

2010

2011

2012

2013

2014

2015

2016

2017

2018

2019



# STUDENT HANDBOOK



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## Message from the School President

Greetings!

The St. Peter's College experience is life changing. It will set you up to be and to do anything that you want. Your prosperity is just constrained by your own imagination. Envision big. Be creative in your reasoning and striking in your explorations. As a result, you will grow, you will mature, and you will be successful.

The diversity of your fellow students, the commitment of the school's faculty and staff, all hold great promise for you. I insist on you to be more than a spectator and to take full advantage of the opportunities that the school can offer. The St. Peter's College can be and is a wonderful place to live, to study, and to learn.

As a citizen of SPC community, you have both rights and responsibilities. We take sincerely the guarantee of these rights for every constituent of the community. Likewise, we expect every community member to fulfill his responsibilities. This Student Handbook is designed to help you understand what you can expect of the school and what the St. Peter's College expects of you. In particular, I wish you to take some time and familiarize yourself with the school's Policies and Guidelines.

Your presence and support to our community are what make St. Peter's College a special place. In behalf of the school Administration, Faculty and Staff, I welcome you to St. Peter's College!



DANILO G. PUNONGBAYAN  
School President/BOT Chairman

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## Section 1. General Overview

### 1.1 BRIEF HISTORY OF ST. PETER'S COLLEGE (SPC)

In 1952, Iligan City was awakening from slumber, stretching her arms to grapple for opportunities that could spark economic activity and jumpstart her cityhood which was bestowed on June 16, 1950. A municipio for quite a time, the whole populace could not as yet accustomed using the “City of Iligan” in their official communications.



Escolastica  
Punongbayan-Paguio  
School Founder

Around this time, Miguel D. Paguio and wife Escolastica Punongbayan – Paguio came to Iligan and, on their own initiative and exploratory mission, founded St. Peter’s College (SPC) on February 10, 1952, a significant gift to Escolastica on her 37<sup>th</sup> birth anniversary. SPC was the second school founded by the couple, a branch of the first St. Peter’s College they started in Balingasag, Misamis Oriental in 1950.

Imbued with dynamism and conviction, fired up with a vision and mission of educating the youth of Iligan City and the undivided Lanao, the Paguio couple who were both educators, buckled down to work amid adversities of time and resources. They rented a semi-concrete two-story structure along Mercado Street (now Gen. Aguinaldo Street) near the old public market, to accommodate 63 students who enrolled in Education, Liberal Arts, Commerce, and Secretarial courses.

SPC’s march to glory from then on was unstoppable, with a board of directors already in place. After Escolastica Paguio passed away in 1969, Miguel D. Paguio continued to supervise the school with the assistance of nephews Perfecto G. Punongbayan, Jr. and Danilo G. Punongbayan. The political turbulence during the 70’s somehow affected the school. Perfecto G. Punongbayan, Jr. took over the school’s presidency in 1973 but migrated to the USA in 1974, turning over the presidency to Danilo G. Punongbayan.

With Iligan City entering industrialization, SPC took the opportunity to offer Engineering courses which have become its flagship courses. Consequently, the physical facilities also improved with the construction of a concrete three-story Engineering building, machine shop, a three-story Administration building which also accommodates the library, medical

## **GENERAL OVERVIEW**

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dental clinic, speech laboratory, computer laboratories and academic offices; the Technology Building which houses the engineering laboratories and automation center. Under Danilo G. Punongbayan's stewardship, SPC had shifted its gears to automation courses to prepare students for the age of globalization.

In November 1998 a five-man management committee was created with the following as members: Dr. Carmen Dormitorio, CHED Director as Chairperson, Mrs. Carmelita P. Punongbayan, Engr. Perfecto G. Punongbayan, Jr., Mr. Henie N. Punongbayan and Mr. Jose L. Zalsos representing the SPC faculty and staff. They elected Mrs. Carmelita P. Punongbayan as the school's Officer-in-Charge to succeed Danilo G. Punongbayan who tendered his retirement as President in March 1999. Mrs. Carmelita P. Punongbayan was later on appointed as Interim President and as Chief Executive Officer in 2001.

Very soon thereafter, Mr. Sotero A. Punongbayan took charge as President and Chairman of the Board of Trustees in 2003. In 2007, Mrs. Carmelita P. Punongbayan resumed as Chief Executive Officer.

In November 16, 2011, the SPC MANCOM was reconstituted and re-organized with Dr. Eufemio L. Calio, as Acting President and Chief Operating Officer/MANCOM Chairman to take charge of the over-all management and operation of the school; MANCOM members are Atty. Norma Siao to take care and oversee the legal matters and Atty. Edgardo Prospero to take charge of the financial management.

In October 31, 2012, the SPC MANCOM was again reconstituted with Dr. Araceli S. Garcia, a former Principal of the Basic Education Department and Dean of the Graduate School of St. Peter's College for seven years, as Acting President and Chief Operating Officer/MANCOM Chairman. Together with her are Atty. Raymundo Capistrano who managed the finance department and Atty. Norma Siao as overseer on legal matters.

The Regional Trial Court ordered on January 24, 2014 the convening of the new Board of Trustees (BOT) of St. Peter's College to assume their duties and functions. The three members are Engr. Perfecto G. Punongbayan, Mr. Danilo G. Punongbayan, and Mr. Henie N. Punongbayan and for reason of seniority, Engr. Perfecto G. Punongbayan was appointed as President of the school for the first two years (February 2014-February 2016), Mr. Danilo G. Punongbayan for the next two years (February 2016-Present) and Mr. Henie

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N. Punongbayan for two years thereafter and the same cycle follows unless revoked or changed by the new BOT as the governing body of the corporation.

### **1.2 VISION, MISSION, OBJECTIVES, CORE VALUES AND THE ST. PETER'S COLLEGE (SPC) SEAL**

#### **VISION STATEMENT**

St. Peter's College, a private non-stock, non-sectarian institution, aspires to be a leading provider of educational programs with excellent standing in research and commitment to outreach and service to the nation.

#### **MISSION STATEMENT**

St. Peter's College provides quality education for students' career success.

#### **INSTITUTIONAL OBJECTIVES**

St. Peter's College endeavors to do the following:

1. Assure its clientele by providing educational programs and quality instruction augmented by Information and Communication Technology.
2. Conduct researches in relation to activities that promote the attainment of institutional outcomes as well as cater to the needs of the community and of the industry.
3. Commit to serve the community by implementing sustainable extension and outreach programs.
4. Cultivate the engineering, entrepreneurial, technological, and instructional skills of the students as a railroad towards successful careers and to enhance the plans and programs of the institution.

#### **CORE VALUES**

St. Peter's College is guided by the founder's ingrained principles in executing its philosophy of education as summarized below:

1. **Excellence.** Uphold high standards of performance in all areas of the academe.
2. **Commitment.** Satisfy clients' demands by prompt, enthusiastic, professional, responsive, and prestigious services regardless

## GENERAL OVERVIEW

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of personal wants.

3. **Leadership.** Motivate and strengthen the constituents and feel responsible for identifying and accomplishing tasks.
4. **Accountability.** Acknowledges and accepts responsibility for its actions in relation to established policies, procedures, and standards.
5. **Perseverance.** The inner strength to remain constant to a purpose, idea, or task in the face of obstacles by means of dedication, consistency, and having a positive attitude.
6. **Honesty.** Open and honest in all dealings and maintain the highest integrity at all times.
7. **Environmentalism.** Advocate sustainable management and protection of natural resources through influencing individual behavior.
8. **Nationalism.** Have the dedication and loyalty in serving the interest of the nation.

### 1.3 THE ST. PETER'S COLLEGE (SPC) SEAL



Committed to Excellence

The seal and tagline above are trademarks of St. Peter's College, Iligan City duly registered to the Intellectual Property of the Philippines (IPOPIL). The design of the seal portrays the idealism of the Foundress, Escolastica Punongbayan Paguio.

The figures found in the center of the seal: a red torch at the top represents freedom and hope of the community; the stars – symbolize the neighboring cities and provinces comprising the community; and the St. Peter's rooster in between two crossed keys.

A small circle circumscribes a scale for justice, an anvil for science and technology, a book for knowledge, and a dove for peace.

# ADMISSION POLICIES

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A ribbon containing the founding year '1952' is found below the geometric figure. Representations of green laurel leaves which signify the stakeholders' awards and achievements are on either side of the geometric figure. The laurels inspire the stakeholders to be firm to its tagline: Committed to Excellence.

## Section 2. Admission Policies

### 2.1 General Guidelines

Admission is granted to a student who wishes to enroll in any College Program of St. Peter's College regardless of gender, religion, or race provided he/she meets the requirements for admission and scholastic standards of the course he/she wishes to enroll in and agrees to abide by the rules and regulations set by the school and of appropriate Government instrumentalities.

However, St. Peter's College reserves the right not to accept any enrollee whose qualifications do not meet the standards and requirements of the School. General Admission Requirements for Higher Education Courses and TESDA approved qualifications entry requirements may vary with the student's status.

#### General Admission Requirements:

##### 2.1.1 For Freshmen:

- 2.1.1.1 Entrance Examination
- 2.1.1.2 Copy of National Career Assessment Examination Result (NCAE)
- 2.1.1.3 Form 138 (High School Report Card)
- 2.1.1.4 Certificate of Good Moral Character
- 2.1.1.5 Authenticated Birth Certificate from PSA
- 2.1.1.6 Medical Certificate
- 2.1.1.7 Three pieces 2x2 recent ID pictures duly signed at the back

##### 2.1.2 For Transferees:

- 2.1.2.1. Entrance Examination
- 2.1.2.2. Transfer Credentials
- 2.1.2.3. Authenticated Birth Certificate from PSA
- 2.1.2.4. Certificate of Good Moral Character from previous school
- 2.1.2.5. Three pieces 2x2 recent ID pictures duly signed at the back
- 2.1.2.6. Certified copy of subjects taken with corresponding grades

# **ADMISSION POLICIES**

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and credits for previous school/authenticated copy of Transcript of Records

## **2.1.3 Aliens, Naturalized Filipinos and Students with Foreign Names:**

- 2.1.3.1. Filipino-born alien students must submit duly certified photocopies of their Alien Certificates of Registration (ACR) and Native Born Certificates of Registration (NBCR)
- 2.1.3.2 Children of Naturalized Filipino Citizens must submit duly certified photocopies of Identification Certificates.
- 2.1.3.3 Foreign born alien students must submit duly certified photocopies of their Alien Certificates of Registration (ACR)
- 2.1.3.4. Continuing foreign students must submit valid study permits/ duly certified photocopies of their Alien Certificates of Registration (ACR) every registration period.

**2.1.4 A Waiver** may be required by the Registrar’s Office for transferees who wish to enroll temporarily until the Official Transcript of Records from other school last attended is received.

**2.1.5 For change of name, married students** must submit authenticated copies of their marriage contracts.

**2.1.6 Transferees** in the College level shall establish at least one (1) year or two (2) full semesters.

## **2.2 Pre-Enrollment**

The Program Head and the Dean should evaluate the pre-enrollment form (PEF) taking into account the pre-requisite subjects, subject sequence, and the maximum allowable academic load per semester before the PEF is forwarded to the Registrar’s office for registration.

### **2.2.1 NEW STUDENTS**

- 2.2.1.1 Accomplish student information sheet (GSC Form 1) at the Guidance Office;
- 2.2.1.2 Submit the admission requirements as stipulated in Section 2.1.1 (for freshmen) and 2.1.2 (for Transferees) to the Registrar and secure ID number;
- 2.2.1.3 Pay testing fee at the Cashier;
- 2.2.1.4 Present the official receipt and GSC Form 1 to take the entrance examination at the Guidance office;

## **ADMISSION POLICIES**

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- 2.2.1.5 Get the endorsement form (GSC Form 7) from the Guidance office; and
- 2.2.1.6 Present the GSC Form 7 to the Dean to secure pre-enrollment form.

### **2.2.2 OLD STUDENTS**

- 2.2.2.1 Secure Enrolment Approval Form from the Accounting Office;
- 2.2.2.2 Secure grades printout of the previous semester from the Registrar's Office and present it to the Program Head/or Dean for evaluation; and
- 2.2.2.3 Present the evaluation form (prospectus) to the Dean to secure PEF.

