

**STUDENT MANAGEMENT:**

1. General Directives
  - 1.1. All students must familiarize themselves with the contents of this handbook and should strictly comply with all the provisions herein. Ignorance of these provisions does not excuse any student from the prescribed corresponding sanction.
2. Subject to the corresponding duties and responsibilities as embodied in this student handbook and not infringing on the rights of others, Letran recognizes that the students have the rights to: (1) express their concerns on matters related to the quality of their education; (2) organize themselves; (3) free expression; and (4) due process.
  - 2.1. Letran recognizes the hazards of smoking to health and declares the premises and the immediate environs "cigarette and tobacco-free area."
  - 2.2. All students should show courtesy and politeness to all members of the community as well as visitors in the campus.
  - 2.3. Each student enrolled in Letran is issued an official identification card (ID) , which is valid as long as he/she is a bona fide student of Letran. He/She must present this to the security guards when entering the building and to all Letran authorities when asked to do so. He/She should always have his/her ID displayed while inside the campus. (Any person in campus who refuses or fails to present his/her ID when requested to do so shall be considered an intruder and may be required to leave the premises.)
  - 2.4. The loss of an ID card should be immediately reported to the Office of Student Welfare and Development (OSWD) that will authorize the student to have his/her lost ID replaced. The loss of an ID will require the student to present a duly notarized Affidavit of Loss before applying for a new ID. In case of recovery of a lost ID, the student must report to OSWD to cancel his/her record of loss and surrender of the recovered ID. A student who is withdrawing his/her enrollment from Letran must surrender his/her ID to the Office of the Registrar as a prerequisite for transfer credentials.
  - 2.5. A student who fails to show his/her official Letran ID upon entering the campus may present his/her validated Registration Form (RF). In the absence of this, the student will give his/her name and ID number to the security officer for verification of enrollment. The security guard will give an infraction form to the

student which will be submitted to the OSD.

3. Students who have transferred residence or changed their civil status should inform the Office of the Registrar in writing thirty (30) days from the date of transfer or marriage. Students are liable for any incorrect information in their ID, registration form, and other Letran documents. A letter sent to the written addressee will be considered delivered. (Any request for a change of address should be approved by the parent/guardian of the student).
  - 3.1. Upon admission to Letran, the student is regarded as an adult by its authorities. Hence, the obligation to keep parents/guardians informed of their academic standing and the impending consequences of excessive absences or failure lies with the student. Notices thereof that may be sent by Letran to parents/guardians are merely by way of courtesy. They do not relieve the students of the obligation to keep parent(s)/guardian(s) informed of their status and/or standing in Letran. Hence, ignorance of said student's status on the part of the parents/guardians shall not be imputed to the Letran authorities nor should the latter be held responsible for such ignorance.
  - 3.2. For security reasons, all students should be out of the campus by 9:30 PM unless authorized by Letran executive officers (Department Directors / Academic Heads).

## 2. General References

### 2.1 Dominican Philosophy of Education

#### ***Introduction***

Education is one of the priorities of the Dominican Province of the Philippines because it is among the most important means of evangelization and has been, historically and by God's providence, an integral element of the mission of the Dominicans in Philippines.

#### ***Purpose of Education***

Education encompasses religious, personal and social goals. Education is an extension of the Church's mission of evangelization. As such, its purpose is to bring out the salvific dimensions of the arts, science, technology and culture. It aims at the synthesis of faith and culture, of faith and life. It seeks to

deepen faith as it develops reason leading to an appreciation and living of Gospel values.

- For the society, education nurtures culture and serves as catalyst of change and development.
- For the person, education is meant to bring out his/her total and integral development. Ultimately, education enables the person to attain the purpose for which he/she was created, namely, union with God, communion with others, and harmony with creation.
- As a Dominican mission, education is a form of preaching ministry borne out and nourished by the pillars of the Dominican life: study, prayer, community life, and service.

#### ***Nature of the Learner***

The learner is God's creation, made to His image and likeness, therefore basically good. He/she was entrusted the task of being a steward of creation. Although wounded by sin, he/she has been redeemed and endowed with the grace to live a life in Christ. The learner is a person, an individual unique in himself/herself but with an inherently social nature. As a Filipino learner, he/she is characterized by a set of traits or *asal*: *dangal*, *damdamin*, *pakikipagkapwa*, and distinguished by a set of values: *utang na loob*, *palabra de honor*, *pakikisama*, *hiya*, *bayanihan*, etc., challenged existentially by the widespread poverty and injustice. The challenge for the Filipino learners to develop *kagandahang loob* by becoming more and more *maka-Diyos*, *makabayan*, *makatao*, and *makakalikasan*. Moreover, he/she is challenged to cope with the demands of the times triggered by a global, highly technological, and materialistic culture.

#### ***Nature of education***

Education is integral, concerned with the total formation of the human person in all dimensions.

Education is self-initiated and self-motivated process. It occurs in the learner and ends in the learner. The teacher is but a facilitator of learning.

Education is about learning to learn, to live, to love, and to leave a legacy.

### **Filipino Dominican Educational Apostolate Mission and Vision**

#### *MISSION*

Inspired by the Mission of the Dominican Province of the Philippines (DPP), we, the brethren, with our cooperators engaged in the educational ministry, commit ourselves to promote education as a form of evangelization for the total and integral development of the person in the service of the church and society through an authentic Filipino Dominican way nourished by our study, prayer, and community life.

#### *VISION*

We envision an effective and efficient system of collaboration of all DPP educational institutions in all areas of our academic endeavors aimed at enhancing the growth and development of each institution and in furtherance of evangelizing the mission of the province.

## **2.2 General Information on Academic Program Offerings**

### ***College of Business Administration and Accountancy***

- Bachelor of Science in Accountancy
- Bachelor of Science in Business Administration  
Major in Operations Management
- Bachelor of Science in Business Administration  
Major in Financial Management
- Bachelor of Science in Business Administration  
Major in Marketing Management
- Bachelor of Science in Business Administration  
Major in Human Resource Management
- Bachelor of Science in Business Administration  
Major in Business Economics
- Bachelor of Science in Entrepreneurship
- Bachelor of Science in Hospitality Management
- Bachelor of Science in Tourism Management
  - Bachelor of Science in Food Technology

- Bachelor of Science in Nutrition and Dietetics
- Bachelor of Science in Accounting Information System

***College of Education***

- Bachelor of Secondary Education Major in English
- Bachelor of Secondary Education Major in Mathematics
- Teacher Certificate Program

***College of Liberal Arts and Sciences***

- Bachelor of Arts in Legal Management
- Bachelor of Arts in Political Science
- Bachelor of Science in Psychology

***Institute of Communication***

- Bachelor of Arts in Advertising
- Bachelor of Arts in Broadcasting
- Bachelor of Arts in Communication
- Bachelor of Arts in Journalism

***College of Engineering***

- Bachelor of Science in Civil Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Industrial Engineering

***Institute of Information Technology***

- Bachelor of Science in Information Technology with specialization in:
  - Digital Arts
  - Systems Engineering
  - Software Development

**2.3 Admission Requirements**

A student who graduates from K-12 educational program authorized by the Department of Education (DepED) shall be eligible for admission to any degree program. However, a student who has not completed the Senior High School, but who has qualified in the Philippine Educational Placement Test (PEPT) may be eligible for admission. (MORPHE, Section 81, Article XVIII)

Applications for admission are entertained and submitted to the Office of Admissions. Applications for transfer and second degree shall be endorsed by the Office of the Dean. Applications of foreign students shall be cleared by the Office of the Registrar.

**2.3.1 FRESHMEN**

Freshmen are those who enter for the first time as First Year in college after graduating from Senior High School.

Graduates of Senior High School may be admitted as freshmen on the basis of the following:

- 2.3.1 Proof of graduation from Senior High School
- 2.3.2 Passed the Letran College Admission Test (LCAT)
- 2.3.3 Met the required quota and other provisions of the chosen program
- 2.3.4 Original certification of good moral character recently issued by the previous school and
- 2.3.5 Have a general weighted average of at least 83% during his/her senior year in high school.
- 2.3.6 All applicants for admission are required to take the Letran College Admission Test (LCAT), which covers English, Mathematics and Science and an Aptitude Battery Test. Further assessment may be required for some programs as considered necessary.

2.3.6.1 Entrance test is given by the Admission Office. Results will be released as scheduled by the Admission Office.

2.3.1.3.1 The following are the requirements in applying for the entrance test:

- 2.3.1.3.1.1 Completed application form
- 2.3.1.3.1.2 Photocopy of senior high school report card (Form 138/SF 9)

of Grade 12

2.3.1.3.1.3 One (1) pc. recent, colored  
2 x 2 pictures

2.3.1.3.1.4 Testing Fee (Php500.00)

2.3.1.4 The following are the requirements for enrollment:

2.3.1.4.1 Letran College Admission Test (LCAT) results

2.3.1.4.2 Original senior high school report card (Form 138) with  
applicant's eligibility for admission to college duly signed  
by the school principal

2.3.1.4.3 Original Certificate of Good Moral Character with school  
seal

2.3.1.4.4 Original copy of authenticated birth certificate issued by  
the National Statistics Office (NSO)/Philippine Statistics  
Authority (PSA)

2.3.1.4.5 Two (2) pcs. recent, colored 2x2 and 1x1 pictures

2.3.1.4.6 Collegiate Student's Enrollment Contract Form duly  
signed by the applicant and parent/guardian.

2.3.1.4.7 Non-refundable reservation fee

2.3.1.4.8 For foreign nationals: Alien Certificate of Registration  
(ACR) and Bureau of Immigration (BI) Special Study  
Permit

2.3.1.4.9 One (1) long brown envelope (Kraft/legal size) to contain  
all of the above

2.3.1.5 An eligible applicant may defer enrollment for the succeeding  
semesters, provided he has valid reasons and has not enrolled  
in another college during the deferment period.

*NOTE: Foreign students should see the Evaluator at the Office  
of the Registrar for information regarding additional  
requirements.)*

### **2.3.2 ADMISSION REQUIREMENTS FOR GRADUATES OF VOCATIONAL PROGRAMS**

2.3.2.1 Letran College Admission Test (LCAT) results

2.3.2.2 Original Transcript of Records and/or Certificate of  
eligibility to transfer

2.3.2.3 Original Certificate of Good Moral Character from  
TESDA accredited schools

2.3.2.4 Original copy of authenticated birth certificate issued by

the National Statistics Office/Philippine Statistics Authority (NSO/PSA))

- 2.3.2.5 Two (2) pcs. recent, colored 2x2 and 1x1 pictures
- 2.3.2.6 Collegiate Student's Enrollment Contract duly signed by the applicant and parent/guardian.
- 2.3.2.7 Non-refundable reservation fee.
- 2.3.2.8 For foreign nationals: Alien Certificate of Registration (ACR) or BI Special Study Permit.
- 2.3.2.9 One (1) long brown envelope (Kraft/legal size) to contain all of the above.

**2.3.3 ADMISSION REQUIREMENTS FOR TRANSFEREES**

Transferees are those who have studied in a postsecondary or tertiary institution before applying for admission to the Letran.

- 2.3.3.1 Letran College Admission Test (LCAT) result
- 2.3.2.2 Original True Copy of Grades
- 2.3.2.3 Original Certificate of Good Moral Character
- 2.3.2.4 Two (2) pcs. recent, colored 2 x 2 and 1 x 1 pictures
- 2.3.2.5 Satisfactory Interview with the Dean
- 2.3.2.6 Certificate of eligibility to transfer (Honorable Dismissal)
- 2.3.2.7 Original copy of authenticated birth certificate issued by the National Statistics Office (NSO/PSA)
- 2.3.2.8 Collegiate Student's Enrollment Contract duly signed by the applicant and parent/guardian.
- 2.3.2.9 Non-refundable reservation fee
- 2.3.2.10 For foreign nationals: Alien Certificate of Registration (ACR) and/or BI Special Study Permit
- 2.3.3.11 One (1) long brown envelope (Kraft/legal size) to contain all of the above.

