarship and, in certain cases, privileges like stipends.

COVERAGE

I. SCHOLARSHIP PROGRAMS

1. Full Scholarship

This program is for Entrance Scholars- those who passed the entrance examination given to public high schools of Cabuyao; Valedictorian and Salutatorians of the graduating class from any public and private high school of Cabuyao; and PNC President's Listers with a GWA of 1.25 in previous school year or higher. All qualified candidates for full scholarship are required to maintain a grade of 1.0 to 1.25 and must have no failed subjects.

2. Partial Scholarship

This program is for Dean's Listers who have acquired a GWA of 1.5 to 1.75 in the previous school year.

II. FINANCIAL ASSISTANCE PROGRAM

1. PNC Financial Assistance

This program is for USG Officers & CSG President; Performers (Dungaw, ACO Dancers, Pnc Chorale, etc) – those who are recommended by ACO Director; Athletes –

A. Academic Scholars		QUALIFICATION	DOCUMENTARY REQUIREMENTS	GENERAL REQUIREMENTS
1	Full Scholarship Entrance Scholars Honor Students President's Lister	<ul style="list-style-type: none"> ✓ No drop or fail in any subject in any given semester ✓ Not subjected to any disciplinary action ✓ Not under loaded in any given semester ✓ Actively participates in PNC Honor Society ✓ With at least 21 units or what is prescribed by the curriculum 	<u>New Students</u> <ul style="list-style-type: none"> ✓ Scholarship Certificate issued by Admission Office for being a Top 10 passer ✓ Certificate issued by the school principal as Valedictorian or Salutatorian ✓ Copy of High School Card ✓ Notarized Scholarship Contract from the OSA 	<p>Must be a Filipino Citizen of Good Moral Character</p> <p>Must be a High School Graduate</p> <p>Annual Gross Income of Parents/Guardian not to Exceed three Hundred thousand pesos (Php 300,000.00)</p>
2	Partial Scholarship Dean's Lister		<u>Old Students</u> <ul style="list-style-type: none"> ✓ Computerized grades with GWA for the last semester issued by the school registrar, recommended by the College Dean for Academic Scholarship Dean's Lister & President's Lister/ ROTC Officers-Head, Leaders-Head, Performers ACO- Director, Writer/s- Adviser & Athletes - Head ✓ Student Clearance ✓ Notarized Scholarship Contract from the OSA 	
B. Financial Assistance Program				
1	PNC Financial Assistance Student Performers Student Leaders Student Athletes Student Writers ROTC Officers			

2	PnC Student Assistance	<ul style="list-style-type: none"> ✓ Must be one year residency in the institution ✓ A registered PnC Student <p>Note: Same as above except PnC Honor Society</p>	<ul style="list-style-type: none"> ✓ Student Clearance ✓ Plan of Study with Grade ✓ Proposed Working Schedule ✓ Application Letter & Resume ✓ Photocopy of Registration form 	
C. Grant-in-aid Programs (CHED GRANTEES)		<ul style="list-style-type: none"> ✓ A registered PnC Student <p>Note: Same as above except PnC Honor Society</p>		
1	Tulong Dunong		<ul style="list-style-type: none"> ✓ Photocopy of Registration form 	

those who brought top (3) Gold, Silver and Bronze medals; Writer/s- the editor-in chief of the student publication upon the recommendation of the Adviser; and ROTC Officers with the GWA of 2.5 without failing grades.

2. PNC Student Assistance

This program of the university is intended to provide work and pre-employment experiences to its students. It aims to train and develop appropriate work attitudes while maintaining a GWA of 2.5 and must not have a failing grade in the previous semester. Students under this program are referred to as Student Assistants (SA).

III. GRANT- IN –AID PROGRAMS (CHED GRANTEES)

This program is called TulongDunong may be availed when the student have passing GWA of 2.0 to 2.25 with no failing grade..

QUALIFICATION AND REQUIREMENT

Conditions to avail the scholarship and financial and grant in

aid program:

Failure to comply with the requirements will mean forfeiture of the scholarship. But the scholarship may be reinstated once the student has regained the required GWA and other requirements. Reinstatement shall take effect the following school year.

The student has to secure application form from the Office of Student Affairs (OSA) and attach pertinent documents such as class cards or copy of grades. She/he has to secure the signatures of school concerned officials.

FINANCIAL BENEFITS

1. Full Scholars

Full scholars will be free from paying tuition. Miscellaneous, laboratory, affiliation, and program fees, and the likes shall be paid by the scholar.

Only the President's Lister shall be given a stipend of five hundred pesos (Php 500.00) per month.

2. Partial Scholars

Partial scholars will only be paying 50% of the tuition fee. Miscellaneous, laboratory, affiliation and other fees such as RLE skills laboratory, and the likes shall be paid by the scholars.

PROCEDURE

STEP 1. Submit all necessary requirements and endorsement letter from their respective Deans or Heads of the Offices (Herald, ACO, Athletes, ROTC, etc.) verified by the Registrar for the processing of the application to the Office of Student Affairs (OSA)

STEP 2. After submission, they will then be evaluated by the OSA Head & the scholarship committee.

STEP 3. Once qualified secure a 205-A form from the OSA and submit to the Accounting Office for the reassessment of fees.

STEP 4. Follow enrollment procedure.

Note: Applications for scholarship and financial assistance must be submitted to the OSA a week before the beginning of the enrollment every semester.

Section B - Pre-Enrollment Requirements and Procedure

1. New Students

Once the applicant has passed the interview, he will be referred by the dean to the University Clinic where **REQUEST FOR MEDICAL EXAMINATION** will be issued. The applicant is expected to have his medical examination at the officially designated medical clinic in Cabuyao.

The applicant must submit to the university clinic the results of the medical examination together with the **PARENTAL ACKNOWLEDGMENT**. This form must be duly accomplished by the parent/guardian of the applicant.

Once the applicant is found by the university physician to be medically fit to enroll, the clinic will issue to the applicant a **MEDICAL CLEARANCE**. Those who are found to have unfavorable health conditions may request for another medical examination in another clinic authorized by the university.

The medical clearance entitles the applicant to go through registration procedures. The student will also be issued **STUDEN PROFILE**, to be replicated by the student in three copies.

2. Continuing Students

Continuing students are required to submit to the Office of the Registrar the student semestral clearance to be able to register again in the university.

Section C - Registration Requirements and Procedure

1. Residence Classification

Students, upon submission, verification, and evaluation of the following documents shall be classified as Cabuyeño:

- a. COMELEC Voter's ID – student's ID or the parent's ID and
- b. Meralco Bill – bearing the name of the parents

All students not able to submit the above-mentioned documents shall be classified as NON-CABUYEÑOS. Those classified as Non-Cabuyeños may apply for reclassification once the above documents have been secured. Reclassification period is during the enrollment.

2. Registration Procedure

Once classified, the student must submit all the documents to the Office of the Registrar. Once documents are approved, the student will be issued a clearance.

Step 1 - DEAN

Present the clearance to the College Dean. The dean will issue PLAN OF STUDY for new students. For old students, go directly to the Department Chairs (DC).

Step 2 - DEPARTMENT CHAIRPERSON

For new students, fill-out your Plan of Study. For old and continuing students, submit copies of your computerized class cards to your DC to be attached to your Plan of Study. The DC checks and validates the student's academic records.

Step 3 - DEAN

Have your Plan of Study checked and signed by the dean.

Step 4 - DEPARTMENT CHAIRPERSON

Get the list of subjects you will enroll from your DC.

Step 5 - REGISTRAR / ENLISTMENT AREA

Have your subjects enlisted by the DC or authorized enlistor.

Step 6 - ACCOUNTING

Have your fees assessed. Get your printed Registration Form (Form 301)

Step 7 - CASHIER

Pay your fees. Have your Reg. Forms stamped "PAID." Cashier will get one copy of the Reg. Form.

Step 8 - REGISTRAR

Have your Reg. form stamped "REGISTERED." Registrar will get one copy of the Reg. Form.

Step 9 - DEPARTMENT CHAIRPERSON

Submit one copy of the Reg. Form to your DC.

Step 10 - SUBJECT TEACHER

Present your Reg. Form (student copy) to your subject teacher on the first day of classes. Make sure your name is in the official class list.

Documents to be attached to the Plan of Study may be any of the following:

- Class cards (original and photocopy)
- Computerized class cards
- Evaluation Sheets (from the Registrar's Office)
- Grading Sheets (teacher's copy or dean's copy)
- Official registration forms
- Dropping forms / Change of matriculation forms

Section D - Returning Students

1. General Statement of Policy

The following returning students should seek readmission to the University:

- a) Students who did not enroll for one semester or more semesters and

have filed an authorized Leave of Absence (LOA)

- b) Students who did not file a Leave of Absence are considered AWOL.
- c) Students who applied for Transfer Credentials but did not pursue his/her enrollment in another school provided his/her general weighted average is 2.50 or better.

2. Procedures

- a) Secure **READMISSION FORM** from the OSA and have it signed/endorsed by the OSA Dean.
- b) Pay at the Cashier's Office for Copy of Evaluation Sheet.
- c) Present official receipt at the Office of the Registrar and get a copy of the Evaluation Sheet.
- d) Submit Readmission Form and Evaluation Sheet to the Office of the Vice President for Academic Affairs for evaluation and action.
- e) Once readmitted, submit to the dean the approved Readmission Form and proceed with the enrollment.

For AWOL students, a penalty of P1,000/semester shall be paid once application for readmission has been granted.

For transfer returnees, all transfer credentials released by the university have to be surrendered to the Office of the Registrar

Students with approved application for readmission may proceed with the registration and follow the procedures stated in Section C of this Chapter.

When application for readmission has been disapproved by the university, the student may appeal for reconsideration to the Board of Regents.

Section E - Payment of Matriculation Fees

1. Mode of payment

Payments may be made in cash or in installment. Checks are not accepted as payments. For those with scholarships, a CERTIFICATE OF SCHOLARSHIP must be secured from the VPAA Office to be presented to the Accounting Office and Cashier's Office. Scholars need to check the guidelines stated in Chapter 18 of this manual.

2. Terms of payment

For installment payments, the following shall be the terms of payment to be made by the student:

- | | |
|-----------------------|----------------------------------|
| 2.1 Upon registration | - 25% of the total assessed fees |
| 2.2 Prelims payment | - 25% of the total assessed fees |

2.3 Midterm payment

- 25% of the total assessed fees

2.4 Finals payment

- 25% of the total assessed fees

Days before the scheduled periodic examination, students are required to pay the fees personally to the cashier's office and secure an official receipt. Test permits are issued by the DC upon presentation of the official receipt.

3. Secured Slots for Late Payment

Those who have already enlisted their subjects or have finished assessment of their fees but have not paid yet during their scheduled period of registration for financial reasons will be required to sign-up at the Office of the Registrar on "Secured Slots for Late Payments". Those who have not signed within the time specified by the Office of the Registrar will lose their slots to those needing the subjects.

4. Last Day of Late Registration

All those who secured slots and who failed to register during their schedule have up to this day to pay their registration fees. Beyond this date, payments for registration will not be accepted. Students who failed to pay are NOT ENROLLED and therefore should not attend classes. They are NOT in the official class list. Subject teachers are warned against allowing students who are not enrolled to attend their classes.

III. STUDENT RETENTION

Section A - Classification of Students

Generally, there are six (6) types of students at the university. These are:

- 1) Graduate students who are pursuing graduate studies at the PnC Graduate School,
- 2) Degree program students who are enrolled in the baccalaureate programs of various colleges,
- 3) Non-degree program students who are enrolled in the two-year courses,
- 4) Tech. Voc students who are enrolled in the Technical Vocational courses of TESDA and other trade courses offered in PnC
- 5) Special program students who are enrolled in the special courses like Call Center Training, Medical Transcription Training, and Foreign Language Courses.
- 6) Unit earners who are enrolled just to earn credit units such as in the College of Education.

Degree program students (undergraduates) in Type 2 will fall under any of the following student classification:

1. New Freshmen – these are incoming first year students
2. Old Freshmen – these are students who have finished less than 25% of the total number of units required under their 4-year degree program
3. Sophomore – these are students who have finished not less than 25% but not more than 50% of the total number of units required under their 4-year degree program
4. Junior – these are students who have finished at least 50% but not more than 75% of the total number of units required under their 4-year degree program
5. Senior – these are students who have finished at least 75% of the total number of units required under their 4-year degree program
6. Super Senior - these are students who are in their 5th year of their 5-year degree program such as in the College of Engineering
6. Graduating Students – these are students who are officially enlisted by the Registrar as candidates for graduation
7. Upperclassmen – the general reference to students who are of sophomore to senior or super senior standing

Section B - Course Shifting

1. General Statement of Policy

- a) Non-degree program students shifting to degree programs

Students will be required to finish the non-degree program first before they will be eligible to enroll in the degree program.