### **2.2.3 TRANSFEREES**

- 2.2.3.1 Accomplish student information sheet (GSC Form 1) at the Guidance Office;
- 2.2.3.2 Submit the admission requirements as stipulated in Section 2.1.2 (for Transferees) to the Registrar and secure ID number;
- 2.2.3.3 Present the photocopy of the TOR or grades printout together with the prospectus to the Dean for evaluation of subjects;
- 2.2.3.4 Present to the Registrar's Office the evaluation form;
- 2.2.3.5 Pay testing fee at the Cashier;
- 2.2.3.6 Present the official receipt and GSC Form 1 to take the entrance examination at the Guidance office;
- 2.2.3.7 Get the endorsement form (GSC Form 7) from the Guidance office; and
- 2.2.3.8 Present the GSC Form 7 to the Dean to secure PEF.

**2.2.4 Returnees** are previously enrolled students of St. Peter's College who stopped from schooling for viable reasons other than disciplinary and academic problems and wishes to be readmitted.

- 2.2.4.1 Copy of School Clearance in the previous semester/school year.
- 2.2.4.2 Updated copy of subjects taken with corresponding grades and credits for evaluation purposes.
- 2.2.4.3 Recommendation for re-admission from the Dean of the College.

# **ADMISSION POLICIES**

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**2.2.5 Cross Enrollees** are regular students of other schools who wish to enroll in St. Peter’s College for some subjects.

2.2.5.1 Permit to Cross Enroll from their home school

## **2.3 Enrollment**

2.3.1 A student is officially enrolled in SPC if he/ she has the following:

2.3.1.1 Registered Pre-Enrollment form (PEF)

2.3.1.2 Made an initial or full payment of his/ her tuition and other fees

2.3.1.3 Authenticated Certificate of Registration (COR)

## **2.4 Rules for Registration**

The enrollment or registration of a student must be held during the specified registration days. It must be conducted in accordance with the pertinent procedures and is subjected to the rules as follows:

2.4.1 The enrollment or registration is for the entire semester;

2.4.2 A student may enroll late up to the 10th day after the official opening of classes of the regular semesters and 4th day for summer;

2.4.3 The student shall be considered absent from the class if he had missed the class schedule while on the process of his late enrollment in accordance with Section 3.8 of the Academic Policies of this handbook;

2.4.4 For purposes of enrollment, the name and other personal data as indicated in his Birth Certificate or Alien Certificate of Registration, where applicable, shall prevail.

## **2.5 Program Re-Admission and Retention Policy**

2.5.1 Re-admission of a student may be denied in any of the following cases:

2.5.1.1 Academic deficiency

2.5.1.1.1 Students who failed in all subjects taken in their entire academic load in one (1) semester/school year shall not be re-admitted in the program he/she in.

2.5.1.2 Violation of school rules after observance of due process

2.5.1.3 Closure of a program/ course

# ACADEMIC POLICIES

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- 2.5.2 Every student must maintain at least the required minimum academic standing as a pre-requisite to a continued residence/re-admission in the school.
- 2.5.3 A student who fails three-fourths (3/4) or more of his/her total academic load for a semester of the school year shall be placed on academic probation and shall be advised to academic counselling by the Dean to improve his/her performance. He/she shall not be allowed to enrol more than 16 academic units in the following semester.
- 2.5.4 A student who cannot finish his/her degree on the prescribed curriculum period is given an extension of two (2) school years. In case he/she still cannot finish the degree within the extension period, the student is required to take fifteen (15) units of board or major subjects under the new curriculum.

## Section 3. Academic Policies

### 3.1 Subject Load/Subject Sequence/Advance and Back Subjects

- 3.1.1 The subject load shall be in accordance with the approved curriculum for each degree program. Reasonable exemptions may be permitted taking into account the best interest of the students and the objectives of the educational system<sup>1</sup>.
- 3.1.2 Students shall conform to the subject load and sequence contained in their approved curriculum for each degree program. Strict compliance for pre-requisite subjects shall be observed.
- 3.1.3 As a general rule, a student is not permitted to take any advance subject until he has satisfactorily passed the pre-requisite subject/s. Otherwise, the advance subject shall not be credited regardless of his performance in it. However, a graduating student by the end of the school year may be allowed to enroll in pre-requisite and advance subjects simultaneously under the following conditions<sup>2</sup>:
  - 3.1.3.1 when the pre-requisite is a repeated subject;
  - 3.1.3.2 when the student has good scholastic standing.
- 3.1.4 For a subject with laboratory, the lecture and laboratory components should be enrolled simultaneously for first takers in a semester.
- 3.1.5 All students are required to complete six (6) units of National Service Training Program (NSTP) and eight (8) units of Physical Education (PE).

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1 MORPHE Art. XIX Sec.91

2 MORPHE Art. XIX Sec.91

## **ACADEMIC POLICIES**

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- 3.1.6 NSTP subjects should be completed at the end of the first curriculum year while PE subjects should be completed at the end of the second curriculum year.
- 3.1.7 No student should be allowed to enrol in their last curriculum year unless he has taken and passed all PE and NSTP subjects.
- 3.1.8 The maximum allowable load is 16 units for a student with academic deficiency. The said student will regain full load status when he has no failing grade in the preceding semester.
- 3.1.9 The maximum allowable load is 18 units for a working undergraduate student employed in private industries or government agencies.
- 3.1.10 In case a subject is no longer offered due to revision of the old curriculum, the student shall seek advice from the College Dean for possible equivalence.

### **3.2 Overload**

- 3.2.1 A graduating student may be allowed to enrol an additional six (6) units in the last semester provided that those who have OJT subject shall comply with the provision of Section 4.1.1.
- 3.2.2 Request for overload shall be filed with the Dean upon the recommendation by the Program Head, before or during enrollment period.
- 3.2.3 Remedial subjects shall be taken in excess of the regular load as per recommendation of the Admission Personnel/Guidance Counselor and the College Dean. This will not apply to courses wherein remedial subjects are embedded in their curriculum.

### **3.3 Requested Subjects**

- 3.3.1 Only graduating students and those who failed in pre-requisite subject for the succeeding semester/term are allowed to request the same subject which shall be accomplished not earlier than thirty (30) days but not later than fifteen (15) days before the scheduled official opening of classes for graduating students and five (5) days for the students who would retake the subject/s.
- 3.3.2 Only graduating and repeater students can request and enrol in major subjects during summer term. Otherwise, they will be automatically deleted from the official list of enrollees.
- 3.3.3 Irregular students as evaluated by the program head and approved by the dean may be allowed to request minor subjects.

## ACADEMIC POLICIES

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- 3.3.4 Approval of requested subject by the Executive Officer for Academic Affairs shall always be subject to the availability of instructor as recommended by the Dean and the Program Head.
- 3.3.5 An amount shall be charged to students who requested a subject but failed to enrol the same.
- 3.3.6 The subject request form shall be signed by at least fifteen (15) students. These students shall be given priority enrollment when the request to offer the subject is confirmed by the Registrar.
- 3.3.7 In case there are only five (5) or less enrolled students in the requested subject, they are required to pay an assessment equivalent to ten (10) students.
- 3.3.8 In case there are only six (6) or less enrolled students in the requested subject they are required to pay an assessment equivalent to fifteen (15) students.

### 3.4 Changing, Adding and Dropping of Subjects

- 3.4.1 Adding/Changing/Dropping of Subjects is permitted only after enrollment is validated. This shall be processed during enrolment period and within seven (7) days after the official opening of classes of any school term and after the student has accomplished Form B which is available at the Registrar's Office.
- 3.4.2 Adding/Changing/Dropping of subjects in any school term may be allowed for the following reasons:
  - 3.4.2.1 failure in pre-requisite subjects
  - 3.4.2.2 conflict of schedules due to:
    - 3.4.2.2.1 opening of requested subjects
    - 3.4.2.2.2 dissolved/fused subjects
    - 3.4.2.2.3 dropping of some subjects due to unavoidable circumstances, subject to the approval of the Dean and Registrar
- 3.4.3 It is the responsibility of the student to verify his inclusion in the official class lists of all his subjects. A student will not earn credit on subjects he is not officially enrolled in.

### 3.5. Dissolved/ Fused Subjects

- 3.5.1 Subjects with less than the minimum required number of students enrolled shall be dissolved if provisions 3.3.4 and 3.3.5 are not complied. However, regularly offered major subjects are not covered by this provision.

## **ACADEMIC POLICIES**

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- 3.5.2 Similar subjects with the same schedule, if combined and do not exceed the maximum class size shall be fused.
- 3.5.3 Students enrolled in dissolved subjects shall opt to substitute them with another subject upon approval of the Dean.
- 3.5.4 Students enrolled in dissolved subjects who will not take or cannot take substitute subjects, shall be reimbursed corresponding to the amount paid.

### **3.6. Withdrawal of Enrollment from SPC and Refunds**

- 3.6.1 A student's enrollment is considered void if he has officially withdrawn his subjects before the prelim exam week.
- 3.6.2 A students enrolled subjects will be marked "W" (Withdrawn) if he withdraws his subjects within the prelim exam period onwards. He will be charged as follows:
  - 3.6.2.1 Within the Prelim exam week- 25% of the pertinent tuition and other school fees.
  - 3.6.2.2 Up to the Midterm exam week- 50% of the pertinent tuition and other school fees.
  - 3.6.2.3 After the Midterm exam week- 100% of the pertinent tuition and other school fees.
- 3.6.3 Refunds due for the semester
  - 3.6.3.1 Minimum down payment is non-refundable
  - 3.6.3.2 For refund of tuition and other fees, please refer to Section 3.6.

### **3.7. Cross Enrollment/Permit to Study in other Schools**

- 3.7.1 No student shall be allowed to enroll in SPC and in another institution simultaneously during a given semester/summer term.
- 3.7.2 Cross-enrollment may only be allowed for graduating students with the approval of the Dean.
- 3.7.3 To cross enroll the student must secure a permit from the Registrar upon the approval of the Dean concerned.
- 3.7.4 Cross-enrollment shall be allowed only for the following reasons:
  - 3.7.4.1 the subject is not offered in the current semester or summer term.
  - 3.7.4.2 the subject is no longer offered (old curriculum).
  - 3.7.4.3 the subject is offered but is in conflict with the schedule of other enrolled subjects.

## ACADEMIC POLICIES

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- 3.7.5 The maximum allowable load for the regular semester is 6 units and 3 units for the summer term.
- 3.7.6 Cross-enrollment permit shall only be issued to a student who is officially enrolled.
- 3.7.7 Cross-enrollment shall only be availed as a last option after other remedies (e.g. petition, equivalence) have been tried.
- 3.7.8 Cross-enrolled subjects shall be part of the student's total load. Cross-enrolled subjects resulting in overload shall be governed by the policies on overload.
- 3.7.9. Applications for cross-enrollment shall be filed with the Registrar's Office beginning the pre-enrollment period up to the last day of the adjustment period.
- 3.7.10 Cross-enrollment permit shall not be issued to more than one educational institution per term.
- 3.7.11 Earned credits from cross-enrolled subjects shall undergo validation procedures as required by the College offering the course.
- 3.7.12 Subjects for cross enrollment shall only be taken in schools duly recognized by the Commission on Higher Education (CHED).

### 3.8 Attendance

- 3.8.1 Regular attendance in all classes is required to all students from the first meeting of every course to the end of the semester.
- 3.8.2 The maximum allowable number of absences of a student per semester is 20% of the total number of class hours. For instance, 20% of the total contact hours per semester for a 3-unit subject are 11 hours.
  - 3.8.2.1 Any subject meeting once a week – 3 absences max. allowable
  - 3.8.2.2 Any subject meeting 2 times a week – 7 absences max. allowable
  - 3.8.2.3 Any subject meeting 3 times a week – 10 absences max. allowable
- 3.8.3 A student shall be given a mark of FA (Failure due to Absences) if he incurs absences more than the allowable percentage of class hours.
- 3.8.4. Only absences due to the circumstances mentioned below shall be deemed as valid reasons provided that the student could present the necessary documentary evidences.
  - 3.8.4.1 Medical certificate for health issues or hospitalization of the concerned student

# ACADEMIC POLICIES

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- 3.8.4.2 Death certificate for the death of any immediate family member of the student
- 3.8.4.3 Approved co-curricular activity form for school representation in institutional or collegiate academic and co-curricular activities inside and outside the school.
- 3.8.5 A student is held responsible for all lessons and assignments that he missed during his absence.
- 3.8.6 A student who arrives after the waiting time is considered tardy. Three instances of tardiness without justifiable reasons is equivalent to one absence.