*NOTE: Transferees may opt to have the previous courses that they have already taken be credited consistent with the existing policies of the Letran.*

**2.3.4 ADMISSION REQUIREMENTS FOR A SECOND DEGREE**

- 2.3.4.1 Original Certificate of Good Moral Character from the previous school
- 2.3.4.2 Official Transcript of Records showing degree earned and date of graduation



- 2.3.4.3 Certificate of eligibility to transfer (Honorable Dismissal)
- 2.3.4.4 Two (2) pcs. recent, colored 2 x 2 pictures
- 2.3.4.5 Accomplished Collegiate Student's Enrollment Contract

*NOTE: Graduates of Letran who wish to earn another degree from Letran must submit one (1) recent, colored picture, size 1x1 to the Office of the Registrar.*

## **2.3.5 FOREIGN STUDENTS**

### **2.3.5.1 QUALIFICATIONS FOR ADMISSION**

- 2.3.5.1.1 Foreign students are subject to the requirements of either new students or transferees, in addition to the requisite visas and/or special study permits from the (BI) and the Department of Foreign Affairs (DFA).  
  
A non-immigrant applicant who graduated from a high school abroad may be admitted as a freshman.
- 2.3.5.1.2 Passed the Letran College Admission Test (LCAT).
- 2.3.5.1.3 Foreign students are admitted only at the first-year level; no advanced college units will be credited.

### **2.3.5.2 GUIDELINES IN THE ISSUANCE OF A STUDENT VISA**

- 2.3.5.2.1 Student Visa issued at the country of origin or legal residence: The foreign student must communicate with the authorized school and must submit the following documents:
  - 2.3.5.2.1.1 Five (5) copies of Student's Personal History Statement (PHS) duly signed by the student, both in English and his national alphabet accompanied by his personal seal, if any, and containing, among others, his/her left and right thumbprints and a 2x2 photograph on plain

- white background taken not more than six (6) months prior to submission;
- 2.3.5.2.1.2 The transcript of records/scholastic records duly authenticated by the Philippine Foreign Service Post (PFSP) located in the student applicant's country of origin or legal residence;
- 2.3.5.2.1.3 A notarized Affidavit of Support to include bank statements to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses;
- 2.3.5.2.1.4 A photocopy of the data page of the student's passport showing date and place of birth, and the birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post.
- 2.3.5.2.1.5 Letters of recommendation from a professor of English and from a former Principal or Official of the last school attended (school life).
- 2.3.5.2.1 Letran issues a Notice of Acceptance (NOA) to the foreign student upon submission of the required documents.
- 2.3.5.2.2 LETRAN submits the documents to the DFA.
- 2.3.5.2.3 The DFA endorses the documents to the Philippine Foreign Service Post (PFSP) for the issuance of the corresponding visa.
- 2.3.4.2.4 PFSP notifies the student-applicant with the instruction that he must appear in person before the consular Officer for an interview and that he must submit the required documents, as follows:
  - 2.3.4.2.4.1 The original copy of the school's Notice of Acceptance (NOA)

- containing a clear impression of the school's dry seal;
- 2.3.4.2.4.2 The police clearance issued by the national police authorities in the student's country of origin or legal residence duly authenticated by the Philippine Foreign Services Post having consular jurisdiction over the place.
- 2.3.4.2.4.3 A medical health certificate issued by an authorized physician, including but not limited to a standard size chest X-ray, an HIV clearance and a Hepatitis B clearance. The Consular Office shall not assume the task of determining the student's scholastic fitness for the program applied for and shall issue the student visa as soon as all the requirements are accomplished.
- 2.3.4.2.5 Upon arrival in Manila, the foreign student reports to the BI student desk for registration and to the accepting school and shall enroll in the school, which issued his NOA upon arrival in the Philippines. The school assists the foreign student in obtaining the Alien Certificate of Registration ACR and the Certificate of Residence for Temporary Students (CRTS).

### **2.3.5.3 Conversion of Admission Status to that of a Student**

- 2.3.5.3.1 An alien admitted into the Philippines under any visa category may apply at the BI for the Change/Conversion of his admission status to that of a student under Section 9(f) of the Philippine Immigration Act of 1940, as amended pursuant to E.O. No.285 subject to the following

guidelines:

2.3.5.3.1.1 DOCUMENTARY REQUIREMENTS –The student shall submit the documentary requirements stated hereunder to the Student Desk of the BI through the designated school’s Liaison Officer.

2.3.5.3.1.1.1 A written endorsement from the school for the change/conversion of the admission status of the alien to that of a student.

2.3.5.3.1.1.2 An original copy of the NOA containing a clear impression of the school’s official dry seal.

2.3.5.3.1.1.3 A proof of adequate financial support to cover expenses for the student’s accommodation and subsistence, as well as school dues and other incidental expenses.

2.3.5.3.1.1.4 The scholastic records duly authenticated by the PFSP located in the student’s country of origin or legal residence.

2.3.5.3.1.1.5 A Police Clearance Certificate issued by the National Police Authorities in the foreign student’s country of origin or residence duly authenticated by the PFSP having consular

jurisdiction over the place for the student who resided in the Philippines for less than 59 days.

2.3.5.3.2.1 However, the student who resided in the Philippines for more than 59 days at the time he/she applies for the said change/conversion of his/her admission status to that of a student shall also be required to submit the National Bureau of Investigation (NBI) clearance.

2.3.5.3.2.1.1 The Quarantine Medical Examination by the National Quarantine Office.

2.3.5.3.2.1.2 A copy of the student's Personal History Statement signed by the student including a 2" x 2" photograph recently taken.

2.3.5.3.2.1.3 A photocopy of the photo, data and stamp of the latest arrival pages of the passport of the student. The passport itself shall be presented to the Office of the Registrar of Letran for verification.

2.3.5.3.2.2 PAYMENT OF FILING FEE AND OTHER FEES – The student applicant shall pay the filing fee, the Express Lane Fee plus the Legal Research fee.

2.3.5.3.2.3 ORDER OF APPROVAL AND IMPLEMENTATION – The Student Desk, upon finding that the requirements are complete and in order, shall recommend to the Commissioner the issuance of an order changing/converting the admission status of the alien from tourist visa category to that of a student visa. Upon approval, the student shall pay the (necessary fees for) other Immigration fees (conversion fee, visa fee, and implementation fee). After payment, the Student Desk shall implement the approved conversion in the applicant's passport.

- 2.3.5.3.4 ISSUANCE OF ACR AND CERTIFICATE OF RESIDENCE FOR TEMPORARY STUDENT (CRTS) – The alien student now reports to the Alien Registration Division for the issuance of an ACR and the Certificate of Resident for Temporary Students CRTS upon payment of all corresponding immigration fees and other charges appertaining thereto.
- 2.3.5.3.5 INITIAL ONE (1) YEAR OF STAY AS STUDENT – The alien whose admission status is changed/converted to that of a student shall be granted an initial one (1) year authorized stay as student.

## **2.4 Registration Guidelines**

### **2.4.1 Classification of Students**

A student enrolled in Letran may be classified as follows:

- 2.4.1.1 New Student: A student enrolled for the first time in the collegiate or graduate level in Letran.
- 2.4.1.2 Old Student: A student who has completed at least one term in Letran; even if he/she has not earned any credit unit.
- 2.4.1.3 Freshman: A new student enrolled in the first-year level of a collegiate program.
- 2.4.1.4 Sophomore: An old student who has already earned credit units equivalent to the sum total of units of the first curriculum year of his/her degree program.
- 2.4.1.5 Junior/Third Year: An old student who has already earned credits equivalent to the sum total of units of the first and second curriculum years of his/her degree program.
- 2.4.1.6 Senior: An old student who needs to complete only the equivalent of the sum total of credit units of the last curriculum year of his/her program in order to graduate.
- 2.4.1.7 Regular Student. A student who carries the semestral load as prescribed in the curriculum of his/her program.

2.4.1.8 Irregular Student. A student who does not carry the prescribed load in the curriculum.

#### 2.4.2 Maximum Course Load

2.4.2.1 The maximum student load is semestral load prescribed by the curriculum plus approved overload. It should, however, not exceed thirty (30) units.

2.4.2.2 The minimum student load per semester is 50% of the load prescribed by the curriculum unless the lighter represents the following:

2.4.2.2.1 The total units a senior need to take to complete the requirements of his/her program;

2.4.2.2.2 The load which the Dean allows/recommends/approves because of the status of the student;

2.4.2.2.3 The load a working student may reasonably take.

#### 2.4.3 Overload

2.4.3.1 A non-graduating student may be allowed an additional load of three (3) units in excess of the prescribed load to acquire regular status.

2.4.3.2 A graduating student may be allowed a maximum overload of six (6) units in the terminal semester provided that the total load will not exceed the maximum load of thirty (30) units.

2.4.3.3 All students who wish to apply for overload must accomplish the request for overload available at the Office of the Registrar

#### 2.4.4 Pre-Enrollment

All students are required to avail of the pre-enrollment to simplify and speed up the registration during the actual enrollment period. Pre-enrollment shall be governed by the following:

- 2.4.4.1 Pre-enrollment must be done either manually or on-line
- 2.4.4.2 Students who do not pre-enroll shall be considered late enrollees.
- 2.4.4.3 Students shall not be allowed to pre-enroll more than the load prescribed in the curriculum.
- 2.4.4.4 Students who pre-enroll should strictly follow the prerequisite regulation.
- 2.4.4.5 Pre-enrolled students should enroll on schedule. Should they fail to do so, they will forfeit their pre-enrolled schedules. The same will be cancelled. They will be classified as late enrollees.

#### 2.4.5 Revision of Load (Adjustment)

- 2.4.5.1 A student who has paid his/her fees during enrollment but wishes to revise his/her load due to a failing grade in a prerequisite may do so at the Office of the Dean during the adjustment period. He/She must fill up the request form available at the Office of the Registrar.
- 2.4.5.2 Failure to revise the load within the prescribed period shall mean payment of fees for dropped courses.
- 2.4.5.3 A student enrolled in "dissolved" classes shall be issued a refund provided he/she does not officially replace the dissolved course with another during the adjustment period.
- 2.4.5.4 No student shall be allowed to add courses after the "adjustment" period.
- 2.4.5.5 Revision of load should not violate the following:
  - 2.4.5.5.1 the prerequisite regulation
  - 2.4.5.5.2 the paired lecture and laboratory course regulation
  - 2.4.5.5.3 dropping of PE, NSTP or back courses regulation

#### 2.4.6 Registration in a Course

Any student who enrolls in any course and who subsequently pays its corresponding fees shall, as a rule, report to and attend the class in that course from the start of the classes. Failure to attend the class shall mean a grade of "UW"(Unauthorized



Withdrawal) in the course unless he/she officially drops it at the Office of the Registrar before the scheduled mid-term exams and merits the grade of "AW" (Authorized Withdrawal).

#### 2.4.7 Petition Classes

A petition class is a course opened upon the request of students.

Request for a Petition class may be approved for the following reasons:

1. There are still enrollees for course/s that are already closed.
2. There are students who need course/s no longer offered because of changes in the curriculum.
3. There are courses that cannot be cross-enrolled as a matter of academic policy.

#### 2.4.8 Course Equivalence/Substitution

Returning students who started under the old curriculum and whose lacking courses are no longer offered may take substitute courses under the new curriculum subject to the approval of the Office of the Dean and the Office of the Registrar.

### 2.5 School Fees

#### 2.5.1 General Guidelines

- 2.5.1.1 All students shall pay a non-refundable reservation fee.
- 2.5.1.2 Students who are carrying a load of 12 units or less shall pay in cash basis only.
- 2.5.1.3 A fine shall be charged for late registration.
- 2.5.1.4 The policy on the refund of school fees shall be guided by the following provision of the Manual of Regulations for Private Higher Education for 2008:

*"A student who transfers or otherwise withdraws in writing, within two (2) weeks after the beginning of classes and who has already paid*

*the pertinent tuition and other school fees in full or for any length longer than one month may be charged twenty-five percent (25%) of the total amount due for the term if he/she withdraws within the first week of classes, or fifty percent (50%) if within the second week of classes regardless of whether or not he/she has actually attended classes. The student may be charged for all the school fees in full if he/she withdraws any time after the second week of classes.*

#### 2.5.2 Mode of Payment

School Fees shall be paid in the following terms:

2.5.2.1 Cash Basis – Miscellaneous, supplementary and tuition fees in full will be collected from students upon enrollment.