- b) Shifting between degree programs

A student who is interested to shift to another degree course may do so provided he/she satisfies the grade requirements set for the said course as approved by the dean. However, students will not be allowed to shift to newly opened major courses or programs.

For both a and b, a general weighted average (GWA) of 2.25 or better is the university requirement for shifting to another program. However, various colleges may impose higher GWA requirement for their programs.

2. Procedures

- a) Secure **PERMIT TO SHIFT** from the Registrar's Office at least two weeks before the registration schedule of the succeeding semester.
- b) When GWA is not satisfied, take the qualifying examination to be administered by the College offering the desired program.
- c) A duly accomplished Permit to Shift form must be presented to the college dean at least one (1) week before enrolment period for interview.

A student may be granted Probationary Admission to the program when certain requirements such as grade requirement for the program, original copy of TOR and other documents have not been met satisfactorily. Probationary admission shall only be honored for one (1) semester.

Section C - Absences and Tardiness

1. Absences

When a student unavoidably absents himself from class, he should present to the instructor/professor on his next meeting an **EXCUSE SLIP** from the Guidance Office Director noted by the OSA Dean.

Absences attributed to illness must be supported by a medical certificate. In such case, the excuse slip must be signed by the University Physician.

Absences may either be:

- a) Excused Absence – the reason is justifiable and acceptable such as health problem, death in the family, accidents, and other similar unavoidable

circumstances; this will entitle the student to make up for the lost activity such as quiz, report, exam, experiment, and other graded activities. However, it is up to the satisfaction of the instructor/professor to design and schedule the make-up activity.

b) Unexcused Absence – the reason is unreasonable and unacceptable as determined by the dean; the student cannot make up for the missed activity neither are the instructors or professors have the right to give make up activities.

2. Excessive Absences

When the total hours missed by the student due to absence (excused or unexcused) exceed 20% of the class hours for the entire semester, he shall be automatically dropped from the subject and is therefore not allowed to continue attending classes.

It is important that classroom teachers check the attendance regularly. Likewise, students are expected to constantly check with their instructors/professors the number of their absences in class to avoid surprises. In similar manner, teachers should forewarn students who are habitually absent and late in class.

Below is the table showing the number of allowable absences against number of meetings per week:

No. of meetings per week	No. of Allowable Absences
5	17
3	10
2	7
1	3

When the student has exceeded the 20% absence limit, he must not be allowed anymore to continue attending the class.

If majority of the excessive absences incurred is excused, the student should be given a grade of "UD" with the remark "EAE" or "excessive excused absences." However, if the majority of the absences incurred are unexcused, he should be given a grade of 5.0 with the remark "excessive unexcused absences" or "EUA."

3. Tardiness

A student is considered late if he arrives within the first 15 minutes after the start of the one-hour class period. Below is the allowable number of minutes for the student to be considered late. Beyond such time allowance, the student shall be marked absent.

- 3.1 Fifteen minutes (15) for a one hour class
- 3.2 Twenty minutes (20) for a 90-minute class
- 3.3 Twenty-five minutes (25) for a 2-hour class
- 3.4 Thirty minutes (3) for a 3-hour class

If the student has three (3) records of late, one (1) absence shall be counted against him by the subject teacher. These absences shall be considered

unexcused absence.

Section D -Academic Status of Students

1. Scholastic Achievements

The following are the scholastic achievements recognized by the university:

a) President's List

Students who obtain at the end of the semester a weighted average of 1.5 or better in all academic subjects shall be in the President's List, with no grade below 2.25, no record of DRP and INC and with a minimum load of 21 units or as prescribed in the approved curriculum.

A certificate of scholastic achievement will be awarded to them during the annual recognition program. Full scholarship will likewise be awarded with P500 monthly stipend.

b) Dean's List

Students who obtain at the end of the semester a weighted average of 1.51 to 1.75 in all academic subjects shall be in the Dean's List with no grade below 2.50, no record of DRP and INC and with a minimum load of 21 units or as prescribed in the approved curriculum.

A certificate of scholastic achievement will be awarded to them during the annual recognition program. Partial scholarship will be awarded. 2. Scholastic Delinquency

2. Scholastic Delinquency

a) Warning

Students who did not pass 25% to 50% of their subjects in one given semester shall receive a warning from the dean.

b) Probation

Students who did not pass 51% to 75% of their subjects in one given semester shall be placed under probation the following semester.

c) Dismissal

1) Students who did not pass more than 75% of their subjects at the end of the semester shall be automatically dismissed

2) Students who are placed on double probation (probation for two (2) consecutive semesters) shall be dismissed the following semester.

3) Students who have been given 3 successive warnings shall be dismissed.

Section E - Leave of Absence

Students who for some reasons wish to interrupt their schooling may apply for Leave of Absence (LOA) at the Office of the Registrar.

The following are important documents that students applying for leave of absence have to submit:

- a) Student's Letter of Intent duly signed by the parent / guardian
- b) **LOA FORM** accomplished by the student and signed by the DC and the college dean.
- c) Approved LOA must be accompanied by an accomplished **STUDENT CLEARANCE** and submitted to the Office of the Registrar within two (2) weeks from the start of classes for non-enrolled students and three (3) weeks before final examinations for enrolled students.

Section F - Absence without Leave (AWOL)

A student who has not officially registered and has not filed a Leave of Absence for the semester/s he was not enrolled, shall be considered AWOL. AWOL students do not enjoy the rights and privileges of officially enrolled students such as using the school facilities, joining university-sanctioned activities, and the likes.

When he decides to enroll again, he must follow procedures specified in Chapter 1, Section D.

Students who are AWOL for more than two (2) years or (4) consecutive semesters shall be considered permanently dismissed from the university. However, if he decides to go back to school, he should apply for readmission directly to the Board of Regents. The BOR shall be the sole body to decide on his case.

Section G -Cross-Registration

To another institution:

1. General Statement of Policy

Cross registration/enrollment of subjects in other CHED-recognized schools may be allowed only on the following conditions:

- 1.1 The subject/s is/are not offered in PnC during the given semester;
- 1.2 The subject/s is/are offered in the college but is/are in conflict with his/her major subjects
- 1.3 The subject/s is/are not major course/s for licensure-bound programs
- 1.4 The cross-registration is not during the last semester of the student at the university prior to graduation, except for very special cases.
- 1.5 The cross-registration has been duly endorsed by the dean for approval of the VPAA and the President

2. Procedures

The following are the procedures that the cross-registrants will have to follow:

2.1 Secure the **PERMIT TO CROSS-ENROLL** from the Office of the Registrar and secure the signatures of all concerned school officials.

2.2 Present this permit to the school where he/she will cross-enroll.

3. Procedures for non-PnC students cross-enrolling in PnC.

3.1 Students from other schools who intend to cross-enroll in the university must submit to the Registrar's Office the following:

- Certification of Good Moral Character from the Director of Student Affairs of his school.
- A letter of request or permit duly approved by the registrar and/ or dean of his school indicating the subjects he is permitted to enroll.

3.2 Upon submission of the requirements to the Office of the Registrar, the student will be issued the permit to cross-enroll by the registrar and will be referred to the dean for approval of the same. Once approved by the dean, the student shall be required to pay the miscellaneous, tuition, and other fees.

3.3 The cross-enrollee shall follow the regular enrollment procedure.

3.4 Cross-enrollees' residence shall be classified as well.

3.5 Scholarships and other forms of financial assistance enjoyed by the cross-enrollees from the mother school are not transferable.

3.6 Cross-enrollment shall only be allowed for one semester.

Section H - Residency Policy

1. Residency Requirement for Earning a Degree

A student may graduate from the university and be given a degree provided that at least 50% of the subjects are to be taken from PnC prior to graduation. In view of this, a transferee-applicant (to PnC) may not be allowed to transfer when the remaining subjects to be taken prior to graduation are less than 50% of the total required subjects in the curriculum.

2. Maximum Residency for Completing a Degree

Being scholars of the municipal government, all PnC students are required to take their studies very seriously and finish their programs within the prescribed time as designed in the curriculum, excluding duly approved leave of absence/s. However, for valid reasons, students may extend their stay in the university. In such case, the university observes a TWO-YEAR EXTENSION (6 years for the 4-year degree programs and 7 years for the 5-year degree programs) as the Maximum Residency Policy.

In the event that the student still is unable to finish the degree after the maximum residency has been granted, he may appeal for another extension to the Board of Regents, which shall have the final decision on his case.

Section I -Readmission Policy

Students who have been dismissed or AWOL may apply for readmission to the university. Policies and procedures are specified in Section 1-D of this manual.

Students who are on double-probation shall not be allowed re-admission to the university. Double probation may be academic, non-academic, or combination of both. Students in this category shall be classified as **PERMANENTLY DISMISSED (PD)** from the university.

IV. STUDENT LOAD

Section A - Regular Study Load

For undergraduate students, regular academic load depends on the program they are enrolled in, which vary from 18 units to 30 units in one given semester. Students are advised to consult their dean or department head before deciding on what subjects to enroll and how many units to take.

Regular load during summer classes is 6 units, unless explicitly indicated in the Plan of Study, in which case, summer class is required. Only graduating students shall be allowed to enroll maximum of 9 units, with the approval of the VPAA.

Section B - Overload and Underload

Under no circumstances shall a student take underload in a semester. If intending to take underloaded units, the student must seek the approval of the dean by filling out **PERMIT TO TAKE UNDERLOAD**. Students with special needs, like health, may be allowed to take underload. A medical certificate has to be attached to the form to be validated by the university physician. Working students, on the other hand, may be allowed to take underload on special cases, with prior approval of the dean and the VPAA. Underloading for two (2) consecutive semesters may be grounds for academic disciplinary action, as consistent underloading will affect the maximum residency of the student to finish the program.

Overloading is strictly monitored in the university. With the approval of the dean and the VPAA, a student is allowed to take an overload of not more than six (6) units in one given semester. Graduating students may be allowed to take overload of 6 units during the last semester of their stay in the university provided that the subjects are not major subjects.

Section C - Change of Matriculation

After having paid the matriculation fees, students may sometimes want or have to change the matriculation for that semester; thus, the following provision:

1. Substitution of Subjects

a) Requirements

A student who has already paid his registration fees but wishes to change subjects will be allowed only if:

- 1) the pre-requisite/s of the subject/s to be changed is/are not satisfied by the student; or
- 2) the subject/s has/have been dissolved; or
- 3) the subject is in conflict with a major subject

b) Procedure

- 1) The student should secure a permit from the Registrar's

Office and accomplish the **CHANGE OF MATRICULATION FORM.**

- 2) He/she is required to pay the Change of Matriculation fee of Php50 per subject at the Cashier's Office and have his form signed by the Cashier.
- 3) Accomplished forms should be submitted to the Registrar's Office and the dean for signature and encoding.

2. Addition of Subjects:

a) Policy

A student with good academic standing (with no failing mark during the previous semester) may be allowed to add subjects to his regular academic load provided that he has the approval of the department head and that the total study load credit to the student for regular semesters shall not violate the 6-unit overload policy.

b) Procedure

- 1) The student should secure and accomplish the **CHANGE OF MATRICULATION FORM.**
- 2) He/she must pay the change of matriculation fee of Php50.00 per subject and tuition fee for the additional subjects at the Cashier's Office and have his forms signed by the Cashier.
- 3) Accomplished forms should be submitted to the Registrar's Office and the dean for signature and encoding.

3. Cancellation of Subjects

a) Policy

A student may request that the subject/s he enrolled be officially cancelled due to the following acceptable reasons:

- The subject has been dissolved.
- The subject is in conflict with the other enrolled subjects, and no other subject fits in the schedule.

b) Procedure - same procedure as addition of subjects.

a) Policy

A student who has already enrolled may still officially withdraw his enrollment from the university provided that the withdrawal is done before the last day of late registration.

b) Procedure

1. A student who intends to withdraw his enrollment from the college must inform the Registrar's Office before the last day for late

registration.