Length of class (hour)	Waiting time (minutes)
1	10
1½	15
3	20

- 3.8.7 Classes may be suspended due to the following reasons:
  - 3.8.7.1 During typhoons and other calamities as declared by the local government.
  - 3.8.7.2 For local and national holidays.
  - 3.8.7.3 As declared by the school management.

## 3.9 Examination

- 3.9.1 Major examinations during the regular semesters include the following:
  - 3.9.1.1 Prelim, Midterm, Pre-final and Final Exam for the College level.
  - 3.9.1.2 Midterm and Final Exam for the Graduate Studies.
- 3.9.2 During summer term the major exams for College and Graduate Studies consist of midterm and final exams only.
- 3.9.3 Present examination permits for term examinations. Secure examination permits from the Accounting/Finance Office.
- 3.9.4 During the prelim, midterm and pre-final exams the student shall follow the procedures in securing examination permit:
  - 3.9.4.1 Secure assessment from the Window 5 of the Accounting Office.
  - 3.9.4.2 Pay the amount due at the Cashier's office.
  - 3.9.4.3 Present official receipt to the Accounting Office for release of exam permit.

## ACADEMIC POLICIES

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- 3.9.4.4 In case a student cannot secure exam permit, he may secure temporary permit following the procedure as provided in Section 9.3 of this handbook.
- 3.9.5 One (1) week before the final examination schedule, the students shall:
  - 3.9.5.1 Accomplish Clearance Form secured from the Accounting Office.
  - 3.9.5.2 Secure examination permit as provided in Section 3.9.4.1 to 3.9.4.4.
- 3.9.6 Rules on Departmental Exam
  - 3.9.6.1 Students should wear the prescribed school uniform and present school ID/COR to the proctor.
  - 3.9.6.2 Cellular phones and other electronic gadgets must be turned off and placed inside the bags during the conduct of the examination. Bags are placed orderly in front of the classroom.
  - 3.9.6.3 Student who will be late for more than 15 minutes will not be allowed to take the exam.
  - 3.9.6.4 In any case, the examination may terminate if the procedure is compromised due to students' improper conduct such as but not limited to threats against a proctor and massive cheating.
  - 3.9.6.5 Courses included in the departmental examinations are Math and English courses.
- 3.9.7 Rules on Special Examination and Incomplete Grade
  - 3.9.7.1 In addition to the valid reasons mentioned in Section 3.8.4, a student shall secure permit from the Accounting Office as a proof that he was not able to pay for his school bills on time for him to be allowed to take the special examination.
  - 3.9.7.2 The prescribed period for the special examination for prelim, midterm and pre-final terms is within ten (10) days after the last scheduled examination.
  - 3.9.7.3 Student who fails to take any of the first three term examinations during the prescribed period will be given a score of zero or a grade of 5.0 for the examination component only. However, the other components such as quizzes, attendance, class recitation, etc. will be computed for the term grade.

## **ACADEMIC POLICIES**

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- 3.9.7.4 Student who fails to take the Final Term Examination with valid reasons and incurred an INC for the subject/s may apply for special examination within one academic year (refer to Section 3.9.7.6) following the procedures:
  - 3.9.7.4.1 Secure the Special Exam Approval Form from the Executive Officer for Academic Affairs after presenting the documentary evidences, Grades printout, and Final Permit.
  - 3.9.7.4.2 Accomplish the Special Exam Approval Form.
  - 3.9.7.4.3 Proceed to Cashier for payment of special exam and issuance of Special Examination Form (SEF).
  - 3.9.7.4.4 Present two (2) copies of the SEF to the instructor for the special examination. The instructor will only allow the student to take the special examination if it is still within the prescribed examination period.
  - 3.9.7.4.5 After taking the exam, get one copy of the SEF duly signed by the instructor signifying that he has taken the special exam.
  - 3.9.7.4.6 Present the SEF to the Registrar's Office after fifteen (15) days to get the grades printout of the subject.
  - 3.9.7.4.7 Loss of the SEF student's copy may void the special exam grade.
- 3.9.7.5 The preceding procedures shall be applied to the subjects with Incomplete (INC) Grades due to non-compliance of the requirements such as hardbound copy of thesis, practicum portfolio, laboratory reports, narrative reports, research papers and other academic requirements as indicated in the course syllabus.
- 3.9.7.6 Failure to comply the Special Exam and other requirements for the final term within one academic year, a student's "INC" grade will automatically be changed to "NG" (No Grade) and the student has to re-enrol the subject. For this purpose, an Academic Year is reckoned from the last day of the scheduled final examination of the current semester or term up to the end of the same semester or term of the succeeding school year.

### 3.10 Grading System

- 3.10.1 During regular semester, the academic performance of the student shall be computed using the Cumulative Average System and Averaging System during summer term.
- 3.10.2 For regular semesters, there shall be four (4) grading periods with four term grades as follows: Prelim Term Grade (PG), Midterm Grade (MG), Pre-Final Term Grade (PFG) and Final Term Grade (FG). These term grades are reflected on the instructor's class report and are computed cumulatively throughout the semester as follows:
- 3.10.2.1. Midterm Cumulative Grade :  $(PG + MG) \div 2 = MCG$
- 3.10.2.2. Pre-final Cumulative Grade :  $(MCG + PFG) \div 2 = PfCG$
- 3.10.2.3. Final Cumulative Grade :  $(PfCG + FG) \div 2 = FCG$
- The grades reflected on the Grades Printout are the cumulative grades (MCG, PfCG, FCG).
- 3.10.3 For the summer term, there shall be two (2) grading periods with two term grades as follows: Midterm Grade (MG) and Final Term Grade (FG). These term grades are reflected on the instructor's class report and are computed cumulatively throughout the summer term as follows:
- 3.10.3.1 Final Cumulative Grade =  $(MG + FG) / 2 = FCG$
- The grades reflected on the Grades Printout are the cumulative grades (FCG).
- 3.10.4 As a general rule, rounding-off of the grade to the first decimal place shall be done only in the Final Cumulative Grade.
- 3.10.5 To pass and earn credits for subjects taken, the student should receive a Final Cumulative Grade of at least 3.04 which is equivalent to 3.0. A Final Cumulative Grade less than or equal to 3.05 is a failing grade equivalent to 5.0 and cannot be changed once submitted to the Registrar.
- 3.10.6 Subject/s of a student will be marked "Withdraw" (W) if he applies for withdrawal of subject.
- 3.10.7 If a student incurs more than the allowable absences, he will be given a grade of "FA" (refer to Section 3.8).
- 3.10.8 If a student fails to process his "INC" (Incomplete) grade for a subject/s within the prescribed period, his grade/s will be marked "NG" (No Grade). Refer to Section 3.9.7.

## ACADEMIC POLICIES

3.10.9 The passing grade for the Graduate Studies is 2.0. A student will not earn credit for a subject with a grade lower than 2.0.

3.10.10 The basis for grading a student is as follows:

3.10.10.1 Class Involvement      65 % (Non-Engineering);  
60% (Engineering/MAEd)

3.10.10.2 Term Examination      35% (Non-Engineering);  
40% (Engineering/MAEd)

### Components of Class Involvement: Indicators

Non-Engineering		%	Engineering/MAEd		%
1.	Attendance	10	1.	Attendance	10
2.	Projects/Paper Report/Experiments	15	2.	Quiz	25
3.	Oral Recitation • individual/group oral report • individual/group demonstration	20	3.	Class Participation • Boardwork • Seatwork • Oral Recitation	25
4.	Quizzes/Exercises/Seatwork	20			
Total		65	Total		60

### 3.10.10.3 Grading System

Grade	Percentage	Grade	Percentage	Grade	Percentage	Grade	Percentage
1.0	95 – 100%	2.0	85%	3.0	75%	4.0	65%
1.1	94%	2.1	84%	3.1	74%	4.1	64%
1.2	93%	2.2	83%	3.2	73%	4.2	63%
1.3	92%	2.3	82%	3.3	72%	4.3	62%
1.4	91%	2.4	81%	3.4	71%	4.4	61%
1.5	90%	2.5	80%	3.5	70%	4.5	60%
1.6	89%	2.6	79%	3.6	69%	4.6	59%
1.7	88%	2.7	78%	3.7	68%	4.7	58%
1.8	87%	2.8	77%	3.8	67%	4.8	57%
1.9	86%	2.9	76%	3.9	66%	4.9	56%
						5.0	55% below

Note: Computation of grades is rounded off to the first decimal place.

3.10.10.4 All remedial courses shall have a rating of 1.0 to 3.0 only.

## ACADEMIC POLICIES

3.10.11 For Technical Vocational Education & Training:

75%-100% COMPETENT

74% and below NOT YET COMPETENT

3.10.12 Grades appearing in the Official Class Report of the faculty concerned submitted to the Registrar shall prevail over any other report of grades

### 3.11 General Point Average (GPA)

3.11.1 The GPA is the weighted average of the academic subjects of the students.

Example:

Subject	Units	Grade
English	3	1.5
Math	3	3.0
Philo	3	1.5
Psych	3	1.0
Nat Sci	3	1.5
Chem	5	2.0
CWTS	3	2.0
P.E.	3	1.5
Total:	26	

$$\text{GPA} = [(1.5 \times 3) + (3.0 \times 3) + (1.5 \times 3) + (1.0 \times 3) + (1.5 \times 3) + (2.0 \times 5)] \div 20$$

$$\begin{aligned}\text{GPA} &= 1.77 \\ &= 1.8\end{aligned}$$

3.11.2 The GPA is rounded off to the first decimal place

3.11.3 NSTP (ROTC/CWTS/LTS), PE, and remedial subjects are not included in the computation of GPA.

3.11.4 In the computation of GPA, subjects which are marked with "Withdraw" (W) and "No Grade" (NG) are not included while subjects marked "Failure due to Absences" (FA) which has an equivalent grade of 5.0 is included.

# **POLICY ON ON-THE-JOB-TRAINING AND PRACTICUM**

## **Section 4. Policy on On-The-Job-Training and Practicum**

### **4.1 Policy on On-The-Job-Training and Practicum:**

- 4.1.1 Student enrolled in OJT or Practicum during the 1<sup>st</sup> or 2<sup>nd</sup> semester is allowed to enroll additional subjects equivalent to six (6) units only or as prescribed in the course curriculum. Provided, that schedules of additional subjects shall be from 5:30 P.M. onward or during weekends. Provided further, that student enrolled in OJT or Practicum during summer term is not allowed to enroll any additional subject.

# ACADEMIC CONSULTATION

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## Section 5. Academic Consultation

### 5.1 Academic Consultation

- 5.1.1 Any academic concern of a student shall be addressed to the concerned instructor or College Program Head/Dean during the consultation hours.
- 5.1.2 All student transactions and/or concerns such as special exams, incomplete grades and other academic related matters shall be discussed **only** within the school premises with the concerned instructor or through the Dean's office. For this purpose, the student shall convey his concern through a formal letter and the Dean shall act the same within a reasonable time.

# DEAN'S LIST

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## Section 6. Dean's List

### 6.1 Dean's List

- 6.1.1 Dean's List is an award given to a non-graduating student who has a GPA of 1.8 with no grade lower than 2.5 in all the subjects taken for the semester as prescribed in the course curriculum (refer to Section 3.11 for the computation of the GPA).
- 6.1.2 A candidate for Dean's List must not have been subjected to any disciplinary action and have no "W" and "NG" in any subject enrolled within the semester.
- 6.1.3 To be a Dean's Lister, a student has to present his grades printout to the Dean.
- 6.1.4 Students in the Dean's List will be awarded a certificate of recognition and medal during the School's Recognition Day.

# GRADUATION POLICIES

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## Section 7. Graduation Policies

### 7.1 Graduation Requirements and Procedure

Graduation Day is an annual school ceremony where students successfully complete an academic program. The appropriate Title/Degree/Diploma/Certificate will be conferred upon a student who satisfactorily completed the following requirements:

- 7.1.1 Application for graduation shall be filed by the candidate at the Dean's office before the prelim examination of his last semester or term. Requirements are Grades printout, Prospectus, and the Application for Graduation Form.
- 7.1.2 The candidate must have established a residence of at least one academic year or two semesters with at least 42 units of academic subjects (refer to admission requirements Section 2.1).
- 7.1.3 Must have complied with and satisfactorily completed all the requirements of the prescribed course. Student who fails to complete the requirements will not be allowed to participate in the Commencement Exercises, or any such activity pertinent to his graduation.
- 7.1.4 Failure of the student to comply with the requirements for graduation on the prescribed period shall be deemed a waiver of his rights to be included in the deliberation for graduating students.
- 7.1.5 A student is considered a graduate only upon the issuance of a Diploma, Transcript of Records with Special Order duly issued by CHED or TESDA.