2.5.2.2 Installment Basis – Forty percent (40%) of tuition fee and the total amount of miscellaneous and other fees will be paid upon enrollment. The remaining sixty percent (60%) will be divided equally and each installment payment must be paid before the midterm and final examinations.

2.5.2.2.1 Monthly Basis – Ten percent (10%) of tuition fee and total amount of miscellaneous and other fees will be paid upon enrollment. The remaining ninety percent (90%) will be divided equally and each installment payment will be paid monthly.

#### 2.5.3 Scholarships and Discounts

Letran offers scholarships and discounts to qualified students in any of the following programs:

##### 2.5.3.1 Rector's Scholarship Program

Letran provides an opportunity for the academically outstanding students to pursue their education through the Rector's Scholarship Program. The Program is part of Letran's commitment and dedication to academic excellence.

*Eligibility:*

Students completing their senior high school (Grade 12) and applying in the collegiate programs of the Colegio.

*Criteria/Qualifications:*

Students who obtained the top three highest grade average in senior high school are qualified for the program, with no further need to take the qualifying examinations.

*Benefits and Privileges:*

Rector's scholars enjoy full discount on tuition, miscellaneous, and various fees.

*Retention Policy*

To maintain their scholarship, for every semester, the Rector's scholars must:

1. Maintain a weighted average (WA) of at least 95% with no grade lower than 88;
2. Be an officer or active member of any recognized organization in Letran;
3. Be an active member of the Letran and/ or Department's community development program;
4. Be involved in academic research;
  - a. Not be subjected to any disciplinary action.

2.5.3.2 Honor List

Any college student of the Colegio, with meritorious performance in a given semester, qualifies for inclusion in the Honors List (Dean's List) and discounts on tuition fee for the immediately succeeding semester

*Criteria/ Qualifications:*

1. To be included in the honors list, the students must:
2. Have a regular load based on approved curriculum;
3. Maintain a general weighted average (GWA) of at least 90% per semester/year;
4. Not receive a grade lower than 85 in any subject in the immediately preceding semester and/or school year;
5. Not withdraw from or drop any subject, and;
6. Not be subjected to any disciplinary action.

*Benefits and Privileges:*

Students in the Honors List shall receive tuition discounts corresponding to the weighted average (WA) for the semester/year, according to the following scheme:

*\*Grades in RelEd (Theology), PE and NSTP are not included in the computation of WA.*

	WA	All Year level
First honors	96 and above	100 % discount
Second honors	93 – 95.99	90 % discount
Third honors	90 – 92.99	80 % discount

2.5.3.3 Blessed Jesus Villaverde Andres Academic Scholarship

The Academic Scholarship Program aims to attract academically exceptional students to enroll in selected tertiary level flagship programs of the Colegio. These programs require government board examinations, and performance in these examinations is an important measure of the quality education that the Colegio offers and maintains.

*Eligibility:*

**A student:**

1. With the intent of enrolling in the flagship programs;
2. Belonging to the top 10% rank of a private school with at least 200 graduating students;
3. Or belonging to the top 10% rank of a public school (preferably, Science High School/ Special Science Curriculum) with at least 500 graduating students;
4. With a general weighted average of 90% and above in (his/her) Grade 12

*Benefits and Privileges:*

Students (/scholars) under the Blessed Jesus Villaverde Andres scholarship program will enjoy 100 % full discount on tuition, miscellaneous, supplemental and various fees.

For programs that ordinarily require government board examinations, the scholars will enjoy the following:

1. 100 % full discount on tuition, miscellaneous, supplemental and various fees; and
2. Free books.
3. Free four (4) sets of school uniform (excluding PE & NSTP Uniforms)

*Retention Policy*

To maintain the Blessed Jesus Villaverde Andres scholarship, a student must:

1. Carry the regular load for the semester;
2. Maintain an average of 90% with no grade lower than 85%;
3. Have not dropped any subject;
4. Not have been subjected to any disciplinary action.

### 2.5.3.3 Blessed Antonio Varona Ortega Athletic Scholarship

The Blessed Antonio Varona Ortega Athletic Scholarship aims to mold individual athletes to become spiritually, morally, psychologically, intellectually and physically healthy for active athletic competitions. It is designed to help financially incapable students to pursue a career by giving them quality education while pursuing excellence in sports.

#### *Eligibility*

All bona fide students of the Letran who have a strong passion for sports are eligible to apply to the program.

#### *Criteria/Qualifications*

To qualify, the student must:

1. Be at least 13-18 years of age for high school and 16 – 23 years of age for college.
2. Be physically and psychologically fit to play.
3. Pass the entrance examination, both academic and psychological, as administered by the Admissions Office/Guidance Office.
4. Be of good moral character and has never been subjected to any disciplinary action.
5. Must pass the try-outs administered by the coaches.
6. Must pass all academic subjects/courses of the previous school year

#### *Benefits and Privileges*

Athletes will be given the following benefits/privileges:

- Zero payment or applicable discounts on tuition, miscellaneous, various and other supplemental fees
- Free Board and lodging
- Free Meal
- Medical Assistance

#### *Retention Policy*

To maintain the scholarship, the athletes should:

- Abide by the policies of Letran and that of the

National Collegiate Athletics Association (NCAA) on retention policies

- Pass 60% of his/her enrolled subjects
- Not have been subjected to any disciplinary action.

#### 2.5.3.4 San Juan Macias Student Assistantship

The San Juan Macias Student Assistantship, which was named after the canonized Dominican cooperador-brother (1585 -1645) who had lived and died in Lima, Peru, aims to assist students in the tertiary level who are financially handicapped. Alongside advocating the pursuit a higher education, this scholarship provides students with service opportunities as Student Assistants.

##### *Eligibility and Criteria/Qualification*

The qualification of the Student Assistant shall be determined on the basis of the following:

#### 1. Financial Need

A student is considered financially challenged when neither his/her parents nor his/her guardians have sufficient resources to finance his/her higher education. Students applicant must submit a copy of his/her parents' ITR or a Certificate of Indigency, issued by the barangay, whose eligibility will be determined by the Scholarship Committee.

#### 2. Academic Requirement

- a. Must pass the Letran College Admission Test (LCAT)
- b. Maintain a general weighted average (GWA) of 83%
- c. Must not receive a grade lower than 80 or Must not earn a grade lower than 80

#### 3. General Ability to Perform Work Requirement

To qualify, the applicant must be:

- a. Of good moral character and integrity, as certified by former principal, guidance counselor, parish priest/pastor;
- b. Without derogatory records from the local police or local barangay;
- c. Physically fit to work as certified by duly licensed physician;
- d. Screened by the OSD for positive work attitude and ethics.

*Benefits and Privileges*

All Student Assistants (SAs) may enjoy full discounts of tuition and miscellaneous fees equivalent to 21 units equivalent to 21 hours only across all programs. Supplemental fees are not included in this benefit, and thus, will be personally shouldered by the student assistant. If the SA enrolled beyond 21 units, he/she has to pay the excess units or render additional service to the Colegio, during semestral/summer break. Furthermore, student assistant who has no deficit hours from previous semester and intended to render additional service during semestral/summer break, will receive an allowance.

*Retention Policy*

To maintain the scholarship, a student assistant must:

1. Carry a minimum of 15 units per semester.
2. On his/her final semester before graduation, a student-assistant may appeal to the SAP, to be allowed to carry less than 15 units.
3. Maintain a weighted average (WA) of at least 83% with no grade below 80% and complete all INC grades within the prescribed period.
4. Receive a performance appraisal rating of at least 83%
5. Not be subjected to any major disciplinary action.
6. Attend all assigned extra-curricular activities.
7. Be present regularly and observe punctuality in duty assignment.



#### 2.5.3.5 Fra Angelico Cultural Scholarship

The Fra Angelico Cultural Scholarship aims at providing significant training grounds for artistic students multiple opportunities to hone their talents here and abroad. Believes in 'no aspiring artist left policy'. It is a vehicle in promoting Letran core values and advocacies in programs that develop the talents and skills through performing arts and uphold the Cultural heritage of Letran.

#### *Eligibility & Criteria*

##### Letran Singing Ambassadors

1. Bonafide student of Colegio de San Juan de Letran.
2. Musically gifted in singing
3. With previous experience in choir singing
4. Pass the audition conducted by the Conductor of the Chorale
5. Pass the one semester probationary status
6. General Weighted Average of 80%
7. No failing grades
8. Abide by the rules and regulations of the Colegio

##### Letran Filipiniana Dance Company

1. Bonafide student of Colegio de San Juan de Letran
2. Willing to promote Philippine culture, traditions, and beliefs through songs and dances
3. Must be physically fit (medical certificate)
4. Pass the audition conducted by the Artistic Director of the Dance Company
5. Pass the one semester probationary status
6. General Weighted Average of 80%
7. No failing grades
8. Abide by the rules and regulations of the Colegio

#### Letran Band

1. Bonafide student of Colegio de San Juan de Letran
2. Must know how to play musical instrument/s; must know how to read musical notes
3. Must be physically fit (medical certificate)
4. Pass the audition conducted by the Band master
5. Pass the one semester probationary status
6. General Weighted Average of 80%
7. No failing grades
8. Abide by the rules and regulations of the Colegio

#### Letran Cheering Squad

1. Bonafide students of Colegio de San Juan de Letran
2. Skillful in cheerleading
3. Must be physically fit (medical certificate)
4. Pass the audition conducted by the Coach
5. Pass the one semester probationary status
6. General Weighted Average of 80%
7. No failing grades
8. Abide by the rules and regulations of the Colegio

#### Benefits and Privileges

Cultural Group members will be given the following benefits/privileges:

1. 100% discount on tuition fees only; the Office of Student Welfare and Development may recommend variances in the discounts, subject to final approval of Scholarship Committee
2. Professional Training
3. Officially represent Letran; thus excused from classes on official functions
4. Costumes/ Uniform
5. Props/ Supplies
6. Medical Assistance for performance-related health needs
7. Budget for Seminar/ Workshop, Competition, Performances, Team Building

Application and Selection Process

1. Must be a bonafide SHS and collegiate student of the Colegio.
2. Must maintain a general weighted average of at least 80%
3. Must have no failing grades
4. Must meet all the requirements of his/her respective program
5. Must pass the LCAT
6. Must submit a Medical Certificate
7. Must pass the audition/ try-out conducted by the coach/trainer.
8. Must be recommended by the coach/trainer for an evaluation by the Scholarship Committee and recommending approval of the VPAA to the VFAD

Retention Policies for Letran Singing Ambassadors and Letran Filipiniana Dance Company

In order to maintain the scholarship, the Cultural Group members should:

1. Maintain a semestral average of at least 80% with no failing grades; INC grades must be completed within the prescribed period
2. Not have been subjected to any disciplinary action
3. Be favorably evaluated by the coaches and by the Scholarship Committee

Retention Policies for Letran Band and Letran Cheering Squad

In order to maintain the scholarship, the Cultural Group members should:

1. Pass at least 60% of their enrolled subjects/courses in order to maintain the scholarship; otherwise, the student must pay for all failed subjects
2. Not have been subjected to any disciplinary action
3. Be favorably evaluated by the coaches and by the Scholarship Committee

### 3. STUDENT EVALUATION

#### 3.1 The Grading System

Letran adopts the numerical grading system, described as follows:

GRADE	DESCRIPTION
95 – 100	Excellent
90 – 94	Very Good
85 – 89	Good
80 – 84	Satisfactory
75 – 79	Fair
Below 75	Failed
UW	Unauthorized Withdrawal (Failed)
AW	Authorized Withdrawal
INC	Incomplete

#### 3.2 The Grade of Failure

The grade of 74 and below is given:

- 3.2.1 To students whose performance is poor and
- 3.2.2 To students whose preliminary grades are failing and who stop attending their classes after midterm examinations.

#### 3.3 The Grade of Unauthorized Withdrawal (UW)

The grade of “UW” is given:

- 3.3.1 To a student who is officially enrolled in a course but failed to report in his/her class since the beginning of the term but has not officially withdrawn/dropped the course;
- 3.3.2 To students who stopped attending their classes any time without officially dropping the course;
- 3.3.3 To students who accumulated absences equivalent to 20% of the prescribed number of hours/school days in a semester.
- 3.3.4 The grade of “UW” shall be considered as a grade of “70” in the computation of the weighted average.