2. He must secure and accomplish the **CHANGE OF MATRICULATION FORM** and the **REFUND FORM**.
3. He should pay the withdrawal fee of PHP 100 at the Accounting Office and have his form signed by the Cashier.
4. Accomplished forms must be submitted immediately to the Registrar's Office and dean for signature and encoding.
5. Only forms submitted and stamped at the Office of the Registrar on time will be honored.
6. Ninety percent (90%) of payments made by the student will be refunded.

Section D - Unauthorized Withdrawal

Students who wish to withdraw after the last day for late registration will get the following deductions from the payments made (except the registration fee):

- Twenty-five percent (25%) after two (2) weeks of classes
- Fifty percent (50%) after three (3) weeks of classes

Students who withdrew after the prelims examination will be required to pay the whole semester and will not be issued clearance needed for enrollment next semester until accounts have been settled. He will be required to file for a Leave of Absence (LOA). In such case, Officially Dropped (OD) shall be indicated in each of the subjects enrolled by the students.

Section E - Course Pre-requisites

Certain courses may not be taken unless pre-requisite courses have previously been taken and passed. Students are advised to constantly check their Plan of Study before they enroll. Likewise, they are encouraged to constantly seek the advice of their Department Head, Dean, or the Registrar for this matter.

Subjects taken and passed but are later found to be violating the pre-requisite policy will be considered null and void. Students shall be required to re-enroll the subjects after satisfying the pre-requisites for the same.

Section F - Consent of Instructor (COI)

Certain pre-requisites may be waived depending on the assessment and recommendation of the department head and the dean. In such cases, the approval of the VPAA and the President is needed. However, under no circumstances shall this be applied to major subjects, professional courses, and the same.

V. GRADING SYSTEM

Section A - Grading System and Period

1. Examination and Grading Periods

The entire semester is divided into three grading/examination periods, with each period consisting of not less than 6 weeks:

- a) Prelims - 6 weeks after the start of classes
- b) Midterm - 6 weeks after prelims
- c) Finals - 6 weeks after midterm

For each examination, students are required to submit an examination permit duly signed by the Cashier. No faculty member is allowed to devise his own grading period. Teachers are required to follow the dates specified in the Academic Calendar. Advance or late examination, without prior approval of the Dean and the VPAA, shall be subject to disciplinary action.

2. Grading System

The University shall adopt the following standard grading system:

Official Grade		Percentage (100%)		Remarks
1.0	-	96-100	-	Excellent
1.25	-	92-95		
1.5	-	88-91	-	Very Good
1.75	-	84-87		
2.0	-	80-83	-	Good
2.25	-	75-79		
2.5	-	70-74	-	Satisfactory
2.75	-	65-69		
3	-	60-64	-	Passed
5	-	0-54	-	Failed
INC	-	Incomplete		
UD	-	Unofficially Dropped -		EUA
OD	-	Officially Dropped -		(date)

Section B - Grade Components

Grades shall be based on major exams, long exams, long quizzes, short quizzes, assignments, homework, projects, recitation, class participation, research work, attendance, group work, and other pertinent acceptable educational parameters.

The following shall be the official percentage assignment for the computation of the periodic standing:

For Lecture Classes:

ITEM	PERCENTAGE
Periodic Examination	- 50%
Quizzes / Exercises	- 20%
Class Participation	- 10%
	- 20%
*Project, seatwork, drills, homework, research papers, etc.	

For Laboratory Classes:

ITEM	PERCENTAGE
Laboratory Exercises / Experiments	- 70%
Practical Examination	- 20%
Others**	- 10%

**Short quizzes, homework, seatwork, drills, etc.

Lecture with Laboratory class shall have the following computation (distribution of percentage) of the Final Rating:

Lecture Grade	- 60%
Laboratory Grade	- 40%

Final Grade	- 100%

The faculty member shall have the freedom to assign percentages to other parameters, as long as they are reasonably workable within the framework of the course outline and properly discussed with the students during the first week of classes. For CHAS, failure in lecture automatically means failure in RLE.

However, the division (ex. English Division) or the department may adopt its own standardized percentage assignment (within the grading system) that will suit the needs and conditions of particular subjects.

Teachers are required to give the Midterm grade to the students one week after Midterm examinations. The Midterm grade shall be used in advising students to drop and discontinue the course. Teachers may report to the dean or to the VPAA teachers who are not giving out the Midterm grades.

Section C - Grade Computation

Students will receive two (2) grades during the semester: the Midterm Standing (needed most especially to decide whether to drop or not to drop the course) and the Final Rating, which will be indicated in the Grade Sheet.

Students must know how their grades are computed. They should be free to inquire with the subject teachers how certain grades are computed. In computing the grade of the students, the following formula should be used:

A. The general distribution of weight across grading periods:

Prelim Grade + Midterm Grade + Final Grade = FINAL RATING			
(30%)	(30%)	(40%)	(100%)
B. To compute for the Midterm Standing:			
Prelim Grade + Midterm Grade = MIDTERM STANDING			
(50%)	(50%)	(100%)	
C. To compute for the Final Rating:			
MIDTERM STANDING + FINAL GRADE = FINAL RATING			
(60%)	(40%)	(100%)	

Section D - What do "INC" and "DRP" mean?

1. What does "INC" mean?

"INC" means the student is passing but has failed to take the final examination or to submit certain requirements of the course such as a paper or a project. In either case, the student is presumed to be of "passing" standing such that completion of such missed work will only mean increasing his grade. If it is otherwise, the instructor or professor must nevertheless give a grade of "5" instead of "INC."

Completing the "INC" must be done the following semester and only to the same instructor or professor who gave the grade. If the said instructor is not anymore connected with the college, the dean shall assign another faculty member to attend to the student seeking completion. However, once the completing period has elapsed, a grade of "5" shall be given to the student.

2. What does DRP mean?

A subject may be dropped one week after the midterm. After such period, dropping is not allowed. Should the student discontinue attending the class without officially dropping the subject, a grade of "5" will be given to him due to excessive unexcused absences. Unofficially dropped (UD) is when the student has not shown up in class since the start of the semester and did not file LOA or has incurred excessive excused absences. Officially dropped (OD) is when the student has followed the dropping procedure, paid the dropping fee, and submitted the dropping forms to the respective offices (dean and the registrar).

Section E - Course Dropping Procedure

Students who wish to drop or are advised to drop the course must take the following steps:

1. **Secure a DROPPING FORM** from the Office of the Registrar
 2. Fill-out the form and have the subject teacher, department head and the dean sign the form
 3. Pay the corresponding dropping fee (P50.00/subject) at the Cashier's Office
- Dropping is only allowed after the Midterm examination. This is to discourage

students from simply dropping the subject without going through the challenge of the course.

Section F - Change of Grade

Students who discover inaccuracies and inconsistencies in the computation of their grades may raise the issue to the subject teacher. Once the subject teacher has consented to change the grade, the teacher shall write a letter of request for change of grade addressed to the Academic Council through the VPAA and fill-out a **REQUEST FOR CHANGE OF GRADE** at the VPAA Office.

Section G - Incomplete and Completion

The university shall observe a **One-Semester Completion Policy**.

Students who have incurred INC have to complete such the following semester and with the same subject teacher. The following is the procedure for completion:

1. Secure a **COMPLETION FORM** from the Office of the Registrar
2. Pay the completion fee of P100.00 per subject
3. Submit the requirement/s needed for the subject to the subject teacher
4. Once satisfied, the teacher will sign the form and give the grade. The subject teacher shall be responsible to submit copies of the Completion Form to the Department Chair, the Dean, and the Office of the Registrar.

Subjects not completed after one semester shall automatically be given a grade of 5.0. Students need not be advised by the college dean or the registrar of this.

In the event that the subject teacher concerned is no longer connected with the university, the college dean will assign another faculty member to attend to the completion requirement/s.

Section H - Accreditation of Subjects

Students applying for subject accreditation must observe the following procedure:

1. Authentication of documents by the registrar's office
2. Evaluation and validation by the department head
3. Approval of the college dean

When subjects and grades do not satisfy the requirements of the program, the department head or the dean may require the applicant to take a qualifying examination to validate performance in certain subjects.

VI. GRADUATING STUDENTS

Section A - Application for Graduation

A student, after getting the evaluation of the DC against the Plan of Study, may apply for graduation when the results of such evaluation make him a candidate for graduation during that school year.

1. The student must secure from the Office of the Registrar and fill-out the **APPLICATION FOR GRADUATION FORM**.
2. The accomplished form, signed by the DC and the dean, must be submitted to the Registrar's Office one (1) week after the opening of classes.
3. After evaluating and validating the application for graduation, the Office of the Registrar is expected to post the tentative list of the candidates for graduation on or before the date specified in the school calendar.

Section B - Grades Deliberation

The University Council convenes to deliberate on the grades of each of the graduating student. Proofs of grades, records of performance, and other pertinent documents are examined and validated. Only those that have passed the scrutiny of the Council will be included in the list of candidates for graduation to be submitted to the Board of Regents for confirmation.

All graduating students are expected to update their Plan of Study, attach supporting documents such as computerized class cards, evaluation sheets, copies of dropping form, change of matriculation form, etc. These vital documents will help support existing documents in the possession of the university.

Section C - Graduation Picture-Taking

Those in the tentative list of candidates for graduation will be required to pay the cost of the graduation picture-taking. The schedule for picture-taking will be indicated in the school calendar.

Section D - Other Graduation Matters

1. Calendar for Graduating Students

The Academic Calendar of the university shall have a portion particularly for the graduating students. This calendar for graduating students must be observed strictly.

2. Consultative Meeting with the University President

All graduating students shall be convened (by college) in order to have a dialogue with the University President. This institutional practice serves as a venue for feedback on ways to improve curriculum and instruction and

the university administration in general based on the perspective of those who have spent 4 or 5 years in the campus.

3. Appeals Period

Graduating students who are have problems with records, documents, and other matter related to their graduation may file for Appeal to the University Council, which is tasked to hear the merits of the appeal and make recommendations to the University President who will likewise endorse the same to the Board of Regents for final action.

4. Yearbook Committee

At the start of the each school year, all the graduating studentswill be convened where yearbook proposals will be discussed and yearbook committee will be organized. This yearbook committee representing all the colleges and units shall be tasked to supervise production of the yearbook - from inception to actual publication. The committee is expected to make decisions in behalf of the graduating students, under the advisorship of the Dean of Students.

Section E - Graduation Honors and Awards

1. Academic Awards

A. Presidential Medal of Honor for Academic Excellence

The graduating student who garnered the highest GWA (since first year) from among the honor students receives this singular recognition.

B. Laudes

General Weighted Average

- | | | |
|--------------------|---|-----------------|
| 1. SUMMA CUM LAUDE | - | 1.0000 – 1.2500 |
| 2. MAGNA CUM LAUDE | - | 1.2501 – 1.5000 |
| 3. CUM LAUDE | - | 1.5001 – 1.7500 |

C. Guidelines for Awarding Academic Honors

Every candidate for graduation with honors must:

- have carried the normal (regular) load prescribed in his curriculum except in the last semester
- have not violated the residency policy of the university
- Have not been subjected to any major disciplinary action and found guilty of the same after due process.

- d. Have not repeated a subject in any other educational institution. have no final grade of 5.0, INC, UD or OD in any academic and non-academic subjects prescribed in his curriculum which he / she has taken in the university or in any other educational institution

2. Special Academic Awards

A. Best in Thesis / Feasibility Study / Project Design

Students who have shown excellence in thesis / feasibility study/ project design as determined by the college screening committee.

B. Best in Practicum / OJT / RLE / Practice Teaching

Student who have shown excellence in practicum as determined by the college screening committee and coordinators:

1. Best in Practicum – for College of Arts and Sciences / Business Admin. And Accountancy
2. Best in OJT – for College of Computer Studies / Engineering
3. Best in RLE – for College of Health Allied Sciences
4. Outstanding Practice Teachers – for College of Education

3. Non-Academic Awards

A. Leadership Award

1) Presidential Medal of Honor for Leadership with Excellence

o The student who has university-wide leadership at least during hislast year in the university and who has garnered the highest points in the selection criteria for College Leadership Award

2) Leadership Award (college-wide)

3) Selection Process:

- a) A teacher or a student can nominate for the award.
- b) The award will be granted to the nominee who has garnered the highest rating as evaluated by the screening committee

4) Selection Criteria: The recipient of this award must:

- a) have been in residence for at least 2 years prior to graduation
- b) have not incurred a grade of 5.0 in his entire college years in any of hisacademic and non-academic subjects.
- c) not been subjected to major disciplinary action and found guilty of the same after due process
- d) have shown exemplary leadership skills in the university or college council or in any university organization based on the criteria set by the committee on awards.