### 7.2 Honors and Awards

Honors and awards are given to deserving graduates provided that they have met the standard set by the school, to wit:

- 7.2.1 ***Summa Cum Laude*** – The required General Point Average is between 1.0 and 1.25 with no grade below 2.0 in all the subjects of his program/course.
- 7.2.2 ***Magna Cum Laude*** – The required General Point Average is between 1.26 and 1.5 with no grade below 2.0 in all the subjects of his program/course.
- 7.2.3 ***Cum Laude*** – The required General Point Average is between 1.56 and 1.75 with no grade below 2.0 in all the subjects of his program/course.

**7.3 The standard GPA** set in preceding provisions is exclusive of NSTP and PE.

**7.4** A student must not have been subjected to any disciplinary action and have no “W” and “NG” in any subjects enrolled.

# AWARDS AND RECOGNITION

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## Section 8. Awards and Recognitions

### 8.1. Special Awards

#### 8.1.1 For Graduating Students

- 8.1.1.1 **Leadership Award.** This award is given to the most outstanding student leader who displays strong leadership imbued with good moral values, academic excellence and indefatigable service to the community amidst personal responsibilities. This award also gives recognition to those who have rendered exemplary service to the school and student body through active leadership in student organization.
- 8.1.1.2 **Athletic Award.** This award is given to a student who has consistently achieved outstanding performance in any athletic competitions.
- 8.1.1.3 **Performing Arts Award.** This award is given to the most outstanding student who is able to show his finest in the field of performing arts as well as leading the group in garnering recognition within and outside St. Peter's College.
- 8.1.1.4 **Loyalty Award.** This is given to student who has completed his studies at St. Peter's College from the first grade of his elementary or secondary education up to the tertiary level.
- 8.1.1.5 **Best Thesis Award.** This is given to a student whose study is deemed by the panel as exemplary in all areas which includes but is not limited to: writing clarity and style, appropriate citation of literature, rationale, presentation of the material, and the degree to which the work advanced knowledge in the field.
- 8.1.1.6 **Best in Oral Defense.** This is given to a student who has been adjudged as the best presenter by the panel members during the final oral defense.

#### 8.1.2 For Non- Graduating Students

- 8.1.2.1 A Special Award is given to students who have shown exemplary performance in their respective fields and manifested good image of the school by winning in the various local, regional and national competitions. These awards will be given during the Recognition Day.

## **AWARDS AND RECOGNITION**

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**8.2 Academic Awards.** An Academic achievement award is given to Dean's listers. These are students who have exemplary achievements as determined by the Honors and Awards Committee and as recommended by the respective Program Head, College Dean and Dean of Student Affairs.

### **8.3 Requirements to Qualify for Special Awards**

- 8.3.1 Must have no failing grade, have no "W" and "NG" in any subject enrolled on the present school term.
- 8.3.2 Must have complied the residency requirements of at least one (1) year.
- 8.3.3 Must not have been subjected to any disciplinary action.
- 8.3.4 The student shall submit all supporting documents or proofs of achievements such as copies of certificates, memorandum, medals, trophies, plaques, etc. to qualify for the awards.

### **8.4 Procedures for the Application of Special Awards**

- 8.4.1 The student shall secure an application form for special awards from the Office of the Dean of Student Affairs.
- 8.4.2 Fill-out the necessary information and have the application form certified by the Program Head and signed by the Dean.
- 8.4.3 The student shall be rated based on the criteria set forth in the evaluation tool.
- 8.4.4 The Honors and Awards Committee shall convene to review the points given if the qualifications are met.
- 8.4.5 The student with the highest number of points will be adjudged as the awardee. In case of a tie, the Committee will conduct a deliberation.

### **8.5 Honors and Awards Committee**

The committee shall be composed of the following:

Chairman (Academic Awards):	Executive Officer for Academic Affairs
(Non-Academic Awards):	Dean of Student Affairs
Members:	Academic Council

### **8.6 Special Recognitions for Top Placers on Board Exam**

- 8.6.1 Alumni within the top ten (10) of board exam shall be given a 100% tuition fee refund equivalent to his years of stay in the College as an award for his achievement.

# **FINANCIAL INFORMATION**

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## **Section 9. Financial Information**

### **9.1. Mode of Payment**

The financial obligations of the student as assessed by the Accounting Office may be paid through the following schemes:

9.1.1. Full Payment

9.1.2. Installment

9.1.2.1 Down payment

9.1.2.2 Balance: Evenly divided into four (4) terms

### **9.2. Other Incidental Financial Obligations**

9.2.1 Damages, breakages, and destruction incurred on school properties.

9.2.2 Non-compliance of library rule and regulations.

9.2.3 All obligations should be paid prior to the signing of clearance for final Examination.

### **9.3. Tuition Fee Payment, Temporary Permits, and Withholding of Credentials**

9.3.1 Full payment of balance of tuition and other fees is required to avoid withholding of final grades and refusal of re-enrollment for the next semester/school year. Students with unpaid account balance of indebtedness to SPC at the end of the semester/school year have to secure the approval of the Treasurer before the student can enroll.

9.3.2 A student who cannot pay his financial obligation before a term examination may secure a temporary permit from the Accounting Office by presenting a promissory note to the School Treasurer for approval. Application for temporary permit shall be entertained a week before the scheduled term exam. This is applicable to the elementary, high school, college and post-graduate levels of this Institution.

9.3.3 Withholding of Credentials

The higher education institution, at its discretion may withhold the release of the transfer credentials of a student who has outstanding financial or property obligations to the institution, or is under penalty of suspension or expulsion. The transfer credentials shall be released upon settlement of the obligation, or after the penalty of the suspension is served or expulsion lifted (MORPHE Sec. 98).

# SCHOLARSHIPS AND GRANTS/STUDENT FINANCIAL ASSISTANCE/TUITION FEE DISCOUNTS

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## Section 10. Scholarships and Grants/ Student Financial Assistance/ Tuition Fee Discounts

### 10.1 Escolastica Punongbayan-Paguio (EPP) Scholarships and Grants

These scholarships and grants are granted to deserving students wanting to finish a degree who excel in academics, athletics and performing arts. Scholarships are also given to students assistants.

The scholarship is renewable every semester.

#### 10.1.1. EPP Academic Scholarship

##### 10.1.1.1 EPP Academic Scholarship for VALEDICTORIANS

This is granted to freshmen students who graduated as Valedictorian from a duly recognized high school from Iligan City whose graduating class should not be less than forty (40) graduates. The grantee enjoys 100% free tuition fee starting on their freshmen year.

##### 10.1.1.2 EPP Academic Scholarship for SALUTATORIANS

This is granted to freshmen students who graduated as Salutatorian from a duly recognized high school from Iligan City whose graduating class should not be less than forty (40) graduates. The grantee may enjoy 50% tuition fee discounts starting on their freshmen year.

#### 10.1.2. EPP Athletic Scholarship

This is granted to student-athletes who excel in athletics. Grantees should be recommended by the official Varsity Coach duly appointed by the school. Students who would like to avail of the said scholarship have to apply at the DSA Office and must undergo a screening process scheduled during summer term. SPC limits this scholarship to five (5) deserving students per school year with 100% discount on tuition fee. Annual renewal of this scholarship shall be subject to the guidelines set by the school.

#### 10.1.3 EPP Cultural Scholarship

This is granted to students who excel in music and theatre arts. Students who would like to avail of the said scholarship have to apply at the DSA Office and must undergo a screening process

# **SCHOLARSHIPS AND GRANTS/STUDENT FINANCIAL ASSISTANCE/TUITION FEE DISCOUNTS**

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scheduled during summer term. SPC limits this scholarship to five (5) deserving students per school year with 100% discount on tuition fee. Annual renewal of this scholarship shall be subject to the guidelines set by the school.

## **10.1.4. EPP Student Assistantship**

A 100% scholarship grant for tuition fee, laboratory and miscellaneous fee with a monthly allowance is given to students who are accepted in this program. Student assistants shall assist in the operations of the different offices and shall render at least five (5) hours a day of office work. Student Assistants are allowed to enroll 15 units subject load in every semester in any College Courses offered including NSTP and P.E. subjects. They can have an additional three (3) unit subject scheduled from 5:30 pm onwards. Annual renewal of this scholarship shall be subject to the guidelines set by the school.

## **10.2 Children of Faculty and Staff**

This is granted to a son or daughter of a faculty or staff enrolling in the Basic Education and Tertiary levels, the amount of which is graduated according to the length of service.

- a. Five (5) years of service- 50% of Tuition Fee
- b. Ten (10) years of service- 100% of Tuition Fee

**10.3 Children of SPC Alumni** enjoy five percent (5%) tuition fee discount in any degree programs offered in SPC.

## **10.4 SPC High School Alumni**

Any graduate in the high school department who enrolls in any degree programs offered in SPC enjoy five percent (5%) tuition fee discounts.

## **10.5 Brothers and Sisters of the same Biological Father and Mother Concurrently Enrolled**

10.5.1 For three (3) brother/sisters of the same biological father and mother concurrently enrolled at SPC, a 25% tuition fee discount is given to the youngest of the siblings.

# **SCHOLARSHIPS AND GRANTS/STUDENT FINANCIAL ASSISTANCE/TUITION FEE DISCOUNTS**

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10.5.2 For four (4) brothers/sisters of the same biological father and mother concurrently enrolled at SPC, 50% tuition fee discount is given to the youngest of the siblings.

## **10.6 Requirements for renewal of EPP Scholarships**

10.6.1 EPP Scholarships for Valedictorian and Salutatorian shall be discontinued if the following conditions are not satisfied:

10.6.1.1 Grantee must not incur a grade of 5.0, NG or W, in any subject.

10.6.1.2 Grantee shall enroll a regular load every semester as prescribed in their course curriculum.

10.6.1.3 Grantee shall not be involved in any disciplinary case in which he is the offender.

10.6.2 EPP Scholarships for Athletics, Cultural, and Student Assistants shall be discontinued if the following conditions are not satisfied:

10.6.2.1 Grantee shall not have a failing grade for two (2) consecutive semesters or two (2) failing grades in one (1) semester.

10.6.2.2 Grantee shall not be involved in any disciplinary case in which he is the offender.

10.6.2.3 Grantee shall not have three or more absences for practices, rehearsals, and meetings within a semester.

## **10.7 SPC honors government and accredited non-government scholarships.**

# **STUDENT SERVICES AND FACILITIES**

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## **Section 11. Student Services and Facilities**

### **11.1 Library Services**

- 11.1.1 Book Loan Services
- 11.1.2 Electronic Library Services
- 11.1.3 Interlibrary Loans
- 11.1.4 Referral Services
- 11.1.5 Current-Awareness Services
- 11.1.6 Online Public Access Catalogue (OPAC)
- 11.1.7 Film Showing
- 11.1.8 Library Orientation/Instructional Services
- 11.1.9 Photocopying Services
- 11.1.10 Abstracting Services

11.1.2 Aside from the SPC bona fide students, the following could avail of the services of the library:

- 11.1.2.1 SPC administrators, faculty and staff
- 11.1.2.2 Members of the SPC Alumni Association
- 11.1.2.3 Cross-enrollees
- 11.1.2.4 Outside researchers with referral letters from their agency librarian may be allowed by the School Librarian to do research and a corresponding fee will be charged per hour.

11.1.3 Library hours:

- 11.1.3.1 **8:00 A.M to 7:00 P.M.**, Monday to Friday (no noon break)
- 11.1.3.2 **8:00 A.M to 5:00 P.M.**, Saturday (no noon break)

- 11.1.4 Student's validated ID and Library card must be presented upon entering the library to allow him to use its resources.
- 11.1.5 Fines, Penalties and other library services shall be subject to the Library rules and regulations.

### **11.2 Guidance and Counselling Services**

11.2.1 Guidance and Counselling Centre provides counselling and psychological services designed to assist students in mobilizing their creative energies and achieving more effective personal, social, educational, and vocational development. It offers the following services:

## **STUDENT SERVICES AND FACILITIES**

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### 11.2.1.1 Individual Inventory Services

Gather and update student's information to better assess and understand their personality.