3.4 The Grade of Incomplete

3.4.1 The grade of "INC" shall be given only for the following reasons:

3.4.1.1 Failure to comply with the course requirement (e.g. Research Project)

3.4.1.2 Failure to take the final-exam.

3.4.1.3 Failure to comply with on-the-job training/practicum requirement.

3.4.1.4 Failure to attend a retreat or recollection.

3.4.2 A grade of "INC" for a course outside the program of study of a student shall not affect his/her scholastic privileges.

3.4.3 A grade of "INC" for a course within the program of study shall disqualify a student from his/her academic scholarship.

3.4.4 A grade of "INC" shall not be included in the computation of the weighted average for a particular semester.

3.4.5 No general weighted average shall be reflected in the grade report if majority of the courses for a particular semester are given a grade of "INC".

3.4.6 The grade of "INC" must be completed within or until the end of the succeeding semester. If the student fails to complete the requirements within the prescribed period, the grade "INC" automatically becomes a grade of "70".

3.4.7 Requirements for completion:

- Permit to complete form available at the Office of the Registrar
- Completion form signed by the professor concerned and endorsed by the Dean
- Payment of completion fee

### 3.5 Grade Computation

#### Collegiate Level

##### A. General Guidelines:

1. The grading system in the collegiate level is criterion-referenced based and conforms with/adheres to the principles of Outcomes-Based Assessment (OBA).
2. Grades are generally determined using a set of specific criteria which revolves around the intended learning outcomes alongside with teaching-learning activities and assessment tasks.
3. The grading system recognizes the important role of both formative and summative assessment tasks which can be more specifically reflected in performance-based, authentic and portfolio assessment.
4. There are two specific grading periods in every semester – the Mid-term period and the Final period. Mid – term period covers the period from week 1 to week 9; while the Final period covers the period from week 10 to week 18.
5. Grades in each period shall be based on variety of sources and in consideration with assessment or performance tasks clearly indicated in the syllabus of instruction or in the learning/instructional plan.
6. Programs with licensure examinations follow more stringent policies and percentage distribution in the computation of grades. At the outset, said policies and percentage distribution should be presented and discussed with the students of the said programs.

##### B. Percentage Distribution in the Computation of Grades

1. Grading system follows a 60% - 40% distribution where 60% of the grade in each grading period is allotted for Outcomes-Based

Education (OBE) related tasks, and 40% for the major exam (mid-term and final exams).

2. The 60% component of the grade is allotted proportionally among OBE related tasks which may be performance/assessment tasks, projects, participation/engagement in teaching-learning activities, or traditional assessment tasks in some case as may be appropriate. Specific distribution of percentage that comprises the 60% is dependent upon the degree of emphasis placed in the various tasks used.

Of the 60%, 20% is allotted for the long test. The long test is given to prepare the student for the major examinations, mid-term and finals. It shall be administered NOT LATER than ONE (1) WEEK BEFORE the major examination. Results of such should be returned to the students the meeting AFTER the long test was administered. This is to give ample time for the faculty to evaluate topics that need to be clarified.

Long tests are NOT SOLELY CONFINED to the traditional paper and pen assessments.

1. The 40% component of the grade is allotted to the major exam, a summative assessment which may be done using the traditional paper and pen test or depending upon the nature of the course and the intended learning outcomes under consideration, may be substituted with a project-based assessment task.
2. In case the faculty opts to give a traditional test to get the 40% component of the grade, then it is a must that only Multiple-Choice type of test can be developed which must consist of 20% knowledge and understanding - based items, and 80% situation-based items.

3. Final Grade (FG) is the average of Mid-term grade (MTG) and Pre-final grade (PFG) as indicated below:

$$FG = \frac{MTG + PFG}{2}$$

C. Assessment Tool/Grading Criteria

1. Traditional paper and pen test for major exam is limited only to the use of Multiple Choice type.
2. Traditional Essay tests whether restrictive or extended type may be considered as both an assessment task and assessment tool which is graded through the use of appropriate rubrics. Rubrics are designed or formulated in accordance with the intended learning outcomes which are processed through specific teaching-learning activities (TLA).
3. As much as possible, the use of Matching Type Test is discouraged in any collegiate assessment process.
4. Rubrics are used as assessment tool to grade performance-based assessment tasks, authentic and portfolio assessment tasks, case studies and other related tasks.

3.6 ON DEPARTMENTAL EXAMINATIONS:

- Departmental examination is a form of traditional summative assessment.
- The Deans determine which courses should be departmental in nature.
- Such departmental examinations ARE the MID-TERM and FINAL EXAMINATIONS of concerned students thereby representing 40% of their mid-term and pre-final grades.
- Deans should coordinate closely with each other in scheduling departmental exams so as to avoid conflicts.
- Should conflict in schedules arise, the following order of priorities shall be observed:



1. Professional/Major courses
2. General Education courses inclusive of NSTP
3. Religious Education courses
4. General Elective courses

### 3.6 Attendance

- 3.6.1 Regular attendance in class/es is a MUST for all officially enrolled students.
- 3.6.2 No student shall be given credit in any course unless he is officially enrolled in the course and attends classes regularly.
- 3.6.3 A student, who accumulates “unexcused” absences equivalent to 20% of the prescribed number of hours/school days PER COURSE in one semester, shall be given a final grade of “UW”. Please refer to the table below:
- 3.6.4. For an absence to be excused, the student who incurred such absence must present to the Instructor concerned a letter detailing his/her valid reason/explanation for being absent from class.
  - 3.6.4.1. The letter must be noted and signed by the program chair.
  - 3.6.4.2. An “excuse absence” does not relieve the students from satisfactorily complying with all the requirements to pass the course.

### 3.7 Withdrawal/Dropping of Courses

- 3.7.1. Withdrawal from and/or dropping a course must be done not later than the deadline set by the Office of the Registrar.
- 3.7.2. Students who intend to withdraw from/drop a course should follow the following procedures:
  - a. Secure and accomplish a request form available at the Dean’s Office
  - b. Secure endorsement from the course professor and the Dean

- c. Secure approval from the Registrar's Office
- d. For encoding at the Letran Information Systems Technology and Network (LISTeN)

3.7.3. No student shall be allowed to drop a course where he/she was found cheating.

3.7.4. Dropping is allowed in back courses except in PE & NSTP course.

3.7.5 The request to withdraw or drop a course should not violate the following:

- the pre-requisite course regulation and
- the paired lecture and laboratory courses regulation

### 3.8 Final Examinations

3.8.1. Final Examination schedule shall be posted on the administrative bulletin board in each college two weeks before the examinations proper.

3.8.1.1. The Program Chair/Dean/Chairperson shall be responsible in adjudicating all problems arising from final exam schedule.

3.8.1.2. Students whose final examination schedule is in conflict must notify the chairperson immediately.

3.8.2. Students must present his/her examination permit to the proctor-in-charge.

3.8.3. Students shall not be allowed to leave their respective assigned place during examination unless permission is given by the proctor-in-charge

3.8.4. Examination papers shall be distributed to the students only at the designated examination room.

3.8.5. Students who completed the exam should turn in their exam papers only to the proctor-in-charge.

## 4. PRE- REQUISITE COURSE REGULATION

4.1 Courses taken and completed without satisfying the prescribed prerequisites shall not be given credit.

4.2 A student who receives a grade of "INC" (Incomplete) in a

prerequisite course shall not be allowed to take its advanced courses. The student must first remove the grade of “INC” in the pre-requisite course(s) before he can take any of its advanced courses.

#### 4.3 Advanced and Prerequisite Courses

As a rule, a student shall not be permitted to take any advanced course until he/she has satisfactorily passed its prerequisite/s. However, a student may be allowed to simultaneously enroll prerequisite and advanced course/s under the following condition:

1. Prerequisite is a repeated course;
2. Student is graduating at the end of the term; and
3. Approved by the Dean or any authorized academic official.

#### 4.4 Paired Lecture and Laboratory Courses.

A lecture course and its corresponding laboratory course (termed as “paired course”) must be taken simultaneously and must both be completed before the next paired course can be taken up.

Cross Enrollment. Cross enrollment is discouraged. However, for valid reasons as determined by the Office of the Dean and upon its recommendation, a student may be permitted to cross enroll in another institution.

A request for cross enrollment may be approved only under the following circumstances:

1. Desired courses are not offered by Letran;
2. Courses are offered, but their schedules conflict with the requesting student’s other class schedules; and,
3. Student intends to spend the school term in his/her home province or region and enroll in courses offered by an institution there.

#### 4.5 Shifting to Another Program

- 4.5.1 Shifting to another program in Letran is subject to the following conditions/ requirement:
  - 4.5.1.1 A student enrolled in Letran who wishes to enroll in another program must seek the endorsement of his present Dean and the approval of the Dean of the new program.
  - 4.5.1.2 He/She must be recommended by his/her current Academic Program Chair to the Dean for his/her endorsement and by the receiving Academic Program Chair for the approval of the new Dean, after the review of his/her records to determine admission status and course equivalence.
  - 4.5.1.3 Upon the approval of the Dean, he/she is given clearance to take the shifter's exam administered by the Admissions Office. The shifter's exam is not required if the desired program is under the same Department/College.
  - 4.5.1.4 Application for shifting must be processed at least three (3) working days before the enrollment for next term.
  - 4.5.1.5 To be eligible as a shifter, the student must be in good standing, and not on Not to be Re-admitted (NTBR) status.
- 4.5.2 Requirements for shifting
  - 4.5.2.1 Application for shifting form available at the Office of the Dean, duly accomplished / processed
  - 4.5.2.2 True Copy of Grades
  - 4.5.2.3 Shifter's exam fee
- 4.5.3 A student is allowed to shift to another program only once.

#### 4.6 Leave of Absence

- 4.6.1 A student who plans to discontinue his/her studies must apply for a Leave of Absence (LOA) before the enrollment period set by the Office of the Registrar.
- 4.6.2. Maximum duration of LOA/s taken together is four (4) semesters or two (2) years.
- 4.6.4 A student who has applied for a LOA must file for reactivation one and a half (1 ½) months before the enrollment period to ensure that his/her readmission is in order.

#### 4.7 Residency Rule

A student who is enrolled in a four-year degree academic program should finish the degree within a maximum of six (6) years or 12 semesters. On the other hand, a student who is enrolled in a five-year degree academic program should finish the degree within a maximum of seven (7) years or 14 semesters. Failure to comply with this residency rule shall mean non-admission to the academic program.

#### 4.8 Re-enrollment/Re-admission

- 4.8.1 A student who discontinued his/her studies is qualified or re-admission when:
  - 4.8.1.1 He/She has an approved leave of absence
  - 4.8.1.2 He/She applied and received approval for total withdrawal.
- 4.8.2 A student is not qualified for readmission when:
  - 4.8.2.1 He/She did not apply for leave of absence;
  - 4.8.2.2 He/She is in violation of the Residency Rule;
  - 4.8.2.3 He/She has been issued transfer credentials and has enrolled in another school;
  - 4.8.2.4 His/Her status has been declared NTBR or he/she was denied readmission for reason of academic deficiencies and

4.8.2.5 He/She has been sanctioned with dismissal (non-readmission, exclusion or expulsion).

4.8.3 Requirements:

4.8.3.1 A 2 x 2 colored picture

4.8.3.2 A copy of the approved leave of absence approved total withdrawal

4.8.3.3 Certified True Copy of grades

4.9 Correction of Names/Date or Place of Birth

4.9.1 Requirements

4.9.1.1 The original copy of authenticated birth certificate issued by the Philippine Statistics Authority (PSA) or the ACR

4.9.1.2 A personal Affidavit, if of legal age, or the affidavit of parents

4.9.1.3 A joint affidavit of two (2) disinterested parties

4.10 Cancellation of Enrollment

This applies to new students, freshmen or transferees, who intend to discontinue their studies in Letran and seek admission in another school. Upon approval of their request/application, concerned students shall be given back their enrollment credentials.

4.10.1 A new student who wishes to discontinue his/her studies to seek admission into another school must notify the Registrar in writing within two weeks from the beginning of classes. The cancellation shall take effect only upon the approval of the application for the cancellation by the Registrar. Non-compliance with this requirement shall result in the forfeiture of the student's right to any refund of fees paid by him.