The recipient of the award will be rated based on the

given criteria and will use the numerical grading system below:

96 %	-	100%	-	Excellent
90 %	-	95 %	-	Very Good
85 %	-	89 %	-	Good
80 %	-	84 %	-	Satisfactory
75 %	-	79 %	-	Fair

5. Performance Criteria:

- a) Creativity and Resourcefulness (10%)
- b) Resiliency (10%)
- c) Self-Discipline and Credibility (10%)
- d) Problem Solving and Systems Thinking Ability (10%)
- e) Length of Leadership (10%)
- f) Projects and Accomplishments (50%)

B. Culture and Arts Award

I. Selection Process:

- a) A teacher or student can nominate for the award.
- b) The award will be granted to the nominee who has garnered high ratings as evaluated by the screening committee.
- c) There may be one or more recipients of this award as determined by the committee members.

II. Selection Criteria: The recipient of this award must:

- a) have contributed in the advancement of arts and culture of the university
- b) have participated / performed in various university and municipal activities;
- c) have represented the university or the municipality in various arts and culture competitions and activities;
- d) have not been subjected to major disciplinary action and has been found guilty of the same after due process.

The recipient (s) of the award will be rated based on the given criteria:

- i. Outstanding Artistic Achievement and Involvement – 60%
University-based programs / activities
Non-campus activities
- ii. Display of Excellence of the Craft – 30%
- iii. Display of PnC student character – 10%

C. Sports and Athletics Awards

I. Selection Process:

- a) A teacher or student can nominate for the award.
- b) The award will be granted to the nominee who has garnered high ratings as evaluated by the screening committee.
- c) There may be one or more recipients of this award as determined by the committee members.

II. Selection Criteria: The recipient of this award must:

- a) have contributed in the advancement of sports and athletics of the university
- b) have participated / performed in various sports competitions within the university or college;
- c) have represented the university or the municipality in sports competitions and tournaments;
- d) have not been subjected to major disciplinary action and has been found guilty of the same after due process.

The recipient(s) of the award will be rated based on the given criteria:

- i. Outstanding Sports Achievement and Involvement – 60%
 - University-based programs / activities
 - Non-campus programs / activities
- ii. Display of Athletic Skills – 30%
- iii. Display of Sportsmanship and Character – 10%

4. Awards Committee

In time for the awards deliberation, the University Council constitutes an Awards Committee which is composed of five (5) members of the council. They shall receive nominations, deliberate on the merits of the nominees, and submit their recommendations to the Office of the President one month before the scheduled graduation.

With the approval of the University Council, colleges may give other citations to their graduating students during the Sunrise Baccaaluateareate program.

With the approval of the Board of Regents, the university reserves the right to bestow awards, citations, and recognitions to graduating students other than those already stated and defined in this manual.

VII. STUDENT CONDUCT AND DISCIPLINE

Section A - Minor Misconduct and Light Offenses

Students are expected to display proper conduct anywhere at all times, but most especially while they are inside the school premises.

The following are categorized as minor misconduct and shall be sanctioned with corresponding penalties:

1. Not wearing or improper wearing of the school ID
2. Coming to school not in proper uniform or prescribed dress code
3. Littering and loitering in and around the school premises
4. Disturbing classes with noise and other means of distractions
5. Using cellphones, MP3s, and similar gadgets during class hours
6. Using school facilities without permit from school authorities

Items 1-6 shall be given the following penalty:

1st offense	-	Warning
2nd offense	-	Community Service (8 hours)
3rd offense	-	Community Service (24 hours)
4th offense	-	Community Service (40 hours)

7. Smoking inside and within the school premises
8. Obstructing and disrupting school activities without valid reasons
9. Habitually disobeying classroom policies of subject teachers
10. Misbehaving during official school activities
11. Shouting of foul language addressed to fellow students
12. Acting and gesturing towards the opposite sex, which tend to be offensive or scandalous

Items 7-12 shall be given the following penalty:

1st offense	-	Warning
2nd offense	-	Light Suspension (1 week)
3rd offense	-	Moderate Suspension (2 weeks)
4th offense	-	Heavy Suspension (3 weeks)

Section B - Major Misconduct and Serious Offenses

When student's conduct and behavior are detrimental to the peace and order of the school, such misconducts are categorized as major offenses of existing rules and regulations of the school, the municipality, and the government in general.

The following are classified as major misconducts of students and their corresponding penalties:

1. Falsification, forgery, alteration, unauthorized possession, or misuse of school official documents, records, or identification, or knowingly furnishing false information to the university or to a university official.
2. Verbal, physical, or psychological abuse, including detention or threat of

- bodily harm to self or another person or persons in the school community.
3. Possession, use, sale, or delivery of controlled substances or dangerous drugs or other narcotics or illicit drugs wherein the possession, use, or delivery thereof is a violation of city and state laws.
 4. Manufacturing, sale or delivery of alcoholic beverages inside college premises or violation of the university policy on "no alcohol in school."
 5. Sexual harassment, related sexual offenses, and acts of immorality
 6. Theft of property or damage, other than accidental, to property of the college, members of the community, or campus visitors.
 7. Hazing of any kind including acts directed against any student by another student, or by a group of students, if the intent is to or the effects of such acts would intimidate or subject the student to indignity or humiliation including any violation of the Anti-Hazing Law.
 8. Possession or use of firearms, illegal knife, dangerous weapons, explosives, and/or bringing out of dangerous chemicals outside of the science laboratories.
 9. Unauthorized accessing of electronic information of the university
 10. Involvement in all manners and degrees in brawls, rumbles, riots, and other acts of campus violence.
 11. Unauthorized collection of money, bribery, and other coercive means of gaining financial advantages over other students
 12. Malversation of students' funds and/or school funds
 13. Securing, soliciting, and holding a copy of an examination or a portion thereof, that is yet to be administered
 14. Having somebody else take the quiz, test, or any other examination activity, in which case, both students will be held liable.
 15. Plagiarism
 16. The verbal assault against teachers & school officials through electronic media, printed materials & or other means of information dissemination.

For items 1-16, the following shall be the penalty:

1st offense - Permanent Dismissal (or as decided upon by constituted university authorities or the Student Disciplinary Tribunal)

17. Obstruction or disruption of teaching or any other lawful function or mission of the university
18. Malfeasance or misuse of elective or appointed office in a student organization which is injurious to the organization, its members, or the welfare of the school community.
19. Intimidation or harassment of students, teachers, or employees
20. Violation of rules relating to the use of campus buildings and other university facilities or services.
21. Failure to answer an official summons or to comply with lawful directions of college officials acting in the performance of their duties.
22. Unauthorized tampering with any fire alarm or fire safety system.
23. Vandalism in any part of the school premises
24. Destruction, damage, unauthorized use of or misuse of school property.
25. Being under the influence of alcohol while in school premises and in a university-sanctioned activity outside the campus
26. Participation, direct or indirect, in gambling of any kind inside the school premises.
27. Exhibiting overtly or otherwise any acts of lewdness.
28. Distribution, sale, and possession of pornographic materials inside the school.
29. Academic dishonesty:

- a) Copying or allowing another student to copy from one's test paper, term paper, assignment, or other documents that are submitted for grading purposes
- b) Looking at another student's test papers while taking the examination despite persistent reminder of the proctor
- c) Using another student's ID, library card, registration form, permit slips, and other school documents for purposes of misrepresentation and false identification
- 30. Participation, involvement, and/or membership to fraternities or sororities and/or founding the same unlawfully in the university
- 31. Misrepresentation of the university to gain unlawful advantage, financial or otherwise.

For items 17-31, the following shall be the penalties:

1st offense	-	Suspension
2nd offense	-	Permanent Dismissal (or as decided upon by duly constituted university authorities)

Section C - Due Process

The university respects the right of students, when charged with offenses, to due process. The Student Discipline Board (SDB), which is composed of five (5) members of the academic and non-academic community, is tasked to handle cases involving students charged with misconducts and misdemeanor. SDB shall guarantee that students are given due process.

The following are the Two (2) Major Requisites of Due Process:

1. Notice

A student charged with certain offenses has the right to be informed in writing of the nature of the offense. This notice must be received by the student personally, and if the case warrants, his parents or guardians. The student will be asked to submit a counter-document explaining his side of the case.

2. Hearing

Once notices have been served and documents have been submitted, SDB shall convene to study the merits and demerits of the case. If it is found to be substantial in nature, SDB will schedule series of meetings to hear the case.

Section D - Rights of the Accused Students

Students accused of misconduct shall still enjoy their rights, as follow:

- 1. Right to Adduce Evidence
- 2. Right to Counsel
- 3. Right to Access to Evidence against Him

Section E - Penalties, Sanctions, and Disciplinary Action

Imposing sanctions on erring students is just as important as protecting the interest of the school. Disciplining students is integral in the educational process. For purposes

of definition, penalties, sanctions, and disciplinary actions mean the same thing and are interchangeably used.

The following are other sanctions that may be imposed:

1. For Minor Misconduct and Light Offenses:

a. Warning

Written notice that specifies the misconduct committed will be served to the erring student. This warning officially informs the student that further unacceptable actions may be imposed by the school administration.

b. Transfer to another class

A student with behavioral problem may be removed and transferred to another section. This particular sanction is not to be done arbitrarily. Transferring him to another section is seen more as a corrective measure than as a sanction. If complained behavioral problem persists despite the transfer and intervention of the guidance counselor, a more serious sanction may be recommended.

c. Suspension

Students may be suspended accordingly:

Light Suspension	- 1 week
Moderate Suspension	- 2 weeks
Heavy Suspension	- 3 weeks

d. Reimbursement for damages or loss

In cases when school property is damaged or lost as a result of student's misconduct, he will be required to reimburse or pay for the damage or loss of such property. The amount to be paid shall be commensurate to the damage or loss incurred.

e. Loss of scholarship or financial assistance and other privileges

Some minor misconduct will merit loss of scholarship or financial assistance and of certain privileges like being banned from joining school activities, banned from using the library (in cases when the student is observed to be consistently noisy and unruly inside the library), or banned from joining any school organization. These privileges may be restored once the terms and conditions have been satisfied.

f. Removal from elective or appointive position

Erring students holding office or position may be removed and replaced once proven guilty of certain misconduct. This particular sanction involves not only offenses committed within the organization he belongs but also those that may be done outside the organization.

g. Self-Improvement projects

The student may be required to report periodically to the guidance counselor, academic adviser, and/or some other school officials for self-

Improvement programs, educational projects, and self-help activities – all designed to improve character and behavior of the student.

h. Community Service

The student may also be required to render community service. This service may be rendered inside or outside the campus. Seen as a corrective means rather than a punitive measure, service aims to enhance the student's perspective of self and of others.

2. For Major Misconduct and Serious Offenses:

First time offenders are subjected to disciplinary actions, when proven guilty. Students enjoying scholarship or financial assistance will automatically forfeit such privileges when charged and proven guilty of major misconduct.

The following are the major sanctions that may be imposed by the school administration to students committing major offenses:

a. Suspension

Suspension is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes

The following are the types of suspension that may be imposed.

1) Preventive Suspension

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 administration is morally convinced that the continued stay of the student during the period of the investigation constitutes a distraction to the normal operation of the school or poses a risk or danger to the life of persons and property in the school.

It must be understood that preventive suspension is not a penalty but categorically a deterrent to the disruption of normal school operations.

a) Punitive Suspension

This refers to the school's prevention of a student from attending class and thus from taking any examinations, quizzes, and graded recitations given during the specified period. Since he is not excused from these graded works, he shall be given a failing mark for not having taken them; nor will he be given special examinations to make up for them later, as that would grant him an advantage over his more scrupulous classmates.

b. Exclusion

Exclusion is a penalty involving the removal of an undesirable

student from the official school rolls. The student is excluded during the same year or term he is found guilty of a serious breach of school rules and regulations. This particular sanction prohibits the student from finishing the semester.

After the exclusion penalty has been served, the student may enroll again the semester after, without prejudice to his previous misconduct.

c. Permanent Dismissal

The student will be dismissed permanently from the university and will be allowed to transfer to other school. However, the university cannot certify a good moral character of the dismissed student.

d. Expulsion

Expulsion is an extreme administrative sanction debarring offending students from all public and private schools in the Philippines. It is the most severe penalty available to schools, and may not be imposed without the approval of the Commission on Higher Education (CHED), which is the only institution that can impose the sanction.