### 11.2.1.2 Information Services

An activity whereby descriptive materials and media are accumulated, organized and disseminated that will enable the students to make informed judgments.

### 11.2.1.3 Counselling Services

Provide a listening ear to students with problems/concerns.

### 11.2.1.4 Follow-up Services

Monitor the progress of students who have undergone counselling.

### 11.2.1.5 Career/ Placement Services

Prepare students make decisions and choices involved in planning their career/work.

### 11.2.1.6 Testing Services

Assess student's performance for placement and remediation in Math and English.

### 11.2.1.7 Performance Evaluation Services

Administer evaluation to teachers and co-workers to determine how well they do at work and with others.

## **11.3 Health Services (Medical / Dental Clinic)**

11.3.1 The clinic offers medical/dental services to all students, faculty and staff.

11.3.1.1 Medical services include:

11.3.1.1.1 Consultation

11.3.1.1.2 Dispenses medicines for minor ailments as initial dose and prescribing of unavailable medicines by the school physician

11.3.1.1.3 Blood pressure and weight monitoring

11.3.1.1.4 Dressing for minor cuts and wounds

11.3.1.1.5 Annual Physical examination for Kindergarten to Grade 6

## **STUDENT SERVICES AND FACILITIES**

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- 11.3.1.1.6 Referral System
- 11.3.1.1.7 Nebulization
- 11.3.1.1.8 Issuance of medical certificates

### 11.3.1.2 Dental Services includes:

- 11.3.1.2.1 Consultation
- 11.3.1.2.2 Dental Check-up
- 11.3.1.2.3 Oral Cleaning
- 11.3.1.2.4 Referral system
- 11.3.1.2.5 Issuance of dental certificates

11.3.2 The school nurse/dentist/physician is always available during school days in the following schedules:

#### 11.3.2.1 Clinic Hours:

- 11.3.2.1.1 Monday to Saturday: 7A.M. to 12:30 NN. and 1:00 P.M. to 8:30 P.M.

#### 11.3.2.2 Consultation Hours:

- 11.3.2.2.1 Physician: MWF- 10:00 A.M to 12:00 NN and TTh- 3:00 P.M to 5:00 P.M.
- 11.3.2.2.2 Dentist: Monday to Friday 8:00 A.M to 10:00 A.M and 1:00 P.M to 2:00 P.M.

### **11.4 Research and Extension Services**

- 11.4.1 The Office for Research and Extension Services (ORES) helps students in terms of research and community extension.

### **11.5 Alumni Services**

- 11.5.1 The Alumni Association Office (AAO) functions directly under the Office of the President.
- 11.5.2 The AAO may extend assistance to the SPC graduates to enable them to find their respective places in the world of work.
- 11.5.3 AAO facilitates alumni meetings and provides assistance that shall realize maximum alumni participation in its activities such as holding of the annual alumni homecoming.
- 11.5.5 The AAO also facilitates the issuance of alumni ID and the updating of alumni directory.
- 11.5.6 Other services undertaken by the AAO is stipulated in the Alumni bylaw.

# STUDENT SERVICES AND FACILITIES

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## 11.6 Laboratory Services

11.6.1 Students requiring hands-on or practical experiences may avail of the different tools, machines, equipment, and facilities of the following:

- 11.6.1.1 Computer Laboratory/Internet
- 11.6.1.2 Biology Laboratory
- 11.6.1.3 Chemistry Laboratory
- 11.6.1.4 Physics Laboratory
- 11.6.1.5 Electronics Laboratory
- 11.6.1.6 Hydraulics Laboratory
- 11.6.1.7 Refrigeration and Air-Conditioning Laboratory
- 11.6.1.8 Machine Shop Laboratory
- 11.6.1.9 Speech Laboratory
- 11.6.1.10 Automation Center (PLC)
- 11.6.1.11 Digital/Analog Laboratory
- 11.6.1.12 Boiler Laboratory
- 11.6.1.13 Soil Laboratory
- 11.6.1.14 Energy Conversion Laboratory
- 11.6.1.15 Home Economics Laboratory
- 11.6.1.16 Criminology Laboratories and other related facilities

11.6.2 Students using the laboratory facilities must abide by the rules and regulations set by the school for safety purposes.

11.7 The **Audio-Visual Room (AVR)** is available for purposes of seminars, workshops, conferences, meetings, and other activities. Student who may avail of the AVR shall accomplish DSA Form A (Activity Form) and must abide by the rules and regulations set by the school.

11.8 **Information and Communication Technology (ICT) Rooms** are available for multimedia presentation and as a means of introducing innovations in teaching strategies. Students who will be using the ICT room will be charged an additional fee as determined by the Finance Department.

## 11.9 School Canteen

The canteen offers adequate, safe, and healthful food.

11.9.1 Littering is not allowed and students should help maintain cleanliness in the canteen by leaving the tables clean and chairs in order.

11.9.2 Students shall abide by the rules and regulations in the use of canteen facilities.

# **STUDENT ACCIDENT INSURANCE**

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## **Section 12. Student Accident Insurance**

- 12.1 The school facilitates a personal accident insurance which is paid by the students upon enrollment.
- 12.2 Insurance coverage is valid for one academic year.
- 12.3 Students may go to the Accounting Office to avail of the personal accident insurance.
- 12.4 Other pertinent provisions of the student's coverage shall be referred to the contract between the school and the insurance company provider.

# STUDENT ORGANIZATION/CO-CURRICULAR ACTIVITIES

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## Section 13. Student Organizations/Co-Curricular Activities

### 13.1 Student Organizations

- 13.1.1 A student organization must be registered with the office of the Dean of Student Affairs (DSA), approved by the School President through the recommendations of the DSA.
- 13.1.2 All student organizations shall be under the direct supervision and coordination of the DSA.
- 13.1.3 A recognized student organization will have the privilege of using the school facilities in its approved activities.
- 13.1.4 Each recognized student organization must have a constitution and bylaws conformed to the school's policies.
- 13.1.5 Leadership training is conducted annually to officers of the student organizations by the DSA office.
- 13.1.6 Student organizations are required to submit monthly audited financial report, annual plan of activities, budget plan and narrative report with photo documentation on activities and projects undertaken.
- 13.1.7 Any changes in the list of officers, advisers and amendments to the organization's constitution and bylaws must be coordinated with the DSA.
- 13.1.8 Voluntary dissolution of the organization may be done through formal notification of the President and members of the organization.
- 13.1.9 Recognition of the organization may be revoked if it has been found to have violated its constitution and bylaws or has consistently failed to comply with the policies contained in this handbook.

### 13.2 Forming a Student Organization

- 13.2.1 A special interest group in the school shall be any association, club or any such organized group whose membership is composed of bona fide students of SPC and whose main function is to contribute to the school's goals.
- 13.2.2 Greek Lettered fraternities/ sororities are not allowed.
- 13.2.3 Application to form student organization must submit the following requirements to the DSA:

## **STUDENT ORGANIZATION/CO-CURRICULAR ACTIVITIES**

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- 13.2.3.1 A formal letter of application addressed to the DSA
  - 13.2.3.2 Constitution and bylaws
  - 13.2.3.3 List of officers and members
  - 13.2.3.4 Annual plan of activities and budget plan
  - 13.2.3.5 Name of adviser with the acceptance letter
- 13.2.4 The constitution and bylaws and proposed activities must be in accordance with the school's policies. It should not conflict or overlap with the existing student organizations.
  - 13.2.5 All submitted documents will be reviewed and evaluated by the DSA. This will then forwarded to the School President for approval.
  - 13.2.6 The applicant will be informed not later than two months from its application.
  - 13.2.7 No student organization shall function without the approval required.
  - 13.2.8 The Department of Student Affairs shall issue certification and authority to operate effective for one year.
  - 13.2.9 All newly recognized student organization shall have a probationary status for one year before it will qualify for full recognition.

### **13.3 Student Government**

- 13.3.1 Supreme Student Council (SSC) is the highest governing student council of St. Peter's College.
- 13.3.2 College Student Council (CSC) means the duly constituted central student organization of a unit that offers at least a bachelor's degree program.
- 13.3.3 Department Student Council (DSC) means the duly constituted student organization of a unit of a specific program.
- 13.3.4 Upon enrollment, all undergraduate students become members of the SSC and its respective college and department student councils.
- 13.3.5 Students are required to participate in approved activities organized by the officers of the student organizations.

# STUDENT ORGANIZATION/CO-CURRICULAR ACTIVITIES

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## 13.4 Physical Development

- 13.4.1 SPC has a strong physical education and sports development program.
- 13.4.2 It has facilities for the various sports.
- 13.4.3 Students are encouraged to try out for inclusion in various teams and be actively involved in competitions.

## 13.5 Cultural/Artistic Development

- 13.5.1 The SPC Center for Culture and the Arts (CCA) generates interest and encourages participation in cultural/artistic activities by designing workshops, giving lectures, staging plays, performing in school celebrations, joining national competitions, presenting exhibits and showing films promoting culture and the arts. It supervises the Performing Arts Group and under it is the Dance Troupe, Theatre Arts, and SPC Chorale.
- 13.5.2 These groups may perform in local, national and international conferences, celebration and other functions on invitations by government and private agencies and other institutions.

## 13.6 Institutional Celebrations and Year-Round Student Activities

- 13.6.1 **PALARO** is a major student activity that provides a venue for athletic, literary, and cultural competitions, camaraderie and sportsmanship. It is to be held during the 1<sup>st</sup> semester of every school year.
- 13.6.2 **Foundation Day Celebration** is another major activity of the school held every 10<sup>th</sup> of February.
- 13.6.3 **MY VOTE, MY RIGHT, MY RESPONSIBILITY** is a student election of officers in Supreme Student Council, College Student Council and Department Student Council held every 2<sup>nd</sup> semester of the school year.

## 13.7 Publications

- 13.7.1 The official student publication of St. Peter's College is **PENWOOD** and is issued once a semester. It provides an avenue for the students to hone their written communication skills.
- 13.7.2 Students are welcome to contribute articles to the school paper.

## **STUDENT ORGANIZATION/CO-CURRICULAR ACTIVITIES**

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- 13.7.3 The Committee on Student Publications helps determine the composition of the editorial staff through holding of a qualifying and editorial examination.
- 13.7.4 The institutional year book is KEYSTONE and is issued once a year.

# **GUIDELINES FOR OFF-CAMPUS ACTIVITIES**

## **Section 14. Guidelines for Off-Campus Activities**

14.1 Off-campus activities are curricular and co-curricular activities that are conducted and/or held out of the campus. These include Practice Teaching, Surveying activities, canvassing activities, On-the-Job training, Interschool competitions, and other similar activities.

14.1.1 Curricular activities shall be allowed only if indicated in the course syllabus.

14.1.2 Co-curricular activities shall be allowed only if the following conditions are satisfied:

14.1.2.1 Duly approved Activity Form (DSA Form A) by the School President. This shall be filed through the DSA Office not later than one week before the date of activity with the following attachments:

- Invitation
- Support letter endorsed by the Dean
- Proposed budget for the activity
- Parent's Consent Form
- Other documents required by the DSA Office necessary for the approval.

14.2 On Educational Tour/ Field Trip/ Plant Tour

14.2.1 The activity must be indicated in the course syllabus.

14.2.2 No student joining the trip has delinquent account with the school.

14.2.3 The organizer/ adviser should comply with CMO No. 63 Series of 2017 Policies and Guidelines on Local off campus activities.

14.2.4 A request letter complying with the CHED checklist, noted by the Dean, recommended by the Academic Affairs and approved by the School President.

14.2.5 Duly approved DSA Form B filed at least two weeks before the date of activity through the DSA office.

14.2.6 The ratio of faculty to student participants must be 1:30.

14.3 Officers of the organization and faculty adviser/s shall be responsible for any activities held off-campus

## **GUIDELINES FOR OFF-CAMPUS ACTIVITIES**

14.4 No off-campus activities will be allowed one (1) week before the examination, during examination, and after final examination except for externally organized activities which are subject to the approval by the DSA.