4.10.2 A student will not be able to cancel his/her enrollment without the written consent of his/her parents or guardian.

4.10.3 Requirements:

- 4.10.3.1 The original copy of the Registration and Assessment Form (RAF)
- 4.10.3.2 Letter from parents or guardian Medical certificate (If student fails to apply due to illness Clearance from the Treasurer's Office

4.11 Requirements for Graduation

4.11.1 Graduation exercises shall be held at the end of academic year. Upon satisfactory compliance with all requirements prescribed in the program, a student may be conferred the degree and issued a diploma under the following conditions:

- 4.11.1.1 The student must apply for graduation at the Office of the Registrar even if he/she does not intend to attend the graduation ceremonies.
- 4.11.1.2 The student must have been enrolled in Letran for at least four (4) semesters or two (2) years
- 4.11.1.3 The candidate must have spent the last academic year in residence in Letran.
- 4.11.1.4 All requirements of the program shall have been submitted on or before the deadline set by the Office of the Registrar.
- 4.11.1.5 The candidate must have settled all financial and property obligations to the Colegio

4.12 The National Service Training Program

4.12.1 Republic Act No. 9163 is an act establishing the NSTP for tertiary level students. The act aims to promote civic consciousness, to develop physical, moral, intellectual, and social well-being, and to inculcate nationalism and love of service to the nation.

4.12.2 The NSTP consists of the following service components:

- 4.12.2.1. Reserve Officers Training Corps (ROTC)
- 4.12.2.2. Civic Welfare Training Service (CWTS)
- 4.12.2.3. Literacy Training Service (LTS)

4.12.3 Students shall be required to complete one (1) of the NSTP components as requisite for graduation. No fee may be collected for any of the NSTP components except basic tuition fees. Group insurance for health and accident shall be provided to students enrolled in any of the NSTP components.

4.12.4 After completion of the NSTP, graduates shall be issued their corresponding serial number.

## **5. ACADEMIC POLICIES**

### **5.1 Attendance Requirements**

- 5.1.1 No student shall be allowed to attend a class if his/her name does not appear in the official class list. The official class list shall be issued three weeks after the opening of classes.
- 5.1.2 Attendance is counted from the first day of classes.
- 5.1.3 Classes missed for reason of late enrolment or illness is counted among the absences.
- 5.1.4 The school bell shall be sounded twice for each period. A long bell signals the start of the class. Two short bells shall be rung ten minutes before the end of the period.
- 5.1.5 A student shall be late if he/she arrives within fifteen minutes of the official time (after long bell). Three instances of tardiness are equivalent to one absence.
- 5.1.6 A student shall be marked absent if he/she reports beyond fifteen minutes of the official time of the class for record purposes. This shall not prevent him/her though from attending the class and participating in class activities.



- 5.1.6.1 Absences deemed excused shall allow students to take missed graded quizzes.
- 5.1.7 Students shall be required to wait for their professor in the classroom for at least ten minutes for every hour of classes if no prior instructions from the professor are given.
- 5.1.8 General or special assemblies, ceremonies or functions that require the attendance of a given section shall take the place of classes which otherwise would have been held. Absence from such activity shall be recorded as absence from the period concerned.
  - 5.1.8.1 Students are to attend institutional and special assemblies.
  - 5.1.8.2 In case students have no classes, they should still attend institutional and special assemblies.
- 5.1.9 A student who incurs absences exceeding 20% of the total number of hours required in a given course shall be given a grade of UW (Unauthorized Withdrawal), which is a failing grade.

## 6. RETENTION POLICIES

After each semester, students are assessed on their academic standing. In consideration of the deficiencies incurred and/or accumulated, the Office of the Dean shall take the following action:

### 6.1 Warning

- 6.1.1 Students who incurred/or accumulate failures of five (5) to eight (8) units are given WRITTEN WARNING.

### 6.2 Probation

- 6.2.1 Students who incur failures equivalent from nine (9) to twelve (12) units shall be allowed to enroll ON

- PROBATION their failed courses (if offered) in the immediately following term in order to clear their academic deficiencies.
- 6.2.2 Enrollment on probation shall be covered by a memorandum of agreement (MOA). Said MOA shall spell out the conditions for enrollment in the Colegio.
- 6.2.2.1 The Office of the Dean shall impose strict conditions upon students on probation, including restrictions on load, regular reporting to the program chair, etc.
- 6.2.2.2 Students shall remain on probation until their academic deficiencies are cleared, ordinarily not exceeding 1 academic year.
- 6.2.2.3 The Office of the Dean, with the approval of the Vice-President for Academic Affairs, may extend the probation period, only for outstanding reasons.
- 6.2.2.4 Failure to reduce the deficiencies within the period prescribed may mean non-admission in the succeeding school year.
- 6.2.2.5 The Office of the Dean, with the approval of the Vice-President for Academic Affairs shall issue a NOT-TO-BE-RE-ADMITTED (NTBR) document.
- 6.2.2.6 The students shall sign a formal document (WAIVER) in which they categorically waive their right to enroll in the next academic year.
- 6.2.2.7 The students shall be issued their transfer credentials at the end of their last term.
- 6.2.3 Students, who incur failures equivalent to more than twelve (12) units, shall be DEBARRED from enrolling in the succeeding terms.
- 6.2.3.1 If failures equivalent to more than twelve (12) units are incurred in the first semester, the Colegio may ONLY allow the student to finish the academic year (excluding summer), subject to NTBR and WAIVER.
- 6.2.3.2 If failures equivalent to more than twelve (12) units are incurred in the second semester, the Colegio may ONLY allow the student to finish

the academic year (i.e. summer), subject to NTBR and WAIVER.

6.2.3.3 The students shall be issued their transfer credentials at the end of their last term.

6.2.4 Students who meet all the conditions of their probation regain their good standing.

6.2.5 Students, who are of senior standing i.e. who need to pass only all the courses of the last curriculum year or the equivalent load to complete the requirements of their programs, are not subject to NTBR status or debarment.

6.2.6 Failures shall include failing grades, unauthorized withdrawals (UW) and lapsed incomplete grades (INC/Failed).

6.2.7 Certain flagship programs of the Colegio may have their own Special Retention Policies, which shall supercede this general retention policy.

6.3 For programs that require licensure examinations after graduation (e.g. Accountancy, Nutrition and Dietetics, Education, Engineering and Psychology), the following shall be strictly observed to be retained in the program;

6.3.1 Any student who has incurred failure in any course will be asked to shift to a non-licensure program without any prejudice to the 12-unit retention policy.

6.3.2 Maintain at least a final grade of 80% in all courses, and a general weighted average of 83% for all professional courses from first year to fourth year.

6.3.3 After second year, students will be required to take Qualifying Exams for them to be allowed to proceed to third year. If they failed in the said exams, they will be advised to shift to another program offered in Letran. Passing percentage in the qualifying exams is 75%.

6.3.4 On their terminal semester, students should take and pass the pre-board examinations for them to receive their academic records for application in the licensure examinations. Passing percentage for the pre-board exams will be 75%.

6.4 In the case of Accountancy, students shall take a written comprehensive examination (WCE) in all their accounting courses, which is administered as the final examination during the pre-final period of every semester. The coverage of this examination includes all topics discussed from the beginning of the term. The grade obtained in the examination will be the basis of computing the student's pre-final grade.

6.4.1 In general, student who fails to meet the selective retention requirements are advised to shift out of BS Accountancy program. However, conditional cases are accepted for students who still wish to continue the degree program. Hence, the following provisions will apply:

6.4.1.1 Students whose grades in any accounting courses between 80%-82% on their first take will be given removal examination. Results of the removal exams will be incorporated as part of his/her final examination for the new computation of his final grades (50%-removal exam and 50%-final exam). Failure to receive a grade of 83% after considering effects of removal examination will lead to repeating the course until the grade of 83% are reached.

6.4.1.2 Students whose grades in any accounting courses between 75%-79% will automatically have to repeat the course until the grade requirement of 83% are acquired.

6.4.1.3 Students will only be allowed to repeat the course only once, provided the student maintains a grade of at least 83% in all of his/her accounting courses.

6.4.1.4 Should the student fail to meet the cut-off grade of 83% upon repeating any of the accounting courses, he/she is advised to shift out to the Financial Management program or to any programs offered by Letran before the start of the succeeding semester.

6.4.2 Any student who is found guilty of committing any major offense as defined by this Handbook will make him/her ineligible to re-enroll in the Program.

6.5 BSA Qualifying Examination

6.5.1 The BSA Qualifying Examination shall be administered during summer for incoming junior (third year) students of the Program. Qualified students who will be sitting in the examination should obtain an average of at least 75% in any of the two areas, namely:

- a. Basic Accounting: Fundamentals of Accounting 1 and 2
- b. Financial Accounting: Financial Accounting 1 and 2

6.5.2 Since the BSA Qualifying Examination is administered only once a year, no student shall be allowed to take the examination unless the student has completed and has met the requirements for selective retention during the first two years of the program.

6.5.3 No student shall be allowed to take the BSA Qualifying Examination more than once. Should the student fail to meet the cut-off marks in the BSA Qualifying Examination, he/she is requested to shift out to any program offered by the Letran before the start of the first semester of the next academic year.

**7. DISCONTINUANCE OF STUDIES**

7.1 Partial and Total Withdrawal (See 3.7 Dropping)

A student who wishes to discontinue his/her studies shall apply for Partial or Total Withdrawal. Partial Withdrawal is dropping one or more but not all the courses currently enrolled in a term. Total withdrawal means the student drops all his /her courses.

7.2 AW (authorized withdrawal) is the grade given to officially dropped course/s. Failure to apply for withdrawal shall mean an UW (unauthorized withdrawal)

grade for affected course/s. UWs are counted as failures.

7.3 The withdrawal is subject to the following conditions:

- 7.3.1 The reason for application shall be acceptable in cases, such as illness requiring prolonged treatments, travel abroad and the like.
- 7.3.2 The application shall be filed before the mid-term exams.
- 7.3.3 In the case of total withdrawal, all outstanding accounts shall be settled with Treasurer's Office.
- 7.3.4 The number of absences incurred at the time of filing should not exceed 20% of total contact hours prescribed. Otherwise, the application for withdrawal may not be approved and a grade of UW shall be issued for the subject/s affected. If the withdrawal is approved AW applies to all dropped subjects.

7.4 Leave of Absence (See 4.6)

- 7.4.1 Students who do not intend to enroll in the following semester or for an extended period of time shall be required to file a Leave of Absence at the Registrar's Office. The application for Leave of Absence shall indicate the reasons for the leave, the intended duration and a declaration that the student shall not enroll in any other school for the duration of the leave.
- 7.4.2 No leave of Absence shall be allowed for a period exceeding two school years.
- 7.4.3 A student can only apply for Leave of Absence twice during his/her entire stay in Letran. In such cases, the total period covered by the approved leaves of absence shall not exceed four regular semesters.

7.5 Absence without Leave

- 7.5.1 Students who failed to file a leave of absence shall be required to take all additional or new courses, if there are changes or revisions in the curriculum of their program.

7.6 Transfer

- 7.6.1 Students who intend to transfer to another school should apply for Transfer Credentials from the Registrar's Office.
- 7.6.2 The transfer credentials consist of Certificate Eligibility to Transfer, True Copy of Grades, and Certificate of Good Moral Character.

**8. HONORS, DISTINCTIONS AND AWARDS**

8.1 Dean's Listers

- 8.1.1 Superior performance shall be recognized through the publication of the Dean's List at the beginning of the succeeding semester. Certificates of outstanding academic performance shall be given to students who qualify for honors.
- 8.1.2 To qualify for the Dean's List, a student shall:
  - 8.1.2.1 Carry at least a regular load based on the approved curriculum
  - 8.1.2.2 Have no grade below 85% in any course in the immediately preceding semester and/or school year
  - 8.1.2.3 Have not withdrawn any course enrolled
  - 8.1.2.4 Have not been subjected to any disciplinary action within the semester
- 8.1.3 Dean's Listers shall be recognized on the basis of their weighted semestral averages as follows:
  - First honors : 96 and above
  - Second honors : 93 – 95.99
  - Third honors : 90 – 92.99

8.2 San Vicente Liem dela Paz Awards

The award the foremost alumnus of the Colegio San Vicente Liem dela Paz. It is given to top three (3) highest GWA for non-graduating students per year level (1st and 2nd Levels) and to the top student with the highest GWA per program (3rd Level) in recognition of consistent academic excellence.