The school records of the student under expulsion shall not be released until the lapse of the penalty.

Section F - In-Charge of Student Conduct and Discipline - OSA

The Office of Student Affairs (OSA) through its Student Discipline Board shall be in charge of handling cases and complaints against students. Whenever necessary, the OSA Director shall constitute the SDB comprising of five (5) members of the academic and non-academic community. The OSA Dean shall not sit in the SDB. One (1) slot shall be automatically reserved for a student representative in the board, who may or may not be an elected officer provided that such student representation:

- a. should at least be third year in standing
- b. has no record of disciplinary action
- c. does not belong to the same college as the charged student

Under no circumstances shall an SDB be handling more than three (3) cases in the same semester. In such cases, the OSA Dean has to constitute another SDB to handle other cases. The SDB is required to finish its investigation and submit its recommendations within the semester it was constituted. Otherwise, it needs to seek approval of the University President to extend its work.

The SDB is recommendatory in nature. The final decision rests on the University President, who has the sole authority to dispense justice to its constituents.

VIII. STUDENT ORGANIZATIONS

Section A - Rules and Requirements on Student Organization

Students at the university shall have the right to form an organization. This organization shall embody their ideals, visions, inclinations, and perspectives which are in consonance with the existing rules and regulations of the university. The kinds of organization that will be considered for recognition includes academic groups/ clubs, hobby clubs, socio-civic groups, religious groups, and student publications.

1. Requirements in Forming Student Organizations

The following steps shall be needed in order for an organization to be recognized:

- a) The organization shall consist of members not less than 20 who are students officially enrolled at PnC during the semester
- b) The organization shall have a constitution which is in accordance with the existing rules and regulations of the university as stated in the Student Manual as well as the Constitution of the University Student Government
- c) The organization shall have an organizational structure representing the sets of officers with the defined functions of each office.
- d) The organization shall write a letter addressed to the Dean of Student Affairs indicating their intention to be recognized.
- e) The organization must have an adviser. This adviser must be a regular full-time faculty member of PnC.
- f) All organization officers must be in good academic standing, i.e., have no failing grades in the last two (2) semesters.
- g) Recognition of an organization is renewable every year upon submission of important requirements

2. Rules and Regulations on Student Organization

Once recognition is granted, the student organization agrees:

- a) To seek the general welfare of its members
- b) To provide equal opportunity and participation to all members
- c) To prohibit the practice of discrimination against all potential members because of race, religion, sex, color, age, nationality, or disability
- d) To exercise reasonable means of recruitment process without harm to the mental, emotional, and physical being of the potential member
- e) To constantly seek the guidance of the organization adviser f) To abide by the Rules and Regulations of the university pertaining to the students
- f) To abide by the Rules and Regulations of the university pertaining to the students

Section B - Privileges of Recognized Student Organizations

Once recognized, these student organizations shall enjoy a number of privileges

such as:

1. Use of university facilities, equipment, and services, following the provisions on the use of such
2. Use of the university's name in publicity, promotional materials, and press releases. However, the use of PnC's name for off-campus fundraising activities should have prior approval of the OSA dean and the university president.
3. Participation in university-wide activities and if necessary, municipal-wide activities or LGU-sponsored ventures.
4. Participation in the institutional Leadership Training Seminar (LTS)
5. Inclusion of the organization's name in various publications of PnC
6. Inclusion in the annual search for Outstanding Student Organization (OSO) Award and the Outstanding Student Leader (OSL) Award.
7. Representation of the university in various contests and competitions sponsored by outside organizations.
8. Participation and representation in various public for a and discussions sponsored by the university in relation to decision-making and policy- making arrangements of the administration.

Section C - Membership

1. All officially enrolled students can join any recognized organizations in the university, except those under disciplinary or probationary status.
2. Members of the University Student Government may also join in any recognized organizations in PnC.
3. Students are prohibited from joining more than two (2) organizations at any given semester. This is to make sure that students will fulfill their primary task in college, which is to study and pass all the academic subjects they are enrolled in.

Section D - Maintaining or Withdrawal of Recognition Status

Recognition is renewable every year. Officers of the organization have to go through the process of renewing the recognition two weeks after the start of the school year. The Student Organization and Activities Unit Coordinator will evaluate the performance of the organization and recommend for its recognition renewal to the OSA Director once it is found to be worthy of renewal.

Requirements for Renewal of Recognition

- a) Financial statements of cash receipt and disbursements duly signed by the officers and the organization adviser
- b) Accomplishment report, highlighting therein the major activities of the organization (photos need to be attached)
- c) Other documents are may be required by the OSA Director

Section E - Role of Adviser

Every student organization is required to have a faculty adviser. The adviser must be a regular full-time faculty member of the university. However, part-time faculty members may be allowed to serve as advisers provided that they hold not less than 15 teaching units during the semester they shall serve as organization advisers.

The following are the responsibilities of the adviser:

1. To make sure that the goals and objectives, projects and activities as well as the operation and direction of the organization are congruent to the vision/mission of the college and are within the bounds of the college policies and guidelines
2. To provide guidance and monitoring to the organization in view of allowing the students to develop their leadership potentials and organizational skills
3. To attend executive committee meetings of the organization and its major activities most especially those held outside the campus

Section F - Activities

Student organizations must secure an **ACTIVITY PERMIT** from the Office of Student Affairs. Such permit, duly signed by the adviser, is necessary for seeking permission to use school facilities and equipment. It is important that the organization identifies in the permit the nature of the activity and where the activity will be held. Some activities especially those to be held outside the school premises (although not prohibited) will need closer scrutiny by the school administration.

Section G - In-Charge of Student Organizations - OSA

The Office of Student Affairs shall be in-charge of processing, evaluating, and monitoring of student organizations.

IX. UNIVERSITY STUDENT GOVERNMENT and COLLEGE STUDENT GOVERNMENT

PREAMBLE

We, the students of Pamantasan ng Cabuyao, beseeching the aid and blessings of the Almighty God, in order to establish a student government that shall promote and safeguard student's rights and welfare and foster closer associations among students, faculty, and administration, and other sector of society, do hereby ordain and promulgate this Constitution.

ARTICLE I - GENERAL PROVISIONS

Section 1 This constitution shall be known as the "Constitution of the PnC- Student Government.

Section 2 The highest student government shall be known as the University Student Government.

Section 3 Unless, otherwise stated, USG- PnC stands for University Student Government of Pamantasan ng Cabuyao.

Section 4 This constitution shall guide the USG-PnC, and different College Government.

Section 5 The USG- PnC shall be independent in the control of its internal Affairs and all its action shall be in harmony and in compliance with the existing rule and regulations of PnC, Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), and the laws of the Republic of the Philippines.

Section 6 The USG- PnC shall have its principal office in the Ground Floor, PnC Main Building, Katapatan Homes, Banay- Banay, Cabuyao, Laguna.

ARTICLE II - DECLARATION OF PRINCIPLES AND OBJECTIVES

Section 1. The general objective of USG- PnC is to encourage, foster, and disseminate through welfare activities ideas with critical thinking and unity among students.

Section 2. The USG- PnC shall have particular objectives, as follows:

- a. To participate in the formulation, implementation and evaluation of its general objective;
- b. To represent student body where their rights and interests are concerned;
- c. To promote student's awareness of their rights and responsibilities;
- d. To help maintain academic and extracurricular excellence;
- e. To implement USG projects in cooperation with other organizations recognized by the school; and

- f. To perform other powers and responsibilities expressing authority by this Constitution or inherent to its nature.

The PnC Student Government subscribes to the following principles:

Section 3. The principles of the organization shall be:

- a. That education is a right, and not a privilege and should be given to everyone.
- b. That education should develop man's physical, mental, Social and cultural potentials in order to realize his part in social change.
- c. That education should enhance critical thought and ability to make informed judgment, free of dogma and myths.
- d. That in pursuing the tasks of ALCU system in general, and in PnC in particular, the university community should first and foremost uphold a meaningful education that is nationalist, scientific and pro-people in orientation

ARTICLE III - STUDENT'S RIGHTS AND DUTIES

Section 1. All bonafide students of Pamantasan ng Cabuyao, officially enrolled in any degree or non-degree program offered by the University shall have the following rights:

- a. To enjoy freedom of inquiry and expression;
- b. To elect the officers of the University Student Government and cast his vote in USG- PnC plebiscite referenda intended by the Student Government;
- c. To file candidacy for any position contested in the USG- PnC election (Article X) Section 1 of this constitution;
- d. To have their grievances heard and speedily redressed;
- e. To enjoy to the fullest the use of adequate facilities and services provided by the school;
- f. To have their academic records and clearances speedily processed and confidentiality of such records maintained;
- g. To organize and assemble for purposes related to the promotion and advancement of student's rights and welfare;
- h. To have the right to form association as long as these are in conformity with established school rules and policies;
- i. To present their views to appropriate bodies before any policy or decision affecting their rights, interests and welfare;
- j. To be free from exploitation, involuntary servitude and cruelty, or unjust punishment; and
- k. To be accorded due process of law.

Section 2. Any students who will participate in any inside or outside official school activities duly approved by school authorities shall have the right for special considerations such as:

- a. Be excused from classes, a day before and during the duration of the activity;
- b. Be given a special examinations or quizzes missed and the results

- thereof shall bear no deductions; and
- c. Other considerations as agreed between the students and the faculty concerned

Section 3. It is the duty of every student to:

- a. Support and participate in the activities and projects of the Student Government; cast his votes in Plebiscites, referenda, and elections initiated by the Student Government;
- b. Exercise his rights responsibly with due regard for the rights of the others;
- c. Pay necessary dues and fees;
- d. Abide by all the provisions of the constitution;
- e. Comply with the rules and regulations of the school and to cooperate with the USG- PnC and the school authorities in the maintenance and preservation of just and orderly community.

ARTICLE IV - USG FUNDS

Section 1. The USG-PnC shall maintain the students fund which consists of a general fund and a special fund.

- a. The general fund of the USG-PnC shall be those collections from University Student Government fee in the Miscellaneous Fees during the regular registration period of each semester and during that of the summer term.
- b. All money collected by authority of the USG-PnC for a special purpose shall be treated as a special fund and shall be paid out for such purpose only.

Section 2. The balance of the USG-PnC for a specific term shall be returned as the funds of the Student Government, together with financial statement and the receipts.

ARTICLE V - THE UNIVERSITY STUDENT GOVERNMENT

Section 1. It shall be composed of the President and his cabinet, Vice- President, the Executive Secretary, the Finance Secretary, the University Representative (U-Rep), and the College Student Government.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be the highest governing body.

Section 2 .The Executive Committee shall be composed of President, Vice-President, Executive Secretary, the Finance Secretary and his cabinet.

Section 3. The President is the Chief Executive of the Committee. It shall be his duty to:

- a. Head the Executive Committee.
- b. Sign all resolutions and communications of the Executive Committee and the University Representative.
- c. Provide all meetings of the Executive Committee and the University Representative.
- d. Represent the USG in his /her official capacity as President on occasions and events where the organization needs the representation

- e. Create committee for necessary functions as approved by the U- Rep

Section 4. The Vice- President shall:

- a. Assist the President in all matters that his assistance is required.
- b. Take over the function of the President whenever his office is vacant by the reason of his/her death, resignation, removal, suspension, illness, absence or physical or mental incapacity or his failure to qualify in his office.

Section 5. The Secretary shall:

- a. The Secretary shall keep minutes of the meetings and proceedings of the council;
- b. The Secretary shall keep records, correspondence, and communication of the council;
- c. Perform such other duties as the council or the President may assign him from time to time.

Section 6. The Treasurer shall:

- a. The Treasurer shall have the full responsibility in preparing and keeping all financial reports and statements of the council;
- b. The Treasurer shall have the responsibility in keeping all properties of the council;
- c. Disburse the same in accordance with an appropriation of the council;
- d. Submit a financial report at the end of each semester which shall be published in a publication widely circulated.

Section 7. The Auditor shall:

- a. The Auditor shall check and verify all financial reports of the government;
- b. The Auditor shall make sure that the government maintain and observe integrity in their financial operations.

Section 8. The Business Manager shall:

- a. Initiate business transactions for the USG- PnC;
- b. Furnish the USG- PnC with concise canvassing of materials needed for each activity.