# **GUIDELINES FOR IN-CAMPUS ACTIVITIES**

## **Section 15. Guidelines for In-Campus Activities**

15.1 This shall be allowed provided that:

15.1.1 The DSA FORM A must be filed by the organizer/adviser at least one week before the date of the activity.

15.1.2 The time limit of in-campus activity is 8:30PM.

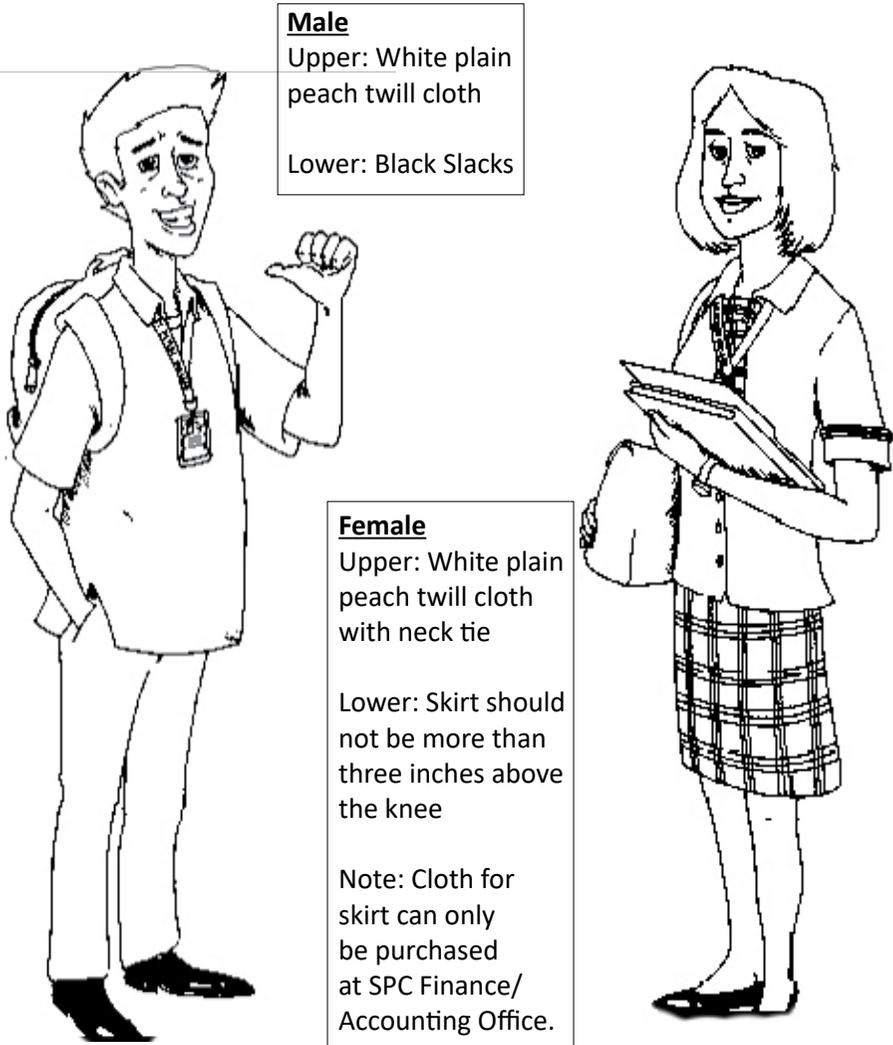
15.2 For overnight activities, a request letter noted by the DSA must be approved by the EO for Administration and copy furnished to the Security Department.

# CODE OF DISCIPLINE

## Section 16. Code of Discipline

### 16.1 Prescribed School Uniform

16.1.1 All students, male and female should wear the PRESCRIBED SCHOOL UNIFORM when they are in campus during regular school days (except WEDNESDAYS and SATURDAYS).



Note: The College of Criminology has separate uniform design.

## CODE OF DISCIPLINE

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- 16.1.2 Students are allowed to wear their prescribed PE, NSTP, and PLANT TOUR uniform only during their scheduled day.
- 16.1.3 Students undergoing practicum/OJT/Internship must submit first approval letter of their design to the DSA office.
- 16.1.4 Uniform exemption pass may only be permitted to the following:
  - 16.1.4.1 Undergoing On-the-job training/or internship program
  - 16.1.4.2 Full time working student employed including but not limited to industries and private or public firms/offices which have required prescribed uniform requirements and must wear company/office uniform or in shirt/blouse with collar.
  - 16.1.4.3 Graduate (Baccalaureate degree) taking up second undergraduate course
  - 16.1.4.4 Cross-enrollee
  - 16.1.4.5 Pregnant woman
  - 16.1.4.6 Student with physical deformity or handicap
- 16.1.5 Uniform exemption pass is subject to the approval by the DSA and following requirements must be complied:
  - 16.1.5.1 Duly accomplished DSA Form D (Application for Uniform Exemption)
  - 16.1.5.2 Photocopy of Certificate of Registration (COR)
  - 16.1.5.3 For OJT: Certification from the Department Chairperson that you are taking OJT
  - 16.1.5.4 For working students: Certificate of employment, photocopy of employee's ID
  - 16.1.5.5 For Graduate & Second degree courser: photocopy of the transcript of record
  - 16.1.5.6 For pregnant woman/or with physical deformity or handicap: Medical record
  - 16.1.5.7 For Cross enrollee: Cross enrollment permit
- 16.1.6 Wednesday is considered as Wash Day, provided that students observe the Dress Code Policy.
- 16.1.7 The Guards-on-duty shall report students to the DSA office for NON-COMPLIANCE of the School policy on prescribed uniform.

# **CODE OF DISCIPLINE**

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- 16.1.8 The office of the Dean of Student Affairs in coordination with the Security Office, Deans, School Principal, Faculty, Staff, and other duly authorized representative of the school shall see to it this policy is duly implemented and strictly observed.

## **16.2 Identification Card**

- 16.2.1 Every student enrolled must wear the SPC identification card at all times while inside the campus.
- 16.2.2 SPC Identification data card must be presented in all official school transactions including but not limited to paying tuition fee, securing of examination permit, and assessment of fees, request of any documents in the Registrar's Office and in other offices of the school.
- 16.2.3 Lost and Found student ID cards must be turned over at the DSA office.
- 16.2.4 In case of lost ID card, the student should:
- 16.2.4.1 Submit Affidavit of Loss at the DSA office
  - 16.2.4.2 Pay the necessary amount for new ID card at the *Cashier*
  - 16.2.4.3 Process for a new ID card at the Computer Laboratory, Room A205, 2<sup>nd</sup> Floor, and Administration Building.
- 16.2.5 While the new ID card is being processed, the DSA issues a temporary gate pass indicating the number of days such gate pass will be in effect.
- 16.2.6 ID cards of students committing violation/s of school rules and regulation (caught in the act) may only be confiscated by persons in authority. Upon confiscation of the identification card, the person in authority will submit the same to the DSA. Such student shall be subjected to disciplinary procedure/s.
- 16.2.7 Security guards and other persons in authority such as faculty have the right to ask for the students' ID cards when the need arises.

## **16.3 Dress Code Policy**

- 16.3.1 All students should be in decent and modest attire upon entering the campus during wash days i.e, every Wednesday and weekends.

16.3.2 These are the following extremes that are not acceptable:



16.3.2 Faculty members may require their own-class dress code policy provided that it is related, necessary, and reasonably relevant to their class and is aligned to the school's dress code policy. These include but not limited to the following:

16.3.2.1 Wearing of appropriate attire in laboratory classes and P.E. Uniform for P.E. Classes.

16.3.2.2 Wearing of business attire during class reporting and other important class activities.

# **CODE OF DISCIPLINE**

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## **16.4 Conduct Outside / Inside the School**

### 16.4.1 School Related

16.4.1.1 Students acting as official school representatives have the obligation to abide by the written instructions of the duly designated school authorities.

16.4.1.2 Official school representatives are those recognized and sanctioned by the DSA.

### 16.4.2 Conduct Inside the School

16.4.2.1 The usual norms of politeness and etiquette are to be followed when dealing with administrators, faculty members, office personnel, fellow students, and campus visitors.

## **16.5 Sanctions/Interventions**

16.5.1 The seriousness of offense committed shall determine the gravity of penalty or sanction to be imposed.

### 16.5.1.1 Warning

Warning is an opportunity for a student to be given a clear directive to change/modify a behavior in lieu of an official disciplinary sanction being imposed

### 16.5.1.2 Reprimand

Written and formal reproof

### 16.5.1.3 Academic/Administrative Service

Required to complete a designated number of hours of service in the campus

### 16.5.1.4 Confiscation

Removal of offensive or prohibited property

### 16.5.1.5 Loss of privilege

Limitation of a privilege for a certain period of time

### 16.5.1.6 Punitive Suspension

Involuntary or temporary leave from St. Peter's College and shall not:

- a. attend classes, academic activities or any other student activities sanctioned by the school;
- b. use of campus facilities;
- c. enter in SPC premises;

# CODE OF DISCIPLINE

- d. take exams; and
- e. attend to any privilege granted to a SPC student

## 16.5.1.7 Preventive Suspension

A student under investigation may be preventively suspended from entering the school premises and attending the classes, when the evidence of guilt is strong and the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the institution's premises (MORPHE Section 106)

## 16.5.1.8 Exclusion

Immediate removal of an undesirable student from the school roll

## 16.5.1.9 Non re-admission

Accompanied with other disciplinary sanction, the student may be allowed to complete his study but will no longer be re-admitted in St. Peter's College for the next semester or school year.

## 16.6 Acts of Misconduct and Corrective Measures

### 16.6.1 Light Offenses

Act of Misconduct	Corrective Measures
Using of cellular phone during classes	1 <sup>st</sup> Offense- Warning by the instructor 2 <sup>nd</sup> Offense- Confiscation of cellular phone by the instructor and will be returned after the class 3 <sup>rd</sup> Offense- Reported to the DSA Office, Academic/ Administrative Service for four (4) hours
Disturbing classes without valid reasons; Making any form of noise at the corridor while classes are going on; and Loitering near classrooms during class hours	1 <sup>st</sup> Offense- Warning by any authorized person 2 <sup>nd</sup> Offense- Report to the DSA office, Reprimand 3 <sup>rd</sup> Offense- Report to the DSA office, Academic/ Administrative Service for four (4) days at two (2) hours each day

# CODE OF DISCIPLINE

<p>Littering inside/outside the classroom; and spitting anywhere in the campus</p>	<p>1<sup>st</sup> Offense- Warning by any authorized person                  2<sup>nd</sup> Offense- The student’s name, ID number, college and year shall be noted down by any authorized person and submitted to the DSA office for record and reprimand                  3<sup>rd</sup> Offense-Academic/Administrative Service for four (4) days at two (2) hours each day</p>
<p>Non/improper wearing of prescribed school uniform</p>	<p>For security reasons, strictly NO UNIFORM, NO ENTRY</p> <ul style="list-style-type: none"> <li>• For students with valid reasons, a letter must be sent to the DSA office for student entry slip.</li> </ul>
<p>Violation of dress code during Wash Days and Weekends</p>	<p>1<sup>st</sup> Offense- Warning and the student’s name, ID number, college and year shall be noted down by any authorized person and submitted to the DSA office for record                  2<sup>nd</sup> Offense- Academic/Administrative Service for five (5) days at two (2) hours each day                  3<sup>rd</sup> Offense- Loss of privilege</p>
<p>Wearing of earrings (male students)</p>	<p>1<sup>st</sup> Offense- Warning by any authorized person                  2<sup>nd</sup> Offense- Confiscation of earrings                  3<sup>rd</sup> Offense- Academic/Administrative Service for five (5) days at two (2) hours each day</p>
<p>Failure to bring valid school ID</p>	<p>In case a student can present his/her COR, he/she is allowed to enter the campus. In case a student fails to present any of the two, the offense/s shall be meted as follows:                  1<sup>st</sup> Offense- Warning from the DSA office                  2<sup>nd</sup> Offense- Reprimand                  3<sup>rd</sup> Offense- Academic/Administrative Service for four (4) days at two (2) hours each day</p>
<p>Failure to conspicuously wear ID at all times inside the campus</p>	<p>1<sup>st</sup> Offense- The student’s name, ID number, college and year shall be noted down by any authorized person and submitted to the DSA office for record                  2<sup>nd</sup> Offense- Reprimand                  3<sup>rd</sup> Offense- Academic/Administrative Service for four (4) days at two (2) hours each day</p>