To qualify, the student must have:

- 8.2.1 A regular load based on his/her curriculum for the semester;
- 8.2.2 Have no grade below 85% in any course and in any level;
- 8.2.3 Have not withdrawn any course currently enrolled
- 8.2.4 Have a general weighted average (GWA) of at least 90% (inclusive of the grades from the 1st semester to the midterm of the current semester.

8.3 Beato Jesus Villaverde Andres, O.P. Award. The award is named after the former Rector and President of Letran (1924 – 1927), Beato Jesus Villaverde Andres, O.P., who was beatified by Pope Benedict XVI in October 2007.

This award is conferred to student/s (team or individual) who have excelled in academic-related competitions both local and international

- 8.3.1 Either 1st place in any regional competition, or
- 8.3.2 at least 3rd place in any national competition, or
- 8.3.3 at least 3rd in Asia-wide competition, or
- 8.3.4 has represented the country in any international competition.

8.4 Graduation Honors

8.4.1 Honors shall be given to a graduating student who exhibits exceptional academic performance and meets the following criteria:

- 8.4.1.1 Has completed in the Colegio at least 75% of the number of units required in his/her degree program;
- 8.4.1.2 Has enrolled the prescribed load at any given semester or has enrolled not less than 75% of the regular load per semester unless a lighter load was for a justifiable reason as determined by the Dean;
- 8.4.1.3 Has no grade below 85%;
- 8.4.1.4 Has not withdrawn any enrolled course;
- 8.4.1.5 Has not been subjected to major disciplinary



action and

8.4.1.6 Has not incurred a grade of INC

Graduates shall be awarded with the following honors:

1.4.2.1 Summa Cum laude – awarded to graduates with a general weighted average of 96 – 100%

1.4.2.2 Magna Cum Laude – awarded to graduates with a general weighted average of 93 – 95.99%

1.4.2.3 Cum Laude – awarded to graduates with a general weighted average of 90 – 92.99%

*Note: A grade of 84% in any course lowers the honor by one rank.*

#### 8.5 Academic Distinction

Academic distinction is given to graduates with a general average of at least 90% and no grade below 83%.

#### 8.6 Loyalty Awards

Loyalty medals shall be awarded following the standards set below:

##### 8.6.1 Gold Medal

8.6.1.1 Senior high school candidate has continuously studied in the Colegio from Kindergarten.

8.6.1.2 Candidate for bachelor's degree has continuously studied in Colegio from Primary School; at least from Grade 3.

8.6.1.3 Candidate for graduate degree has continuously studied in the Colegio from Intermediate School i.e. from Grade 5.

##### 8.6.2 Silver Medal

8.6.2.1 Senior high candidate has continuously studied in the Colegio from Primary School; at least from Grade 3.

8.6.2.2 Candidate for bachelor's degree has continuously studied in Colegio from

Junior High School i.e. from Grade 7.

8.6.2.3 Candidate for graduate degree has continuously studied in the Colegio from Junior High School; at least from Grade 9.

## **9. Student School Records**

- 9.1 Contents. The school record of every student shall include all the documents submitted upon admission. This also includes the ratings/grades and corresponding credits in each course.
- 9.2 Release of Records. It is the duty of the Letran to release upon request/application of the school records of a student who has no outstanding property and/or financial obligations to Letran, or is not under penalty of suspension or expulsion.
- 9.3 Withholding of Credentials. The Letran, at its discretion may withhold the release of the academic records and/or transfer credentials of a student who has outstanding financial and/or property obligations to the Letran, or is under the penalty of suspension or expulsion. Said school records shall be released upon settlement of the obligation, or after the penalty of suspension is served or expulsion is lifted.
- 9.4 Tampered or Falsified School Records. Any student guilty of tampering or falsifying school records shall be included in the list of “black listed records” and consequently, will not be issued his/her school records.

## **10. Request of school records.**

- 10.1 Request of school records shall be governed by the

10.1.1 following policies, requirements, and procedure;  
TRANSCRIPT OF RECORDS  
Transcript of records shall be requested  
by and issued to:

10.1.1.1 Students/graduate upon presentation of  
a valid ID.

10.1.1.1.1 Parent/guardian, if student is a minor,

10.1.1.1.2 upon presentation of valid ID

10.1.1.1.3 Authorized representative, upon  
presentation of written authorization of  
the student/graduate supported by  
his/her valid ID and a valid ID of  
authorized representative;

10.1.1.1.3.1.1 School where  
student/graduated/trans  
ferred/enrolled upon  
receipt of the Letran  
transfer credential  
return slip

## 10.2 DIPLOMA

### 10.2.1 Requirements

10.2.1.1 Application/request form duly processed

10.2.1.2 Transcript fee

10.2.2 The diploma shall be awarded to the graduates during  
the commencement exercises. No diploma shall be  
issued before the graduation rites

10.2.3 Second copy diploma may be issued upon a written  
or formal request of the graduate, stating reason for  
request.

#### 10.2.3.1 Requirements

10.2.3.1.1 Formal/Written request

10.2.3.1.2 Diploma application/request form duly  
processed

10.2.3.1.3 Diploma fee

## 10.3 TRANSFER CREDENTIALS

Transfer credentials are academic records an admitting  
school requires to process the application to transfer  
and/or admission into another degree/graduate program.

- 10.3.1 Students/graduates who intend to seek admission and enroll in another school should apply for Certificate of Eligibility to Transfer (Honorable Dismissal)
  - 10.3.2 Requirements:
    - 10.3.2.1 Application for Transfer Certificate duly Processed
    - 10.3.2.2 Transfer certificate fee
  - 10.3.3 Upon request of the transfer certificate, a student/graduate may also apply for the following if required by the admitting school:
    - 10.3.3.1 Certificate of good moral character
    - 10.3.3.2 Transcript of records/certified true copy of grades/course description/F137A
  - 10.3.4 Newly graduated students may apply for the transcript of records, at the earliest, one (1) week after graduation
  - 10.3.5 Undergraduates and old graduates may apply anytime.
- 10.4 AUTHENTICATION OF SCHOOL RECORDS  
(CERTIFICATION, AUTHENTICATION AND VERIFICATION: CAV)

Authentication is the process by which school records are verified and certified by the Commission on Higher Education (CHED) or Department of Education (DepEd) or Technical Education and Skills Development Authority (TESDA) and authenticated by the Department of Foreign Affairs (DFA). The application for authentication begins at the Office of the Registrar, which accepts the request/application and certifies the documents. The Liaison Officer will forward them to the CHED/DepEd/TESDA, which upon receipt of the application issues the Claim Slip to be presented to DFA.

- 10.4.1 Authentication of Diploma and Official Transcript of Records (TOR)
  - 10.4.1.1 Requirements:

- 10.4.1.1.1 Application for authentication (CAV) duly processed;
  - 10.4.1.1.2 processed;
  - 10.4.1.1.3 A clear copy of the official transcript of records;
  - 10.4.1.1.4 A clear copy of the diploma;
  - 10.4.1.1.5 A clear copy of the Special-Order No. (S.O.), and
  - 10.4.1.1.6 Authentication (CAV) fee
    - 10.4.1.1.6.1 Authentication of Diploma only
      - 10.4.1.1.6.1.1 Requirements:
        - 10.4.1.1.6.1.1.1 Application for authentication (CAV) duly processed;
        - 10.4.1.1.6.1.1.2 A clear copy of the diploma;
        - 10.4.1.1.6.1.1.3 A clear copy of the Special-Order No. (S.O.), and
        - 10.4.1.1.6.1.1.4 Authentication (CAV) fee
- 10.4.2 Authentication of Official Transcript of Records (TOR) only
  - 10.4.2.1.1 Requirements:
    - 10.4.2.1.1.1 Application for authentication (CAV) duly processed
    - 10.4.2.1.1.2 A clear copy of official transcript of records
    - 10.4.2.1.1.3 Authentication (CAV) Fee

## 10.5 MAILING OF TRANSCRIPT OF RECORDS ABROAD

Students may request for their official transcript of records thru fax, e-mail or letter.

Request form from school/s where official transcript of records is needed must be attached.

Pertinent information like complete name used in Letran, program enrolled, year/s of attendance, degree earned and date of graduation must be indicated.

Official transcript of records shall be mailed to the given address ten (10) working days after receipt of payment of transcript and mailing fees.

**11. SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES AND STUDENTS WITH SPECIAL NEEDS**

Services for Student with Special Needs and Persons with Disabilities are programs and activities designed to provide equal opportunities to Persons with Disabilities (PWDs), indigenous people, solo parents, etc (academic accommodations for learners with special needs).

The Colegio has provided physical facilities for orthopaedic impaired students.

1. Special parking slots for persons with disability.
2. Ramps in all building entrance to accommodate wheelchairs
3. Elevators are available in each building (St. Thomas Bldg, St. Dominic De Guzman Building, St. Raymond of Penafort, and St. Albert the Great Building)
4. Restrooms and drinking fountain are accessible at the ground floors of each building

**11.1 Office of Student Welfare and Development (OSWD)**

OSWD provides the following services:

- Referral to other offices (e.g. guidance office, clinic, Engineering, Buildings and Grounds (EBG), etc)
- Clinic referrals for medical consultations or to another specialist as appropriate
- Communication with faculty/ and or staff regarding student needs
- Scholarship certification and student clearance (good moral certificate). The school does not offer academic program specifically designed for individuals with disabilities. However, all

scholarships are offered to all qualified students with or without disabilities.

- Assistance in dialogue and consultation meetings

## 11.2 Guidance and Counseling Center

The Guidance and Counseling Center is an integral component of the academic community, which is committed to bring forth professional, ethical, and evidence-based guidance and counseling services to all students including those with special needs and disabilities in the following aspects, but not limited to:

1. Physical Disabilities
2. Learning Disabilities
3. Emotional & Behavioral Difficulties

As advocates of mental health and wellness, the Guidance and Counseling Center firmly believes in providing equal opportunities for the students to reach their optimal development irrespective of their conditions and dispositions. Comprehensive guidance and counseling services are being tailored fit to those with special needs in order to facilitate harmonious adjustment, retention and transition in their stay in the Colegio. Thus, the following services are being offered by the Center to provide assistance to these students:

1. Counseling (Academic, Personal/Social & Career)
2. Consultation (Academic, Personal/Social & Career)
3. Pre-assessment and psychological testing
4. Referral to accredited external health services provider
5. Self and Skills Enhancement Seminars for special groups
6. Support group for students with special needs and disabilities

It is the student's responsibility to request and inquire with the guidance office about the said program. The OSD and the Guidance office shall determine the appropriate documentation based on the criteria of disability and or special needs. The

Guidance Office, after screening and evaluating the documents, shall refer the students to the academic departments for consultation.

The special instructional and academic accommodation for students with disabilities and students with special needs is available with proper consultation and conference with students themselves together with their professors, parents/guardian, and other concerned professionals. The academic accommodation will be based from the assessment and recommendation of the Dean of the College where the student is enrolled.

For information, you may contact the different colleges:

College of Liberal Arts and Sciences	(02) 527-7693 loc 231
College of Education	(02) 527-7693 loc 351
College of Business Administration And Accountancy	(02) 527-7693 loc 221
College of Engineering and Information Technology	(02) 527-7693 loc 251

### **STUDENT DISCIPLINE**

1. **Basis of Discipline**  
Rules, regulations and policies on discipline are geared towards maintaining an orderly, efficient, peaceful and effective school atmosphere. For a school system to function properly, the conduct of students shall conform to conditions which are conducive to learning (Manual of Regulations for Private Higher Education, MORPHE). These disciplinary precepts are measures imposed against erring students.
2. **Prescriptive Period**  
All offenses committed by students shall prescribe in two (2) years. This shall be the basis in determining the graduation of offenses committed by the students in the same period.
3. **Board of Discipline (BOD)**  
3.2 The Board of Discipline (the BOD) is a fact-finding and Investigative body tasked to hear, investigate, and



recommend sanctions for major offenses or any other offenses as may be determined by the Board.