Section 9. The Public Relation Officer shall:

- a. Take charge of the release and public relations activities of the USG- PnC;
- b. Perform such other duties inherent in the position or assigned to him/ her by the President.

ARTICLE VII - COLLEGE STUDENT GOVERNMENT

Section 1. Each College shall have a College Student Government.

Section 2. The College Student Government shall:

- a. Serve as the highest governing body of all students in a particular

college;

- b. Initiate, organize, and implement student activities of college-wide concern in line with the general policies of the Student University Representative;
- c. Coordinate with the designated college authorities regarding student matters, affairs and activities;
- d. Serve as a feedback information center for the studentry in their respective college;
- e. Make its own budget which will become operational upon approval of the Student University Representative. (U-Rep)

Section 3. The constituents of the College Student Government shall be the students duly enrolled in their respective colleges.

Section 4. The College Student Government shall be composed of the President, Vice- President, Secretary, Treasurer, Auditor, Public Relation Officer and Business Manager.

Section 5. The College Student Government shall coordinate with USG; provided that it shall be autonomous in the management of its own internal and implementations of its own program and activities.

ARTICLE VIII - THE HOUSE OF STUDENT REPRESENTATIVES

Section 1. There shall be a House of Student Representatives to be composed of the following:

- a. From the University Student Government; the President
- b. From the College Student Government; Student University Representative.

Section 2. The House of Student Representatives shall:

- a. Serve as the highest policy making body of the PnC Student Government.
- b. Serve as a constitutional body.
- c. Coordinate the programs of the Student Councils.

Section 3. The members of the House of Student Representatives may be divided into different committees during its regular sessions for the purpose of speedy formulation of policies/rules and regulations.

Section 4. The House of Student Representatives shall convene at least two times a semester.

Section 5. It shall formulate its own house rules which will govern its internal operation.

Section 6. House of Student Representatives shall publicize its proceedings.

ARTICLE IX - QUALIFICATIONS

Section 1. No student shall be allowed to be a candidate for any position in the USG- PnC unless he/ she possesses the following qualifications:

- a. No failing grades in the previous semester prior to his/ her filing of candidacy.
- b. Has established a residency in the university for at least one (1) semester

immediately preceding the election.

- c. Enrolled in at least 15 units as certified by the University Registrar for the current semester.
- d. Not employed as administrative student assistant
- e. Must be enrolled in a degree or non- degree course.
- f. Have not been found guilty of any misdemeanor or misconduct involving moral turpitude.
- g. Unit earner shall not be allowed to be a candidate in any position.

Section 2. At least a third year student shall be allowed to be a candidate for the position of President and Vice- President of the USG- PnC.

ARTICLE X - ELECTION

Section 1. Election for the University Student Government and the College Student Government shall be held every academic year in accordance with rules promulgated by the Student Commission on Election.

Section 2. Elections for the USG and CSG shall be synchronized held not later than four (4) weeks after the start of classes of the first semester.

Section 3. For the University Student Government: The President, Vice-President, Executive Secretary and Finance Secretary shall be directly elected by the whole student in the University.

Section 4. For the College Student Government: The President, Vice-President, Secretary, Treasurer, Auditor, Public Relation Officer and Business Manager shall elected at large in their respective colleges.

ARTICLE XI - TERMS OF OFFICE

Section 1. All elected and appointed executive officials shall assume the office on the first Monday of August and shall serve for 1 year. No elected or appointed executive official shall serve for more than two consecutive terms, until their successor is elected and appointed.

Section 2. Vacancy in any office of the USG shall occurs by resignation, leaving the University permanently, not enrolling for the next semester during his/ her term and other provided in this constitution.

Section 3. In case of permanent vacancy in the position of the President, it shall be filled up by the Vice- President for the unexpired term of the latter.

Section 4. Permanent vacancy in the office of the Vice- President, shall be filled up by electing from among the remaining members of the Executive department.

ARTICLE XII - IMPEACHMENT, RESIGNATION AND REMOVAL

Section 1. All elective officers shall serve with the highest degree of responsibilities, integrity, loyalty, and efficiency and shall be accountable for all actions done during their term.

Section 2. The officers of the USG- PnC and all its appointed officials may be removed from office by impeachment on the following grounds:

- a. Culpable violations of this constitutions and by- laws.
- b. Gross - misconduct, violence to person in authority, negligence, and disloyalty to the cause of the USG and the University.

Section 3. The USG- PnC shall have the sole power to initiate, try, and decide in all cases of impeachment. The USG- PnC may initiate impeachment proceedings a vote of two- third (2/3) of all those present in the meeting duly called for the purpose provided there is a quorum.

Section 4. Decision in all cases of impeachment shall be limited to the removal from office and disqualification to hold USG position and subject to prosecution, trials, and punishment in accordance with the PnC rules and regulations and laws of the Republic of the Philippines.

Section 5. If proven guilty, impeached officers of USG-PnC shall no longer be eligible to assume any position in the USG- PnC throughout their college years in PnC.

ARTIVCLE XIII - ADVISER(s)

Section 1. There shall be a maximum of three (3) advisers chosen by the majority of the USG officers.

Section 2. The adviser shall only act as consultant.

Section 3. The tenure of office of the advisers is for one (1) school year, until such time the next advisers shall have been chosen and qualified.

Section 4. In case of resignation or leave of the adviser/s, the USG-PnC officers shall appoint the necessary replacement/s for the unexpired period and shall be done through a majority vote of the USG.

ARTICLE XIV - AMENDMENTS

Section 1. Any amendments to, or revision of this constitution may be proposed by the USG president or any members of the House of Student Representatives upon a vote of three-fourth (3/4) of its member.

Section 2. Amendments to this constitution may likewise be directly proposed by the students in writing through any members of the House of Student Representatives.

Section 3. This constitution shall take effect immediately upon ratification by fifty percent (50%) plus one (1) of the students through a college- wide plebiscite called for the purpose.

Section 4. No amendments to, or revision of this constitution shall be implemented within two years upon ratification of this constitution.

ARTICLE XV - TRANSITORY PROVISION

Section 1. This constitution shall take effect immediately after its ratification.

Section 2 . This constitution shall supersede the previous constitution immediately upon its ratification.

X.OFFICE OF STUDENT AFFAIRS (OSA)

Section A - Guidance and Counselling Service

1. Admission Service – helps the university in admitting the right applicant to various programs
2. Orientation Service – provides the incoming students with every type of information about college routine, school policies, services, and facilities; also helps the students to become established in their environment so that they may carry on as smoothly
3. Student Information Service – assists the students to obtain realistic picture of their abilities, interests, personal characteristics, among others by:
Providing records of student's progress
helping students make proper choices
enabling them to know themselves better
4. Testing Service – administers different types of psychological tests to help students achieve maximum development of their potentials
5. Placement Service – assists students on future career decisions by guiding them on scholastic activities to undertake in college, choice of extra-curricular activities that will have bearings on their profession in the future, and for seeking part-time jobs that have relation to their discipline; also for the graduating students, the following services are offered by the university:
 - 5.1 Pre-Employment Evaluation – to determine the readiness of the students to enter the professional world
 - 5.2 Career Orientation – to assist students in job-seeking endeavors like resume writing and job interviews
 - 5.3 Job Fair – to bring prospect employers in the university for orientation and possible job placement interview of graduating students
6. Follow-up Service – helps to review educational programs and services of the university through systematic evaluation. This is carried out periodically in order to assist the university to be more responsive to the needs of the students.
7. Referral Service – refers students and/or their families receive assistance from other programs and services in the school system and from agencies outside the university
8. Research Service – provides better understanding of students and the university in general; research generally covers special needs of students that will ensure their full growth and holistic development
9. Counseling Programs and Services - provides counselling services in two modes:
 - a. Professional Counseling Service – the university employs a professional licensed guidance counselor to provide professional counseling to students facing varied problems and concerns
 - b. Peer Counseling – Various peer counseling groups are organized to help facilitate counseling to students. These peer counselors undergo rigid training and workshops on peer counseling before they are given the task to lead peer counseling groups

Section B - University Health Service (University Clinic)

1. General Services

The university is committed to promote the health of PnC students by providing effective and efficient delivery of quality health care services to the students through the University Clinic:

- 1.1. Medical Check-up
- 1.2. Dental Check-up
- 1.3. First Aid Treatments
- 1.4. Minor Surgery
- 1.5. Medicines for Common Ailments
- 1.6. Medical Referrals (for complicated health problems)

Clinic hours:	Monday to Friday -	8 AM – 6 PM
	Saturdays -	8 AM – 3 PM

2. Medical Certificates and Excuse Slip

Students who absent themselves from class for health reasons are required to submit to the clinic a medical certificate, which will be validated by the University Physician. Medical certificates with a letterhead bearing the physician's name and license number are preferred. In any case, the medical certificate should clearly indicate the diagnosis and dates of needed absence. Once the university physician finds the documents valid, he signs the excuse slip. The student then is entitled to be given make-up activities, depending on the preferences of the subject teachers concerned.

3. Health Education Program

Various seminars and information drives are carried out by the University Clinic in order to promote sanitation, health, and wellness among the students. Students are encouraged to participate in these activities.

Section C - Food Service

The university shall monitor food quality, affordability, and accessibility at the canteen as well as the sanitation, maintenance, and order of the places for eating. More importantly, since students also avail of food and snacks outside the university canteen, the Director of OSA shall create programs to likewise monitor food quality and affordability of food and snacks served and sold in canteens and stores around the university campus.

Section D - Safety and Security Services

The university employs the services of security guards to maintain the campus peaceful, orderly, and secure most especially for the students. Students are expected to cooperate with the school authorities in achieving this purpose.

Officers of the PnC ROTC are likewise mandated to promote peace and order in the campus. They shall be tasked to do so during official school activities.

Students and student organizations intending to hold activities that need special security (like concerts, tournaments, battle of the bands, etc.) are required to put in

writing such request and fill out **REQUEST FOR SPECIAL SECURITY FORM** at the Office of Student Affairs.

Section E - Information and Orientation Services

The university makes sure that students, especially the incoming freshmen, shall be given the most pertinent information and orientation regarding the university, its services, the academic policies, and other school rules and regulations that the students have to know to make their adjustments to college life a lot easier. This is carried out primarily through the Freshmen Convocation program that is held Friday before the opening of classes. The OSA is in charge of this program and the dissemination of information on matters affecting students.

Section F - Services for Students with Special Needs

The university shall promote welfare of students with special needs. Parents or guardians of students with special needs should inform the OSA upon enrollment of the student regarding the matter. The OSA is expected to devise ways and means to address the special needs of these students, within the limitations of the resources of the university.

Section G - Student Publication - PnC Herald

Pursuant to the Campus Journalism Act of 1991, the university shall support the organization and operation of the Student Publication, which is officially named PnC Herald, to promote the development and growth of campus journalism as its goal. The following are its objectives:

1. serve as a tool of communication between school and the student where school policies and promulgations may be published as well as student views and opinions on the same may be made known
2. provide education and trainings to improve journalistic skills of the students and to promote responsible and free journalism
3. encourage students to be creative and critical in their thinking, objective and precise in their writings, as well as truthful and responsible in their expressions

Responsible campus journalism is thus defined as "writing within the context and with full ethical consideration of the total effect and impact of any text and visuals published in the school paper, to the school and its constituents."

Membership to PnC Herald is through strict screening procedure conducted every first semester of each school year. PnC Herald issues come out twice every semester with special issue that is released during graduation.

Section H - Student Discipline Board

As previously discussed, this Board is in-charge of handling cases involving students. It shall be the responsibility of this board to protect the right of the students to due process.

Section I - Scholarship and Financial Assistance Services

Headed by a coordinator, this unit shall be in-charge of all concerns regarding scholarships and financial assistance programs of the university. Until such time when a full-time coordinator has been appointed, these concerns shall be handled by the Office of the Vice President for Academic Affairs.

Section J - Student Organization and Activities Unit

Headed by a coordinator, this unit shall be in charge of processing applications for recognition of student organizations and renewal of the same.

Section K - Culture and Arts Services

This unit shall be in-charge of the development of artistic giftedness of the students and their cultural. For PnC, this shall be called the ACO, which is discussed separately in Chapter 11 of this Manual.