## CODE OF DISCIPLINE

Using fake, non- validated ID/another person's ID or Lending one's ID for use of other person.	1 <sup>st</sup> Offense- The student's name, ID number, college and year shall be noted down by any authorized person and submitted to the DSA office for reprimand 2 <sup>nd</sup> Offense- Academic/Administrative Service for four (4) days at two (2) hours each day 3 <sup>rd</sup> Offense- Case shall be referred to Student Disciplinary Board
Defacing, mutilating, or removing of posters within valid period of posting.	1 <sup>st</sup> Offense- Warning by any authorized person 2 <sup>nd</sup> Offense- Reprimand 3 <sup>rd</sup> Offense- Academic/Administrative Service for four (4) days at two (2) hours each day
Posting of announcements without prior approval from the office of the DSA	1 <sup>st</sup> Offense- Warning, removal of postings 2 <sup>nd</sup> Offense- Reprimand, removal of postings 3 <sup>rd</sup> Offense- Academic/Administrative Service for four (4) days at two (2) hours each day
Violation of any classroom policies set by the instructor.	1 <sup>st</sup> Offense- Warning by any authorized person 2 <sup>nd</sup> Offense- Reprimand and case forwarded to the DSA Office for record 3 <sup>rd</sup> Offense- Academic/Administrative Service for four (4) days at two (2) hours each day
Unauthorized use of school facilities and entering any restricted area without prior permission or authority.	1 <sup>st</sup> Offense- Reprimand and case forwarded to the DSA Office for record 2 <sup>nd</sup> Offense- Academic/Administrative Service for four (4) days at two (2) hours each day 3 <sup>rd</sup> Offense- Academic/Administrative Service for six (6) days at two (2) hours each day
Other analogous offenses	

### 16.6.2 Serious Offenses

Act of Misconduct	Corrective Measures
Any kind of provocation that results in heated verbal or physical confrontation between students and group of students.	1 <sup>st</sup> Offense- Academic/Administrative Service for four (4) days at three (3) hours each day 2 <sup>nd</sup> Offense- Suspension of five days 3 <sup>rd</sup> Offense- Non- readmission
Brawls within the school premises or outside the campus during an academic function or school activity.	1 <sup>st</sup> Offense- Academic/Administrative Service for four (4) days at three (3) hours each day 2 <sup>nd</sup> Offense- Suspension of five days 3 <sup>rd</sup> Offense- Non- readmission
Bringing, selling, and use of illegal drugs, or chemicals	1 <sup>st</sup> Offense- Exclusion

# CODE OF DISCIPLINE

<p>Bringing/Drinking of liquor or alcohol beverages or in the state of drunkenness within the premises of the school or attending activities sanctioned by the school. A student is considered under the influence of liquor if he/she is found to have had an alcohol intake regardless of the amount.</p>	<p>1<sup>st</sup> Offense- Reprimand and Academic/Administrative Service for four (4) days at three (3) hours each day                  2<sup>nd</sup> Offense- Suspension of five days                  3<sup>rd</sup> Offense- Non- readmission</p>
<p>Bringing/watching pornographic materials in any form</p>	<p>1<sup>st</sup> Offense- Reprimand and for counseling                  2<sup>nd</sup> Offense- Academic/Administrative Service for four (4) days at three (3) hours each day                  3<sup>rd</sup> Offense- Suspension of three days</p>
<p>Bullying another in any form or violation of any of the provisions of the Republic Act (R.A.) No. 10627 or Anti-Bullying Act of 2013.</p>	<p>1<sup>st</sup> Offense- Reprimand and for counseling                  2<sup>nd</sup> Offense- Suspension of three days                  3<sup>rd</sup> Offense- Suspension of five days</p>

## CODE OF DISCIPLINE

<p>Cheating in any form in any examinations, plagiarism or any act of academic dishonesty.</p> <p>The act of cheating includes, but is not limited to the following:</p> <ul style="list-style-type: none"><li>• Unauthorized possession of notes or any material relative to the examination or test whether the student actually uses them or not.</li><li>• Copying or allowing another to copy from one's examination papers. Both parties are liable.</li><li>• Looking at another student's examination paper, or allowing another student to look at his examination paper</li><li>• Communicating with another student or any person in any form during an examination or test without permission from the teacher or proctor. Both parties are liable.</li><li>• Leaking examination questions to another or other student/s. Both parties are liable.</li><li>• Having somebody else take an examination or test for one's self or prepare a required report or assignment. If both parties are students, both are liable.</li></ul>	<p>1<sup>st</sup> Offense- Failing grade in the examination/quiz concerned</p> <p>2<sup>nd</sup> Offense- Failing grade in the subject concerned</p> <p>3<sup>rd</sup> Offense- Suspension of five days</p>
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# CODE OF DISCIPLINE

Circulating False and derogatory information against the school officers, faculty, staff and students; Act of gross dishonesty	1 <sup>st</sup> Offense- Reprimand and counseling 2 <sup>nd</sup> Offense- Suspension of not less than three days and not more than five days 3 <sup>rd</sup> Offense- Suspension of not less than five days and not more than ten days
Defaming school officials, faculty, staff and co-students in words/deeds such as thru text messaging or thru internet and other forms of media	1 <sup>st</sup> Offense- Reprimand and counseling 2 <sup>nd</sup> Offense- Suspension of not less than three days and not more than five days 3 <sup>rd</sup> Offense- Suspension of not less than five days and not more than ten days
Vandalism, destruction and other intentional damage of school property or of an individual's property	1 <sup>st</sup> Offense- Suspension of not less than three days and not more than ten days and restitution of damaged property 2 <sup>nd</sup> Offense- Suspension of not less than five days and not more than ten days, restitution of damaged property and non-readmission
Acts of Gross Discourtesy and Disrespect to school officials, faculty, staff and co-students.	1 <sup>st</sup> Offense- Suspension of not less than three days and not more than five days 2 <sup>nd</sup> Offense- Suspension of not less than five days and not more than ten days 3 <sup>rd</sup> Offense- Non- readmission
Engaging in any form of gambling within the premises of the school	1 <sup>st</sup> Offense- Reprimand 2 <sup>nd</sup> Offense Suspension of not less than three days and not more than ten days 3 <sup>rd</sup> Offense - Suspension of not less than five days and not more than ten days
Forgery, Alteration, tampering or misuse of school records or credentials, knowingly furnishing false information to the school in connection with his school documents filed by him	1 <sup>st</sup> Offense- Suspension of not less than three days and not more than five days 2 <sup>nd</sup> Offense- Suspension of not less than five days and not more than ten days 3 <sup>rd</sup> Offense- Exclusion
Illegal possession of deadly weapons/firearms	1 <sup>st</sup> Offense- Exclusion

## CODE OF DISCIPLINE

<p>Initiating/leading/engaging participating in all activities that disrupt or obstruct classes school office proceedings, or any other college activities such as illegal strikes or demonstrations</p>	<p>1<sup>st</sup> Offense- Exclusion</p>
<p>Misappropriation of student organization funds/Unauthorized use of fund</p>	<p>1<sup>st</sup> Offense- Suspension of not less than five days and not more than ten days; Restitution 2<sup>nd</sup> Offense- Non- readmission</p>
<p>Physical assault on any person within the premises of the school including its vicinity and or outside the campus during an official school activity</p>	<p>1<sup>st</sup> Offense- Suspension of not less than five days and not more than ten days 2<sup>nd</sup> Offense- Exclusion</p>
<p>Scandalous display affection (Public Display of Affection) within the premises of the school.</p>	<p>1<sup>st</sup> Offense- Reprimand and counseling 2<sup>nd</sup> Offense- Suspension of not less than five days and not more than ten days 3<sup>rd</sup> Offense- Non-readmission</p>
<p>Smoking inside the campus</p>	<p>1<sup>st</sup> Offense- Reprimand and counseling 2<sup>nd</sup> Offense- Suspension of not less than five days and not more than ten days 3<sup>rd</sup> Offense- Non-readmission</p>
<p>Unjust enrichment; or failure to turnover lost and found items to the DSA office</p>	<p>1<sup>st</sup> Offense- Suspension of not less than three days and not more than five days 2<sup>nd</sup> Offense- Suspension of not less than five days and not more than ten days 3<sup>rd</sup> Offense- Non-readmission</p>
<p>Threats against a person</p>	<p>1<sup>st</sup> Offense- Suspension of not less than three days and not more than five days 2<sup>nd</sup> Offense- Suspension of not less than five days and not more than ten days 3<sup>rd</sup> Offense- Non-readmission</p>

# CODE OF DISCIPLINE

Unauthorized collection or extraction of money, checks or other instruments as equivalent of money, which includes but is not limited to matters pertaining to the school or using the name of the school.	1 <sup>st</sup> Offense- Suspension of not less than five days and not more than ten days 2 <sup>nd</sup> Offense- Non-readmission
Unofficial or unauthorized participation in any activity outside the campus as representing SPC	1 <sup>st</sup> Offense- Reprimand, Community/Campus Service for four (4) days at three (3) hours each day 2 <sup>nd</sup> Offense- Suspension of not less than three days and not more than five days
Unauthorized field trip, educational tour, activities and the like conducted by students/ student organizations	This shall be referred to the Student Disciplinary Board
Acts that tarnish the name of the school such as wearing the school uniform/ ID in KTV bars, on drinking spree, and the like	1 <sup>st</sup> Offense- Reprimand, Academic/ Administrative Service for four (4) days at three (3) hours each day 2 <sup>nd</sup> Offense- Suspension of not less than three days and not more than five days 3 <sup>rd</sup> Offense- Non- readmission
Willful failure to comply with notices issued for purposes of investigation conducted related to student discipline related issues	1 <sup>st</sup> Offense- Suspension of not less than five days and not more than ten days 2 <sup>nd</sup> Offense- Non- readmission
Habitual disregard or willful violations of established policies, rules or regulations which includes commission of three (3) light offenses of the same kind of nature, or five (5) light offenses of different kinds of nature	1 <sup>st</sup> Offense- Suspension of not less than five days and not more than ten days 2 <sup>nd</sup> Offense- Non- readmission
Habitual disregard or willful violations on offenses classified under as serious offense	Referred to the Student Disciplinary Board for either non-readmission or exclusion.

16.6.3 Serious offenses are referred to the Student Disciplinary Board.

# STUDENT GRIEVANCE/RIGHT TO APPEAL

## Section 17. Student Grievance/ Right to Appeal

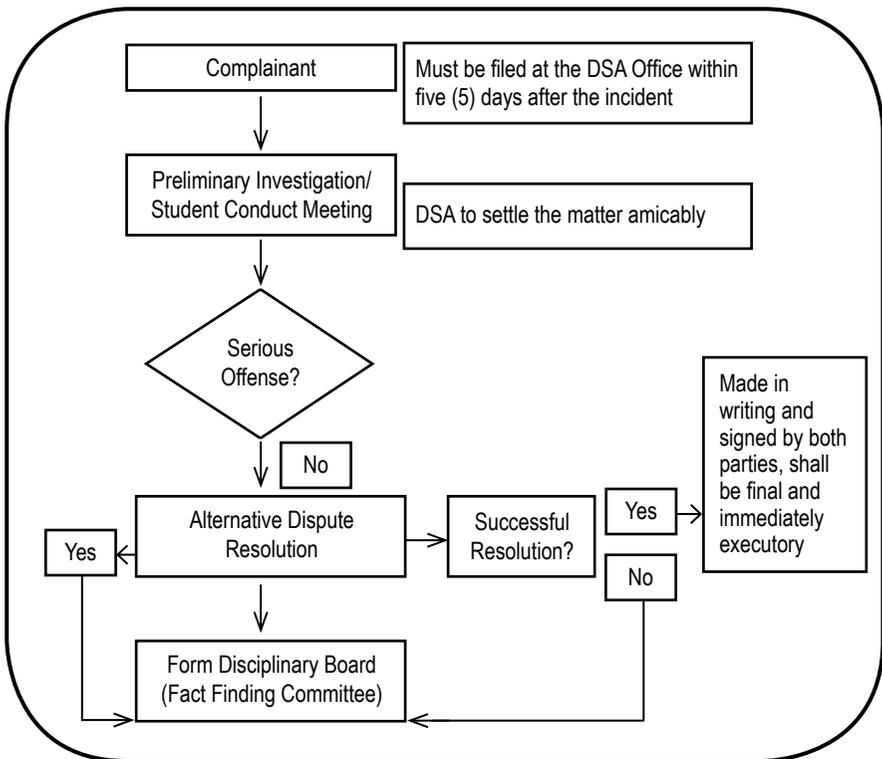
17.1 Any offended/aggrieved party or by any person having a direct knowledge of the commission of the act may file a complaint against any student/member of the school through the Office of DSA.