3.3 The composition of the Board shall be the Head of the Student Welfare and Development as ex-officio chair or his appointed representative and, two (2) faculty members.

3.4 The tenured faculty members will be recommended by the Deans of the respective college in Letran and shall be endorsed by the Director of OSWD to the Vice-President for Academic Affairs.

3.5 The tenured faculty members, together with the other members of the Board of Discipline shall be appointed by the Vice President for Academic Affairs.

#### 4. Offenses and their Corresponding Sanctions

##### 4.1 Minor Offenses

Minor offenses are light infractions of rules and regulations that warrant the following sanctions:

First Offense	: Written Warning
Second Offense	: Written Warning with Community Service
Third Offense	: three (3) day Suspension

##### Description

- Written Warning-written notice to the erring student that commission of another offense will warrant a higher disciplinary sanction
- Written Warning with Community Service- notice given to the erring student who committed two offenses and must undergo the community service
- Suspension- an erring student is prohibited from his classes during the suspension period

*Note: The Office of Student Welfare and Development shall determine the community service activities for students who commit second offense.*

Minor offenses include the following:

- 4.1.1 Failure to come in proper uniform
- 4.1.2 Wearing of earring/s and long hair for male students
- 4.1.3 Disruption or disturbing classes by making noise inside and outside the classroom.
- 4.1.4 Littering or throwing of trash within the school premises
- 4.1.5 Use of cellular phone during classes or Holy Mass and other official school activities
- 4.1.6 Misbehavior during official school activities inside and outside the campus
- 4.1.7 Provoking a fight
- 4.1.8 Unauthorized removal of official notices and posters
- 4.1.9 Smoking within the radius 50-linear meter from the school

#### 4.2 Major offenses

Major offenses are serious infractions of the rules and regulations which warrant a three (3) day suspension to a maximum penalty of "DISMISSAL".

DISMISSAL- an erring student is terminated from the Colegio due to the proven fact

All students who committed major offense will undergo the Student Discipline Formation Program of Office of Student Welfare and Development.

Major offenses include the following:

- 4.2.1 Slanderous or libelous posting of message or printed words, pictures or any form (e.g. Social Media) other than by spoken words or gestures.
  - 4.2.1.1 Posting of complaints on social media that may engage in personal attacks, name-calling or behavior that will malign any individual or Letran's reputation.

- 4.2.1.2 Misrepresentation in creating, posting or interacting online
- 4.2.1.3 Cybercrime Offenses. All offenses defined in Section 4, Art. II of RA 10175, Cybercrime Prevention Act
- 4.2.2 Providing school authorities with false information
- 4.2.3 Acts of defiance against persons-in-authority or its agents
- 4.2.4 Acts of lewdness or vulgar display of affection
- 4.2.5 Dissemination of malicious information
- 4.2.6 Smoking inside the campus
- 4.2.7 Conduct that adversely affect the honor of the school
- 4.2.8 Gross or deliberate discourtesy against persons-in-authority or its agents
- 4.2.9 Conduct unbecoming
- 4.2.10 Possession of pornographic materials
- 4.2.11 Misinterpretation such as using another student's identification card or school documents and invalid examination permit
- 4.2.12 Gambling in any form within the school premises
- 4.2.13 Soliciting or collection contributions or sale of tickets for any cause or purpose tithing the school premises without the approval of the school administration
- 4.2.14 Failure to undergo random drug testing
- 4.2.15 Commission of the third minor offense of any nature within a semester
- 4.2.16 Possession or drinking of intoxicating beverages inside the campus
- 4.2.17 Attending classes under the influence of intoxicating beverages
- 4.2.18 Participation in brawls
- 4.2.19 Assaulting another student

- 4.2.20 Inflicting physical injury to another student
  - 4.2.21 Refusal to undergo random drug testing
  - 4.2.22 Threat on another's life or property
  - 4.2.23 Possession, selling or use of prohibited drugs or substances inside the campus or during official off-campus activities
  - 4.2.24 Theft
  - 4.2.25 Assault upon a person of authority or his agents
  - 4.2.26 Proselytizing or attacking the traditionally accepted practices or beliefs of the Catholic Church
  - 4.2.27 Instigating any activity leading to stoppage of classes, preventing students or faculty members or school authorities from attending classes or entering the school premises
  - 4.2.28 Conviction before any court of law for criminal offense involving moral turpitude
  - 4.2.29 Prostitution
  - 4.2.30 Refusal to serve suspension after receipt of decision
  - 4.2.31 Extortion
  - 4.2.32 Attempting to bribe any person-in-authority or his agents
  - 4.2.33 Hazing
  - 4.2.34 Possession of firearms, deadly weapons and explosives inside the campus or during official off-campus activities
  - 4.2.35 Submission/use of fake or spurious document as an academic/job requirement
- 4.3 Other major offenses with serious sanctions:
- 4.3.1 Vandalism or Destruction of school property

- 4.3.2 Cheating or academic dishonesty. The following acts shall be considered forms of cheating or academic dishonesty:
  - 4.3.2.1 Possession of notes during examination
  - 4.3.2.2 Involvement in dissemination of leakage
  - 4.3.2.3 Buying or selling of test papers or and portion thereof
- 4.3.3 Buying or selling of test papers or and portion thereof
- 4.3.4 Copying from or allowing another to copy from one's examination paper
- 4.3.5 Having somebody else to take the examination in his/her behalf
- 4.3.6 Passing as one's work any assigned report, case analysis, reaction paper and the like when copied from another
- 4.3.7 Asking another person to attend symposium, seminar, Seminar-Workshop Program SWP, exams, etc. in his/her behalf.
- 4.3.8 Talking with another student during examinations without permission from the professor or proctor.
- 4.3.9 Plagiarism or copying somebody's intellectual work without proper acknowledgement of the author
- 4.3.10 Other similar acts that may be determined by the Board of Discipline
  - First offense: Failure in the requirement and minimum sanction of suspension of three days to a maximum sanction of dismissal depending on the gravity of the offense
- 4.4 Forgery, falsification, tampering or alteration of any official document of Letran.

First offense: Dismissal. In addition, students who forged, falsified, tampered, or altered any official document of Letran shall be blacklisted. Letran shall no longer issue a document, record, or certification in his favor. This applies even after the student has already transferred or graduated from the institution.

4.4.1 Sanctions to be imposed on offenses similar to the foregoing, and those not covered by these provisions, shall be recommended by the Board without prejudice to the rights of students to due process.

4.5 Letran strongly condemns any form of violence committed in the name of the fraternity or promoting establishing and perpetuating fraternal bonds. Hazing and all other forms and/or kinds of violence are banned.

Commission of a single fraternity related offense whether said fraternity is recognized or not, such as membership, recruitment, participation

Commission of a single fraternity related offense

whether said fraternity is recognized or not, such as membership, recruitment, participation in fraternity wars directly or indirectly, inside the campus

First Offense: Dismissal

4.3.5.1 Commission of a single fraternity related offense, whether said fraternity is recognized or not, such as membership, recruitment, participation in fraternity wars directly or indirectly, inside the campus

First Offense: Dismissal

4.3.5.2 Students who have been suspended for three (3) days or more as result of disciplinary action shall not be issued a certificate of good moral character.

4.3.6 Organizing/ participating in activities not recognized by the School.

4.3.7 For the use of the Dormitory, Dorm policy applies (refer to Dorm Policies Letran)

## 5. Grievance Procedure and Due Process

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

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

### 5.1 Minor offenses

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

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

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

### 5.2 Major offenses

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

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

- 5.2.3 However, if the case is established with probable cause and warrants suspension or higher, the OSWD shall observe due process by:
  - 5.2.3.1 Issuance of show cause letter to the respondent with attached written complaint.
  - 5.2.3.2 The respondent shall reply to the show cause letter within the time of 48 hours.
  - 5.2.3.3 The OSWD Director, upon the receipt of the written reply shall immediately convene to the Board of Discipline or endorse the case to the respective Deans of the erring students.
  - 5.2.3.4 The director of OSWD shall convene the Board of Discipline (or the Board) to act on the complaint within a maximum period of *15 school days*.
- 5.2.4 The BOD shall investigate, deliberate on the evidence presented by both parties and shall prepare a final report and recommendations on the case.
- 5.2.5 The BOD shall submit the recommendation report to the respective Dean of the erring students.
- 5.2.6 The Dean after careful evaluation of recommendation by the BOD shall prepare the Notice of Disciplinary Sanction with the date of implementation of suspension.

### 5.3 Preventive Suspension

A student charged for any offense may be placed under preventive Suspension pending investigation, when his/her continued presence poses a serious and eminent threat to the other persons, the students, and personnel and to the Letran and its property.



The Dean issues the notice of preventive suspension upon the recommendation of the OSD Director. In no case shall the preventive suspension exceed a period of 15 school days.

## 6. **Random Drug Testing**

Pursuant to Republic Act 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, Letran adopts the policy of random drug testing. The salient provision of RA 9165 is as follows:

“Students of Secondary and Tertiary schools – Students of secondary and tertiary schools shall pursuant to the related rule and regulations as contained in the school’s student handbook and with notice to parents shall undergo random drug testing: Provided, that all drug testing expenses whether in public or private schools under this Section shall be borne by the government” (par. C Sec. 36, Art III).

## 7. **Student Identification**

### 7.1 Identification Card

- 7.1.1 An official ID shall be issued to all bona fide students of Letran
- 7.1.2 The ID, with the official Letran lace, shall be worn properly at all time inside the campus.
- 7.1.3 The ID shall remain free from any alteration or modification.
- 7.1.4 A student who lost his/her ID shall report the matter to OSD. He/She shall also be required to apply for a new identification card.
- 7.1.5 A student shall also apply for replacement of his/her ID in case of wear and tear.

- 7.1.6 The ID shall be required in all business transactions with the different offices in Letran.

## **7.2 Uniform and Dress Code**

- 7.2.1 All students shall be required to wear the prescribed school uniform properly during class days.
- 7.2.2 The prescribed uniform for students is as follows:
  - 7.2.2.1 Collegiate Uniform
  - 7.2.2.2 Hotel and Restaurant Management & Tourism Management Uniform
  - 7.2.2.3 Chef's Uniform
  - 7.2.2.4 Hotel and Restaurant Management & Tourism Management Gala Uniform
  - 7.2.2.5 Food Technology
  - 7.2.2.6 Nutrition and Dietetics
  - 7.2.2.7 Psychology Uniform
  - 7.2.2.8 Digital Arts & Information Technology Uniform
  - 7.2.2.9 Engineering Uniform
- 7.2.3 Students who are working and undergoing on-the-job training shall be allowed to wear their office uniform or corporate attire upon the approval of OSWD.
- 7.2.4 Wearing of uniform shall not be required during no class days and summer term. However, students shall be required to dress decently and properly all times.
  - 7.2.4.1 Female students are prohibited from wearing the following:
    - 7.2.4.1.1 Mini-skirts
    - 7.2.4.1.2 Walking Shorts

- 7.2.4.1.3 Sleeveless, backless, strapless and see through blouses and skirts
- 7.2.4.1.4 Skirts and slits reaching the upper thighs
- 7.2.4.1.5 Slippers
- 7.2.4.2 Male students shall be prohibited from wearing t-shirts without collar
- 7.2.4.3 Both male and female students shall be **prohibited** from wearing the following:
  - 7.2.4.3.1 Tattered or torn pants
  - 7.2.4.3.2 T-shirt with indecent pictures and prints
  - 7.2.4.3.3 Similar garments inappropriate for school
  - 7.2.4.3.4 Earrings for male students
- 7.2.4.4 Other policies relevant to the foregoing shall be determined by the Office of Student Welfare and Development.



**7.2.2.1 Collegiate uniform**

**MALE:**

- White polo with three pleats on both sides and logo on left collar.
- Black slacks
- Black leather shoes with socks

**FEMALE:**

- White blouse with red piping, three pleats on both sides and logo on the left collar.
- Dark blue skirt (cut is at least 6 inches below the knees)
- Black closed shoes with heels of at least one inch.