XI.ARTS and CULTURE OFFICE (ACO)

Section A - Goals and Objectives

The Arts and Culture Office (ACO) aims to develop the cultural and artistic talents of the students. Particularly, it aims to:

1. promote arts appreciation and cultural awareness among students, teachers, and staff of the university using all available means of creative expressions
2. provide venues for the students to develop, use, and showcase their talents in the various forms of arts – performing arts, visual arts, and literary arts
3. enhance the cultural and artistic perspectives of the PnC community through cross-cultural presentations and exchange programs – regional, national, and international

Section B - ACO Organizations

1. **PnC Chorale** – this is the official chorale of the university, composed of singers coming from various college units of the university
2. **PnC PEPs** – this is the official modern dance troupe of the university
3. **Tabuko Dance Troupe** – this is the official cultural dance troupe, with special emphasis on Filipino cultural dances
4. **DulaangBatingaw (DUNGAW)** – this is the official theatre group of the university

ACO shall endeavor to create new organizations catering to other arts interests such as painting, photography, film, video, costume and production design, and poetry and literature.

Section C - Membership

Membership to ACO organizations shall be through rigid auditions, screening procedures, and interviews. Since membership may merit certain scholarship from the university, ACO is tasked to maintain a high level of commitment, artistry, and academic qualifications of its members.

Specifically, membership shall be covered by the following general regulations:

1. Members should be currently enrolled during the semester of involvement
2. Students must carry a regular academic load every semester
3. Members must not fail more than two (2) subjects in a semester

Section D -Programs and Services

Other than the organizations being managed by ACO, the following are its general services to the PnC community:

1. **Arts Festival** – this is held during the month of February in celebration of the

National Arts Month; various performances and exhibits are featured during this festival to celebrate arts and promote cultural awareness

2. **Performance Request** – performances of the arts organizations under ACO may be requested by the university to grace various occasions; requesting parties must fill-out a **PERFORMANCE REQUEST FORM** to be approved by the ACO Director.
3. **Season Performances** – outside the Arts Festival, various organizations of ACO may stage performances seasonally; these performances shall be covered in the cultural calendar that ACO will prepare every start of the school year
4. **Cross-Cultural Programs** – ACO shall sponsor cultural trips or art appreciation tours involving students, teachers, and the non-teaching personnel of the university
5. **Exchange Programs** – ACO, in cooperation with other cultural offices, shall venture into exchange programs (training or performance) both locally and internationally

XII.POLICIES AND PROCEDURES: PRACTICUM AND OJT

Section A - Practicum and OJT of PnC students

The university guarantees the total development of its students by providing them the practical opportunities to apply the theories they learned inside the classroom into the actual work environment.

1. Pre - Practicum

- a. One week after enrolment, register at the Center for External linkages. Submit a xerox copy of your Registration Form.
- b. Attend the general orientation for practicumers and OJTs. Kindly check the schedule to be posted at the CEL office.
- c. Secure your OJT Kit that contains the following:
 1. Letter of Referral
 2. Resume
 3. Waiver
 4. Letter of Acceptance
 5. Evaluation Form
 6. Certification of Completion

2. Practicum Proper

- a. Students will be required to keep a journal. The college dean may require a more detailed documentation of the work experience.
- b. Students will be required to report to CEL during prelims and midterm period for updates and monitoring.
- c. Photocopy of attendance logbook will have to be submitted at the mid-period of the practicum or OJT to the CEL office.
- d. CEL staff shall conduct company visitation and dialogue with company representatives.

3. Post – Practicum

- a. Submit to the CEL office the sealed EVALUATION FORM duly accomplished by the company representatives.
- b. Submit to the CEL office the Certificate of Work Completion duly signed by the company representatives, indicated therein the total number of work hours the student has rendered.
- c. CEL office will submit to the college dean the Evaluation Form duly accomplished by the company representative and the recommendations of CEL staff.

- d. The dean shall give the final grade to the student; the breakdown of which is as follows:

60%	-	college dean
40%	-	company evaluation

The breakdown may vary according to the discretion of the college.

Section B - Guidelines and Procedure for Accepting Practicum, OJT, and Advisorship from Non-PNC Students

The university accepts practicumers and OJTs from other institutions. As such, they shall be required to follow the following guidelines:

Procedure:

- a. submit to the college dean a letter of request or endorsement letter signed by the college dean and registrar of the mother school at least two (2) weeks before the intended start of the practicum or OJT
- b. The dean evaluates the letter and if found to be acceptable, talks to the teacher to be given the advisorship or to the department chair to be given the OJT or practicum supervision
- c. The dean recommends to the VPAA the acceptance of the OJT, practicum, or advisorship and the teachers or department chair concerned. The teachers concerned must have a conform to the recommendations of the deans.
- d. The VPAA evaluates the recommendations and approves or disapproves the same, depending on the merit of the request.
- e. Once approved, the dean informs the applicant of the approval and orients the applicant of rules and regulations affecting his engagement in the university.
- f. The student will be issued a Letter of Acceptance.
- g. Before the end of the engagement, the student will be required to submit his school's official Evaluation Form.

XIII. UNIVERSITY LIBRARY

Section A - General Services of the Library

Generally, the University Library has the following general services:

1. Directs and supervises the total operation of the library
2. Is responsible for the efficient and effective administration of the library resources and services
3. Evaluates and updates written policies and procedural manuals of the library
4. Provides assistance to meet the information needs of every clientele in the use of print and non-print materials
5. Selects and examines materials for the continuous enrichment of resources for the development and improvement of unit activities
6. Disseminates information regarding library development
7. Participates in curricular, instructional, and research activities of the university

Section B - Library Services

1. Readers Services

- 1.1 Reference Section – involves a systematic method in providing correct information to the reader. It consists of decision-making steps starting from the receipt of an information request to communication of an answer.
- 1.2 Periodical Section – provides information file of local and foreign magazines, journals, newspapers, pamphlets, and bound issues of magazines and journals.
- 1.3 Circulation Section – serves as the loan desk where borrowing and returning of all library materials are done
- 1.4 Filipiniana Section – books about the Philippines and its people regardless of authors
- 1.5 Graduate Section – collections of books for the graduate students; research projects, theses (undergraduate and graduate level)
- 1.6 Orientation Service – familiarize students and teachers on how to use the library and its resources.

2. Technical Services

- 2.1 Acquisition Section – handles the selection, ordering, and procurement of books, periodicals, and other library materials
- 2.2 Cataloging Section – takes care of the bibliographical description, classification, and mechanical processing of the materials

3. Auxiliary Services

- 3.1 Viewing Section – houses and circulates audio-visual materials. Students may request and fill-out RESERVATION FORM before viewing any audio-visual materials.

- 3.2 Photocopying Section – enables the students to photocopy some parts or sections of the materials; however, the university does not allow photocopying of some books, journals, and materials in compliance with the Intellectual Property Rights Law and Publication Law of the Philippines
- 3.3 Depository Section – students are required to leave their bags, umbrellas, and other materials that are needed inside the library at the depository section.
- 3.4 Current Acquisition Information Section – disseminates information on recent material acquisition to the university constituents.
- 3.5 E-Library Section – provides services to library users on the use of CD-ROM, internet, and other materials on electronic format
- 3.6 Tabuko Section – depository and discovery corner on the history of Cabuyao; serves as a section for Cabuyao Community Life (CCL) subject

Section C - Library Rules and Regulations

The following are the established rules and regulations on library use:

1. Bonafide students of PnC must apply for a Borrower's Card, which will serve as the pass for borrowing library materials. Such card is nontransferable.
2. The borrower's card must be presented upon entrance in the circulation section of the library
3. A fine of P15. 00 shall be charged for a lost borrower's card. Lost card will not be honored thereafter.
4. The library implements an open-shelves system to make the library more accessible to the readers and users
5. Fiction (pocketbooks) can be borrowed for a maximum of one (1) week and may be renewed when not in demand
6. A student is responsible for every book borrowed. Lost book/s should be immediately reported to the librarian and be replaced accordingly.
7. Cellphones, Ipods, beepers, and other similar gadgets should be turned off while inside the library.
8. The following are strictly prohibited inside the library:
 - a. Bringing out unborrowed books or materials
 - b. Using someone else's Borrower's Card
 - c. Vandalism and destroying library facilities
 - d. Loitering, littering, and standing-by
 - e. Loud talking and playing of music
 - f. Eating, chewing, drinking, and sleeping, playing games (cards, electronic, etc.)

Section D - Sanctions

Violators of library rules and regulations shall be subject to appropriate sanctions:

1. Suspension (minimum of one week to maximum of one semester)
2. Withdrawal of library privileges

Section E - Loan Periods

The following shall be the university library policy on borrowing of books and other library materials:

1. Reserved books are not allowed for overnight uses.
2. A user may only borrow one (1) reserve book at a time.
3. A student may only borrow a maximum of three (3) books of various titles for overnight use.
4. Reference books, periodicals, theses, feasibility studies, and special projects are for room use only and may not be taken out of the library at any time.
5. The Circulation service ceases fifteen minutes before the closing time of the library.
6. No overnight books will be issued two (2) days before the scheduled periodic examination.

Section F - Fines and Penalties

Books returned late shall be imposed fines (including Saturdays, Sundays, and Holidays).

General Circulation	-	P 10.00 per day
Reserve Books	-	P 20.00 per day

XIV.INTERNET USAGE POLICY

Section A - Statement of Policy

Pamantasan ng Cabuyao is committed to provide Internet Access in a professional work environment. To ensure everyone has the same right and respect, the University has instituted this university wide Internet Usage Policy.

This policy is intended to inform all the employees and students of the University the expectations and acceptable behaviors when using the Internet.

Anyone who uses the Internet are expected and required to follow this policy. The University will not tolerate unacceptable Internet behavior.

This policy is not intended to impend the normal behavior among the employees, students of the University.

1. Scope of this Policy

It applies to everyone using the Internet in the University. It includes all employees, directors, deans, teachers, supervisors, and students.

2. Definitions

Internet Usage includes, but not limited to, the followings:

- Email
- Accessing Web Sites
- Accessing News Group
- Chat
- Files sharing/upload/download
- Telnet

3. Monitor Internet Usage

The University can monitor all Internet usages. All Internet activities can be logged for further review. This is to ensure that all Internet users will adhere to our policy.

4. Activities can be blocked

The University can and will block certain Internet activities that are deemed unsuitable and/or unacceptable.

5. University Purpose of internet

All Internet usages are meant generally for academic research purposes only and if necessary, official transactions sanctioned by the University that requires internet activities.

6. Activities not permitted

The following activities are deemed unproductive by the University and therefore NOT permitted:

- Use foul/obscene/offensive language/material
- Harassing, insulting others

- Violation of laws (copyright and others)
- Accessing sex/pornography/offensive and other improper materials
- Hacking, damaging computers
- Social networking activities
- Misrepresenting yourself/facts or others

7. Objectionable Material

Users should not access/upload/download materials that are deemed objectionable to other students or employees. These include, but not limited to jokes, harassments or discrimination of a certain group of people based on:

- Sex, Race, National Origin, Ethnic, Age
- Physical Ability/Appearance
- Sexual Orientation
- Religion
- Political Affiliation
- Marital/Family/Social Status
- Language or dialect
- Disability
- Medical Status/Conditions
- Or any other action that is prohibited by law

8. Confidential/Sensitive Material

Users should not upload/save/send University's confidential and/or sensitive material to the public or any locations that are considered not appropriate or insecure.

9. Liability

All students and employees are expected to adhere to this Internet Usage Policy. Internet misuse can result in suspension or termination internet usage or other disciplinary action. It may also be personal liability under civil or criminal law.

Section B - Student Access

Every semester, the IT Department will issue an Internet Usage Card to the students upon showing the officially enrolled Registration Form.

This Internet Usage Card is non-transferable or refundable even as a result of a suspension or termination of internet usage due to a disciplinary action.

Internet Usage Card must be presented every time Internet Laboratory will be used.

The Internet Usage Card will serve as the only proof of usage, thus, losing it will be deemed usage is completely fulfilled.

Internet Usage Card is limited to only 15 hours and is consumable within eight (8) months period from the beginning of the semester from which it was issued, after which, Internet Usage Card will be considered expired.

Students may request for additional usage hours upon paying officially set amount per

hour at the Cashier's office.