17.1.2 Complaints must be filed within five (5) days after the incident excluding weekends and holidays following the procedures:

17.1.2.1 The student files a complaint letter addressed to the DSA.

17.1.2.2 The DSA conducts the preliminary investigation and meeting between the complainant and respondent. The purpose of which is to settle the matter amicably.

17.1.2.3 If the decision of the case is not satisfactory to the complainant, the DSA elevates the case to the Disciplinary Board.



# **DISCIPLINARY BOARD**

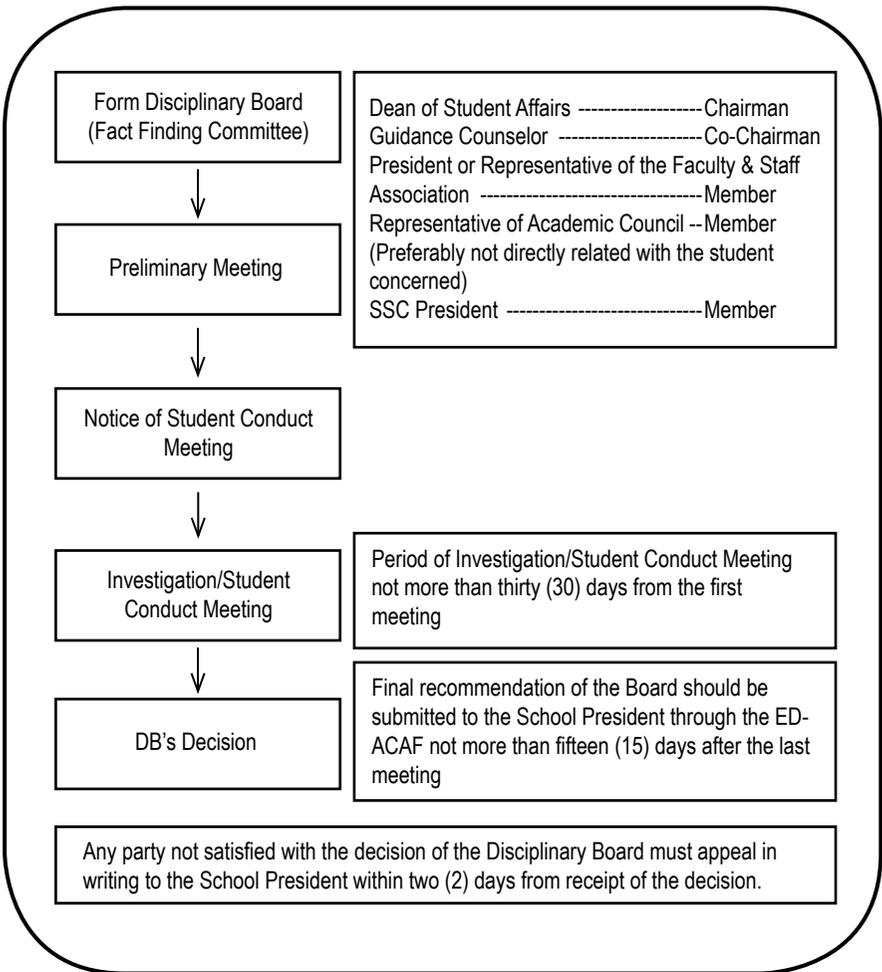
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## **Section 18. Disciplinary Board**

- 18.1 The Disciplinary Board is an investigating committee composed of the following:
  - 1. Dean of Student Affairs .....Chairman
  - 2. Guidance Counselor .....Co-Chairman
  - 3. President or Representative of the Faculty  
and Staff Association.....Member
  - 4. Representative of Academic Council .....Member  
(preferably not directly related with the student concerned)
  - 5. President of the SSC.....Member
  
- 18.2 The Board has the following functions:
  - 18.2.1 To handle the hearing of cases, impose and administer disciplinary sanctions appropriate to the nature, gravity of the offense committed and in accordance with the table of offenses and penalties on such violations or infractions.
  - 18.2.2 To recommend for approval to the School President, through the EO-ACAF, decisions on cases heard. Attached to such recommendations are records and documentations of the cases heard.
  - 18.2.3 In the absence of the DSA or GC, the board may appoint any of the senior officers to act in their place.
  
- 18.3 The Disciplinary Board shall observe the following:
  - 18.3.1 Serve notice of student conduct meeting to respondents and complainants within 5 days upon receipt of the complaint.
  - 18.3.2 Parents/Guardians should be notified
  - 18.3.3 Right of respondent to counsel should be strictly observed
  - 18.3.4 Period of investigation should not be more than thirty (30) days from the first meeting.
  - 18.3.5 Should the complainant fail to appear without just cause on the scheduled initial student conduct meeting despite notice, the complaint is dismissed. On the other hand, should the respondent fail to appear for the initial hearing after notice and without sufficient cause, this fact is placed on record and the hearing shall precede ex-parte without prejudice to the appearance of respondent in subsequent hearings.
  - 18.3.6 Before the Board’s decision on the case is submitted for approval such decision should first be discussed with the Dean.

## DISCIPLINARY BOARD

- 18.3.7 Final recommendation of the board should be submitted to the School President through the EO-ACAF not more than fifteen (15) days after the last meeting.
- 18.3.8 Any party not satisfied with the decision of the Disciplinary Board may appeal in writing to the School President within two (2) days from receipt of the decision. If an appeal is not availed of by a party within the prescribed period, the decision of the Disciplinary Board becomes final and immediately executory unless the DB defers the imposition of penalty for meritorious reasons.



# **POLICY SEXUAL HARASSMENT AND DRUG FREE CAMPUS**

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## **Section 19. Policy on Sexual Harassment and Drug Free Campus**

- 19.1 St. Peter’s College, in compliance with Anti Sexual Harassment Act of 1995 (R.A. 7877) prohibits, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other or staff, and/or the harassment of staff by students are considered intolerable behavior that will be investigated and acted upon immediately.
  
- 19.2 St. Peter’s College, in compliance with The Comprehensive Dangerous Drugs Act of 2002 (R.A. 9165), prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances. Faculty, staff and students found to be in violation of the Drug-Free Campus Policy by manufacturing, distributing, dispensing, possessing or using controlled substances will be subjected to disciplinary measures up to and including possible dismissal.
  
- 19.3 Further information concerning these policies is posted at the department bulletin boards, Supreme Student Council Office, Guidance Office and DSA Office.

# **STUDENTS RIGHTS AND RESPONSIBILITIES**

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## **Section 20. Students Rights and Responsibilities**

- 20.1 The student has the right to access to academic information such as his own class performance and other related academic records. But he shall abide by the policies, rules and procedures set by the school in the exercise of such right.
- 20.2 The student has the right to join with any legitimate students organization or association that develops and promotes harmonious relationship, camaraderie and well-being of individual. But he has the responsibility to observe the policies and guidelines as well as rules and regulations set by the school relative thereto.
- 20.3 The student has the right to participate in any institutional activity and college/departmental events aim at promoting holistic development of students. But in doing so, he has the responsibility to protect the dignity and integrity of the school.
- 20.4 The student has the right to conduct any activity inside the campus which has relation to the college program or the subjects he currently enrolled for purposes of promoting scholastic advancement and complying the requirements thereof. He has also the right to join and participate in the activities of the students' organization where he is a member. Provided, that he has to strictly conform with the policies, rules and regulations pertaining to the conduct the same.
- 20.5 The student has the right to seek redress of any grievances affecting both his academic and non-academic performances. Provided that he must follow the guidelines set by the school relative thereto and observe utmost courtesy and protocol in exercising such right.
- 20.6 The student has the right to enjoy the use of the amenities of the school such as sports facilities and equipment, Audio-Visual Room (AVR), library, laboratory and Information and Communication Technology (ICT) equipment which may help develop and enhance his scholastic performance including the use of school service vehicles for curricular or co-curricular activities. However, it is his responsibility to act with due diligence and extraordinary care for his safety and effective maintenance of such facilities and to seek prior approval from the concerned school official and/or School President as the case may warrant.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

- 20.7 The student has the right to receive awards and other scholastic recognitions for his academic and non-academic achievements. But he has to endeavor to comply the qualifications and criteria set forth in the Student Handbook appertaining thereto.
- 20.8 The student has the right to join in any national or international competitions which may contribute to his scholastic advancement. But it is his responsibility to comply the requirements set by the sponsoring agency and the policies of the school relative to the said competition.
- 20.9 The student has the right to organize or form glee club or any similar organization that promotes talents and skills of students. Provided, that he has to comply the requirements set by the school in relation thereto.
- 20.10 The student has the right to go on educational tour if the same is part of the course curriculum. However, he has the responsibility to comply the pre-requisites thereof as mandated by the school, in particular, and the CHED, in general.
- 20.11 The student has the right to shift to other course according to his will and comfort or to even quit from studying if he finds it indispensable. However, he shall see to it that he has settled his financial obligations to the school and comply the other requirements before doing so.
- 20.12 The students has the right to conduct community services in relation to the college annual action plan aim at promoting its programs and well-being of the people in the locality. Provided, that he shall abide by the policies and guidelines of the school concerning the conduct of such activity, act with due diligence for safety and observe proper decorum while in the conduct of the same in order to protect the dignity and integrity of the school.
- 20.13 The student has the right to conduct research on any subject-matter he may be interested or inclined to either in line with the requirement of the course curriculum or not. But it is his responsibility to observe the proper protocol in the conduct of the same to preserve the credibility of his work as well as the integrity of the school.

# **STUDENTS RIGHTS AND RESPONSIBILITIES**

## **EFFECTIVITY OF HANDBOOK**

The SPC Student handbook **2017** Edition takes effect starting 1<sup>st</sup> Semester **AY 2017-2018**.

APPROVED BY:



**DANILO G. PUNONGBAYAN**

School President/ Chairman, Board of Trustees

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## STUDENT'S PLEDGE OF LOYALTY

I solemnly pledge that I shall abide by all the rules and regulations of St. Peter's College as contained in this Student's Handbook and other official policies of the School; that I shall strive to do justice to her name and dignity by observing proper decorum and deportment at all times and maintaining the highest ideals and traditions of education and training by being a conscientious student and a useful and responsible citizen to the end that I may become a productive member of the school, of the community and of the country; and that I shall maintain my loyalty to my school and uphold the ideals and principles that she stands for.

I hereby set my hand this \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_\_, in the City of Iligan, Philippines.

\_\_\_\_\_  
Name and Signature of Student

## CERTIFICATION

I hereby certify that I have read the contents of this Student's Handbook and have understood the same, and I do hereby bound myself to the provisions therein contained.

\_\_\_\_\_, 20, \_\_\_\_\_, Iligan City, Philippines.

\_\_\_\_\_  
Name and Signature of Student

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## St. Peter's College HYMN

### SPC HYMN

*Lyrics by: Renato Guzman*

*Musical Notation by Prof. Prospero G. Villacrusis*

St. Peter's College  
Alma Mater Dear  
Thy loyal children  
Ever we will be

The SPC Spirit  
We will always bear though far and wide we'll  
Keep our faith in thee

#### *Refrain:*

Hail ! Oh hail  
Dear Alma Mater  
Hail ! Oh hail to thee  
We loyal loving sons of thee  
By your side we will ever stay

Beloved school where  
Dreams and hopes come true  
Where all are equal  
And our thoughts are free

Our voices sing for  
Thee a cheer that'll grow  
Through all the years like  
a sweet memory

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# COURSES OFFERED

## GRADUATE SCHOOL

- Master of Arts in Education Major in Education Management

## COLLEGE OF ENGINEERING

Bachelor's Degree in:

- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Electronics Engineering
- Mechanical Engineering

## COLLEGE OF EDUCATION

Bachelor's Degree in:

- Secondary Education Major in English, Math, Filipino
- Elementary Education major in: Special Education (SPED), Pre-School Education
- 3-semester Teacher Certificate Program for non-education graduates

## COLLEGE OF ARTS AND SCIENCES

Bachelor of Arts Major in:

- Political Science
- English
- Filipino

## COLLEGE OF BUSINESS ADMINISTRATION

Bachelor of Science in Business Administration Major in:

- Marketing Management
- Operations Management
- Financial Management

## COLLEGE OF COMPUTER STUDIES

- Bachelor of Science in Computer Studies
- Bachelor of Science in Information Technology

## Technical Vocational Course

- Book Keeping NC III

## COLLEGE OF CRIMINOLOGY



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Philippines 9200