Section C - Laboratory Policies and Guidelines

1. Eating and drinking are strictly prohibited inside the laboratory.
2. Students should always be accompanied by teacher inside the laboratory at all times.
3. No one is allowed to alter the configuration setting (desktop wallpaper, IP address,etc.) of any laboratory facility without proper authorization from the IT Personnel.
4. Students are not allowed to attach personal hardware or install software to the computer laboratory facility without permission from the IT administrator.
5. Only IT personnel can move, attach and detach any computer peripherals in the laboratory.
6. Playing games of any form is not allowed inside the laboratory.
7. Sit-in students are not allowed inside the laboratory.
8. Loitering inside the laboratory is prohibited.
9. Nobody is allowed to bring-in any desktop computer equipment and peripherals without written consent from the IT department.
10. Report any laboratory problems immediately to the IT personnel for proper action.
11. Shutdown the computer properly after use.
12. Proper decorum must at all times be observed inside the computer laboratory.
13. Use of radios, cassette players, CD players or any similar equipment is prohibited. Cellular phones should be on silent mode before one enters the laboratory.
14. Any conduct or activity which disturbs the laboratory environment is not allowed.
15. The computer laboratory is designed for academic purpose only.
16. All bags and similar belongings should be placed in the proper shelves provided.
17. Any violation of above policies and guidelines is subject to disciplinary actions.

XV.SCHOOL OF TECHNICAL VOCATIONAL EDUCATION

Students enrolled under the School of Technical Vocational Education (STeVE) Programs of the university are considered PnC students and are therefore covered by the provisions of this Student Manual. However, the following are special provisions set forth to the students of STeVE:

Section A. Enrollment Requirements

1. Form 138 / Transcript of Records
2. Good Moral / Honorable Dismissal
3. Birth Certificate
4. 2x2 ID picture (2 copies)
5. 1x1 ID picture (2 copies)
6. 1 long brown envelop
7. 2 pieces folder with paper fastener
8. Medical certificate

Section B. Refund

General Policies

1. When the program has not started yet, and the student decides to withdraw his enrollment, he will be given refund only on the following conditions:
 - a. Death within the immediate family
 - b. Health and medical reasons within the immediate family - but medical certificate is required.
2. When the program has already started, and the student has not attended yet for the same reasons stated above, he will be given refund.
3. When the program has already started and no communication is forwarded to the Director as regards the absence of the student prior to the start of classes, no refund will be granted.
4. When the program has already started, and the student has attended his classes but decides to withdraw his enrollment, no refund will be granted.
5. Any other circumstances not similar to the above will not merit any refund.
6. All approved refund will have a 20% deduction to cover the costs of materials and supplies.
7. Those under scholarship but decides to withdraw their enrollment cannot refund their scholarship.

Procedure

For all approved refund, please follow this procedure:

1. Submit a letter of request for refund to the Director. Attach pertinent documents including a photocopy of the Registration Form.
2. Once signed by the Director, present the signed letter of request to the Office of

the Registrar to fill-out the REQUEST FOR REFUND FORM.

3. Proceed to the Vice President for Administration for signature of the form.
4. Submit the signed form to the Cashier's Office.
5. Follow-up with the Cashier's Office regarding the release of your refund.
6. Claim your refund at the time you are requested by the Cashier's Office to do so.

Section C. Dropping from the Course

1. Students who decide to drop after the preliminary examinations will be required to pay in full the total matriculation fees.
2. Students who drop from the course but have not settled the financial obligations to the university will not be issued documents needed for transfer, employment, and other similar purposes.

Section D. On-the- Job Training

1. Students will only be allowed to take OJT when 80% of the total matriculation fees have been settled.
2. Students with INC are required to complete the requirements first before taking the OJT/practicum.
3. Students are required to wear the official school uniform and school ID during their OJT/practicum; unless duly required by the company to wear the official company uniform.
4. For university policies and procedure, please follow provisions in Chapter 12.

Section E. Graduating Students

Each graduating student will only be allowed to graduate if these conditions are met:

1. All academic subjects have been PASSED
2. All INCs have been settled and completed.
3. TESDA examinations have been PASSED.
4. All financial obligations including graduation fee have been paid.
5. OJT and practicum hours have been completed.
6. Student clearance has been accomplished.

XVI. GENERAL PROVISIONS

Section A – Flag Raising Ceremony

All students and teachers are required to participate in the Flag Raising Ceremony held every first and third Monday of the month at 7:45 AM, at the PnC Grounds.

Section B - Suspension of Classes

Classes are automatically suspended during storm signal 3 or 4 and when other natural disasters strike. In such cases, students need not wait for the suspension announcement from the university administrators. However, classes may be suspended by the University President during:

1. Municipal holidays
2. Official municipal-sponsored activities that require PnC participation
3. Special university-wide events

Section C - Official and Unofficial Student Activities

Student activities are only called "official" when such activities qualify as any of the following:

1. University sponsored
2. College sponsored
3. Department sponsored
4. OSA sponsored

Classroom-based activities such as rehearsing for a classroom activity, working on a group project, meeting for planning an activity, and the likes are not official student activities and therefore, are not sanctioned by the college. Activities initiated by a faculty member without knowledge and authorization of the school administration are not classified as official student activities.

Consequently, "unofficial student activities" are not within the control and accountability of the school administration.

Section D - Posting of Announcements

Posting of any kind on school bulletin boards has to have permission and signature from the Office of Student Affairs. After two weeks, the sponsoring organization must take the initiative to remove the posted materials. Postings of college organizations may simply seek the permission of the college dean. The university shall provide posting areas. Materials posted outside these areas will be removed/confiscated without notice, and the same may be claimed from the OSA.

Section E - Student Clearance

Clearance is an important document for students who are graduating, applying for a leave of absence (LOA), or seeking for honorable dismissal. A student is cleared

when all financial, property, and academic accountabilities from the various units of the college have been settled. Only after the student has completed the clearance form will he/she be given an approval for the said application.

Section F - Use of School Facilities and Equipment

Recognized student organizations and officially enrolled students may be allowed to use school facilities and certain equipment. School facilities and equipment used outside of class should be coordinated with the Office of Student Affairs and approved by the VPA. A written request should be made in triplicate one for the student, one for the Office of Student Affairs and one for the VPA.

1. Official and Unofficial Use

Official use is when a facility or equipment is used for extension of class activity such as make-up classes, special projects or academic weeks i.e. Linggo ng Wika, Science Week, etc.

Unofficial use is when facilities are used for personal reasons, in which case facilities normally should be used only up to 8:00 p.m. in conjunction with the last scheduled class to conserve on electricity.

2. Steps and Procedures

- a) Inform the OSA Director of planned use of facilities and equipment
- b) Student should prepare a letter in triplicate.
- c) Have the letter noted by the OSA Director and approved by the VPA. The student should keep a copy in case someone should ask him he has proof of validity.
- d) The OSA Director keeps a record of all student activities.

Section G - Financial Statements of Student Activities

All student organizations shall be required to submit to the OSA financial statements of all activities undertaken during the semester. These are important requirements for renewal of recognition. Failure to submit FS shall be grounds for non-renewal of recognition of the student organizations.

Section H - Petitioning of Subjects

Opening of petitioned subjects is strictly monitored by the university. Under very special circumstances, subjects petitioned by the students may be opened with the following conditions:

1. Those who petitioned are graduating students during the semester; students who are just intending to advance the subjects shall not be allowed to join the petitioners.
2. A faculty member is available to handle the subject and that he/she is not overloaded;
3. Petitioning students must pay the total cost of the subject for the whole semester
4. Students, once granted the petition, shall not be allowed to drop the petitioned subject.

Section I – Dress Code Policy (PNC Policy No. 2015-003-B)

The University is the training ground for the student's professional career, where certain standards of dressing are required for employment.

Dressing appropriately is a virtue which the University would like to cultivate among students; thus, the University reserves the right to call the attention of students who dress inappropriately.

Students will be denied admission to various functions if their manner of dress is inappropriate. On this premise, students of the University are expected to dress appropriately at all times.

In certain settings, it is therefore necessary to impose dress regulations based on health and safety and professional or regulatory body requirements.

1. UNIFORMS

Wearing a uniform is a badge of pride, creates an identity for our University and is an important part of being a student. The University uniform teaches students to dress smartly and take pride in their appearance.

Our uniform is also a great leveler by making it hard to discern the differences in socio-economic status of every student. It helps focus attention upon learning and away from distractions such as fashion competition.

Uniforms enhance the university security as non-students who try to enter the campus are easily identified.

Thus, the following guidelines on wearing of prescribed uniform form part of the students' full rounded PnCian educational experience:

TYPES OF ATTIRE	Prescribed Uniform		DAY
	Male	Female	
University Uniform	<ul style="list-style-type: none"> • Polo Jack with PNC initial • Green Slacks • Black formal shoes • Black socks 	<ul style="list-style-type: none"> • Polo Jack with green lining • Green Skirts (1 inch above the knee) • Black closed heeled shoes 	Tuesday Thursday Friday
College Shirt	<ul style="list-style-type: none"> • Polo shirt with green accent design and PNC logo – CAS • Polo shirt with yellow accent design and PNC logo – CBAA • Polo shirt with orange accent design and PNC logo – CCS • Polo shirt with red accent design and PNC logo – COE • Polo shirt with violet accent design and PNC logo – CHAS • Polo shirt with blue accent design and PNC logo – COED • Maroon polo shirt with yellow lining and Pnc logo – TechVoc • Maong pants • Any closed shoes 		Wednesday
PE Uniform	<ul style="list-style-type: none"> • White T- shirt with green background and with PNC name • Black jogging pants with green lining and with PNC Name • Rubber shoes (These are worn on prescribed days only)		PE Classes only
NSTP	<ul style="list-style-type: none"> • Green T-shirt with PNC name • Maong Pants • Any closed shoes (These are worn on prescribed days only)		NSTP Classes only

2. CORPORATE ATTIRE

In our University, an essential part of the dress code is wearing corporate attire on the prescribed day. The University is considered as a training ground for the students' professional career, where certain standards of dressing are required for employment.

Note: Students with laboratory and PE classes are expected to wear corporate attire after said classes. Students without classes on the prescribed corporate attire day but have business in the campus are also expected to be in corporate attire.

The following are guidelines on corporate attire.

TYPE OF ATTIRE	Prescribed Uniform		DAY
	Male	Female	
Corporate Attire	<ul style="list-style-type: none">• Polo (long/short sleeves)• Slacks• Formal shoes	<ul style="list-style-type: none">• Ladies polo/long sleeves/dress with sleeves• Slacks /pencil-cut skirts• Closed shoes with heels, open-toe footwear should have either a back-strap / sling-back, footwear with wedged heels of at least 1 inch are allowed	Monday

3. WASH DAY

During Saturdays, students can come to school dressed according to their individual taste. However, they are encouraged to use attires that consider the educational character of the University and the sensibility of other members of the academic community. Dressing appropriately is a virtue

which the University would like to cultivate among students; thus, the University reserves the right to call the attention of students who dress inappropriately.

The following are not allowed:

- All tube tops and sando (e.g., camisole, halter-tops, racer back, spaghetti strap, T-back shirt) worn without vest, cardigan, bolero or blazer;
- Backless tops;
- Cleavage-baring tops;
- See-through tops and/or bottoms; and
- All tops showing midsection while standing or walking.
- Slippers/step-ins, sandals, rubber shoes
- Leggings
- Clothing with pictures and/or statements that are contrary to the mission of the University

4. ID POLICY

- 4.1** The validated school ID must be worn at all times within school premises. The NO ID, NO ENTRY policy is strictly implemented at PNC.
- 4.2** Students who lost their ID must present an **affidavit of loss** to the OSA before they can apply for a new ID.
- 4.3** ID must not be tampered in any way (i.e. placing stickers, other pictures, etc.)
- 4.4** Only the prescribed ID Lace is allowed.

5. HEAD GEAR

As a sign of respect, caps, bonnets and hats should not be worn inside classrooms, offices, hallways , or inside the building.

6. HAIR CUT

- 6.1** Hair must be kept neat.
- 6.2** Long hair for males is not allowed.

6.3 Extreme hair colors (e.g. red, purple, blue, etc.) are not allowed.

7. SANCTIONS

To enforce the practice and formation of dressing appropriately, every employee shall implement the Dress Code policy as students enter the gates of the University on a strictly "no compliance, no entry" policy. Following the existing provisions on the sanctions on the Dress Code policy, the OSA shall enforce continuing compliance with the dress code policy inside the campus. Any violation there can be considered a **minor offense** as concluded in the Student Manual.

1st offense – Warning

2nd offense – Community service of 8 hours

3rd offense – Community service of 24 hours

4th offense – Community service of 40 hours