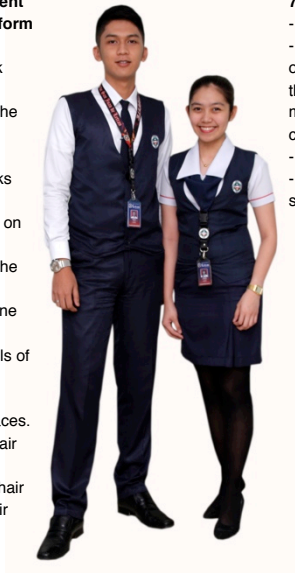
**7.2.2.2 Hospitality Management & Tourism Management Uniform**

**MALE:**

- White long sleeved with dark blue necktie
- Dark blue vest with logo on the left chest
- Dark blue slacks
- Dark leather shoes with socks

**FEMALE:**

- White blouse with red piping on the sleeves.
- Dark blue vest with logo on the left chest
- Dark blue slim skirt at least one inch below the knees.
- Black closed shoes with heels of at least two inches
- Black stockings
- Hairstyles away from their faces. Specially, students with long hair must be tied in either bun or ponytails. Students with short hair must tuck their hair behind their ears.



**7.2.2.3 Chef's uniform**

- White chef's toque
- White top embroidered with name over logo on the left chest, with then covered buttons and piping matching the chef's pants with checkered cuffs.
- Chef's checkered pants
- Black or white non-slippery shoes.



**7.2.2.4 Hospitality Management & Tourism Management Gala Uniform**

**MALE:**

- White long-sleeved polo with red or blue necktie
- Dark blue vest with breast pocket, with red piping and side pockets with gray piping.
- Black leather shoes with black socks.

**FEMALE:**

- White ribbon tied blouse
- Dark blue long sleeved short jacket
- Blue button-down cummerbund
- Pencil cut dark blue skirt
- Black high-heeled shoes



**7.2.2.5 Food Technology & Nutrition and Dietetics**

**MALE:**

- White cotton Chinese collar top buttoned down on the left side.
- Blue and red lining on the upper right chest that is embroidered with "Letran Food Technology" logo patch an inch below it.
- Two pockets on both sides of the uniform.
- Black slacks.
- Closed black shoes.

**FEMALE:**

- White cotton Chinese collar top buttoned down on the left side.
- Blue and red lining on the upper right chest that is embroidered with "Letran Food Technology" and Letran logo patch an inch below it.
- Two pockets on both sides of the uniform.
- Black slacks or black pencil cut skirt with back slit.
- Closed black shoes. (Optional whether flats or with 2 inches heels)



**7.2.2.7 Psychology uniform**

- All white
- Top with Chinese collar and side buttons (right side buttons for male and left side buttons for females)
- Embroidered logo on the chest (left side logo for males and right side logo for females)
- Slim cut slacks
- Black closed shoes



**7.2.2.8 Digital Arts & Information Technology Uniform**

- White polo with thick blue piping on the sleeves button cover. Logo placed on the left chest.
- Dark blue sailor's tie
- Dark blue slacks
- Black leather shoes with black socks



**7.2.2.9 Engineering Uniform**

MALE:

- White collared polo shirt with three buttons.
- Pocket placed on the left chest with the logo of the Colegio and "Letran Engineering" embroidered onto it.
- Black slacks.

FEMALE:

- White collared polo shirt with two buttons.
- A pocket on the left chest with the logo of the Colegio and "Letran Engineering" embroidered onto it.
- Black slacks.



**7.2.2.10 Washday Wednesday Shirt/ Quadri- Shirt Uniform**

MALE & FEMALE:

- Letran Quadri Shirt (Collared shirt)
- Jeans
- Closed shoes, sneakers.



## **8. POLICY ON PRE-MARITAL PREGNANCY**

Letran upholds the value of life, marriage, and morality. Thus, in cases where an unmarried student gets pregnant, the student is advised to inform her respective Guidance Counselor, her Program Chair or Dean regarding the matter. Letran, in cooperation with the parents of the student, shall extend guidance, spiritual directions, and assistance to the student.

To provide appropriate support for the student and to avoid possible discrimination from others, in upholding the moral beliefs of, due to her status, the student is to take a mandatory leave of absence from Letran upon disclosure of her status whether deliberation otherwise.

## **9. PROCEDURES ON CASES OF SEXUAL HARRASSMENT**

Pursuance to the provisions of Republic Act 7877 or the Anti-Sexual Harassment Act of 1995, the Letran adopts to the following definition of sexual harassment:

“Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether demand, request or requirement for submission is accepted by the object of the said Act.”

“In an education or training environment, sexual harassment is committed:

- (1) Against one who is under the care, custody or supervision of the offender;
- (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
- (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.”

The victim of any act of harassment is advised to immediately inform his/her Guidance Counselor, Program Chair, Dean, any personnel from the Office of Student Welfare and Development, or to any official of Letran the student has confidence with.

9.1 Composition of the Committee on Decorum and Investigation

If the complainant is a student and the respondent is an employee / Faculty

- |   |   |                            |
|---|---|----------------------------|
| 1. Administrator  | - | Chairman                   |
| 2. Administrator  | - | Co-Chairman                |
| 3. Head of HRD  | - | Member                     |
| 4. Employee   | - | Member                     |
| 5. Faculty representative<br>as the case maybe<br>(permanent) | - | Member                     |
| 6. Legal Counsel  | - | Member<br>(but non-voting) |

## 9.2 Complaint Procedure

1. If the subject of the complaint is a faculty member, subject coordinator/area chairman, the written complaint shall be submitted to the academic heads.
2. If the subject of the complaint is a support staff, non-teaching faculty, or agency hired employees; a written complaint shall be submitted to the Vice-President for Academic Affairs.
3. If the subject of the complaint is a support staff, non-teaching faculty, or agency hired employee; a written complaint shall be submitted to the Department Heads.
4. If the subject of the complaint is an administrator (other than the academic heads), a written complaint shall be submitted to the division head.

The person-in-charge of the investigation shall then act in accordance to the provisions of the Implementing Rules and Regulations of Republic Act 7877, otherwise known as the Anti-Sexual Harassment Act of 1995.

*For other details of the grievance procedure, students may refer to the Letran Manual of Implementing Rules and Regulations of Republic Act 7877, otherwise known as the Anti-Sexual Harassment Act of 1995.*

## STUDENT ORGANIZATIONS

Letran recognizes the importance of developing creative and responsible student leaders who will eventually assume the helm in their chosen fields of endeavor. For this purpose, Letran seeks to encourage the formation of student groups that pursue clearly established common objectives and initiation of student-directed endeavors set up along social, cultural, religious, literary, educational or recreational lines.

1. GENERAL POLICIES. The establishment and operation of student organizations in Letran shall be governed by the following rules and regulations:



1.1 Organization Classification. Student organizations in Letran shall only be classified either Co-Curricular, and Extra-Curricular.

1.1.1 Co-Curricular Organizations—are organizations formed to represent each academic program offering of Letran. This classification of organization needs to apply application for recognition for it represents the student population per academic program.

1.1.2 Extra-Curricular Organizations—are organizations based on students' interest whose common objectives and directed endeavors are along social, cultural, religious, literary, educational or recreational lines. This classification of organization needs to apply for recognition to have the authority to operate.

1.2 Authority to Operate. Students desiring to establish, join and participate in student organizations on campus may do so as a right subject only to reasonable regulations promulgated by Letran through the Office of Student Welfare and Development (OSWD), in return for recognition by, affiliation with, and/or support from the OSWD Director. It is also understood that organizations or publications of students that exist or operate outside the system of school recognition shall continue to be governed by law.

1.3 Supervision of Organizational Activities. Overall, it shall be the responsibility of the OSWD Director to supervise and regulate the operations as well as the activities of all duly recognized student organizations, for the purpose of providing needed guidance for the maximum utilization of their human potentials/resources and efforts toward the attainment of goals and objectives of the organizations as envisioned in their approved constitution and by-laws.

Specifically, the academic program and area chairperson shall directly supervise co-curricular organizations. The duly authorized adviser shall directly supervise extra-curricular organizations.

The OSWD Director shall meet with each student organization at least once every semester to discuss, among others, current projects, plans, pressing problems, and to assist the organization attain its objectives in accordance with the policies of Letran.

All student organizations are encouraged to be creative in the planning and implementation of activities that promote the professional, social, cultural and spiritual welfare of other members.

The OSWD Director reserves the right to disapprove any activity, upon consultation with the organization concerned, if such activity violates any institutional policy and/or rules and regulations set forth by the OSWD Director.

In cases of conflict within the organization, or between two or more organizations, and when no resolution to the issue at hand can be reached, the OSWD Director may intervene and render a decision deemed appropriate. Any decision of the OSWD Director so reached is considered final.

1.4 Application. Any group of 50 students may apply to the OSWD Director to form student organization. Such an application may be filed with the Office of Student Welfare and Development before the first semester of the current school year but not later than one week after the mid-term examinations of the first semester.

1.4.1 The following supporting documents, accomplished in duplicate, must be presented at the time of application.

- (1) Recommended Faculty Adviser (at least 3) preferably Full-Time Faculty
- (2) Logo of the organization
- (3) Constitution and By-Laws (duly ratified by the forming

members)

(4) List of officers with their respective Personal Data Sheet/ Officer Information Sheet

(5) List of members (at least 50 in total)

(6) Operational Plan which contains proposed activities for entire school year, including tentative dates of implementation and brief descriptions of each activity and must be aligned with the objectives of OSWD.

1.4.2 The OSWD Director will deliberate upon the application in consultation with the Vice-President for Academic Affairs of Letran. It will be ensured that the applicant organization's constitution, by-laws, and proposed activities are in accordance with Letran's policies, and do not conflict or overlap with those of existing student organizations. The applicant organization shall be informed of the approval of its application within one month from date of submission of requirements.

1.4.3 At no time in the organization's existence will there be fewer than 50 members in the said organization. The OSWD Director, on a case-to-case basis, will deliberate upon any violation of this rule.

1.5 Constitution and By-Laws. Each student organization shall have a constitution and by-laws, which shall be approved by the OSWD Director and the Vice President for Academic Affairs. No student organization shall be allowed to function without prior approval herein required.

1.6 Certification of Recognition. The recognition of student organizations shall be precondition for its operation in Letran. A corresponding Certificate of Recognition shall be issued by the Office of the Student Welfare and Development, upon the recommendation of the OSWD Director and approval of the Vice President for Academic Affairs, to a student organization upon full compliance with the requirements herein prescribed; however, such certificate shall be effective for one academic year only and will have to be renewed each succeeding academic year that the organization is in existence.

1.7 Any student organization which has been granted institutional recognition and which violates its own statement of purpose/constitution, by-laws or fails to comply with Letran's rules, regulations and policies, is liable to have its certificate of recognition revoked, after an investigation to be conducted by the OSWD Director.

2. QUALIFICATIONS FOR MEMBERSHIP. Only bona fide students who comply with the following requirements are allowed to join student organizations:

2.1 Co-Curricular Student Organization Membership:

All officially enrolled students in the academic program shall be considered an automatic member of the organization.

2.2 Extra-Curricular Student Organization Membership:

2.2.1 They should be full-time students carrying an academic load of at least 12 units except for graduating students who may enroll fewer than 12 units on their last term.

2.2.2 They should not be under any academic and/or disciplinary probation.

3. QUALIFICATIONS FOR OFFICERSHIP. Members of student organizations are encouraged to become officers of their organizations. The following guidelines are to be followed by officers of any student organization:

3.1 Only bona fide students who fulfill the following requirements are allowed to become officers of student organizations.

3.1.1 They should be full-time students carrying a minimum academic load of 12 units, with the

exception of graduating students, who may enroll in fewer units than 12 units in their final semester.

- 3.1.2 They should not be under any academic and/or disciplinary probation.
- 3.1.3 Grade requirements will be based on the provisions indicated in the organization's constitution and by-laws.
- 3.2 All officers of student organizations are expected to serve the full two semesters of their office. Students, who cannot complete their service except in meritorious cases as rules upon by the OSWD Director, will not be allowed to stand for office.
- 3.3 A student may occupy a major position, whether elective or appointive, in only one organization.
- 3.4 Failure to maintain the above-mentioned requirements while serving, as an officer, would mean that the student should vacate his/her designated post.

4. FACULTY ADVISER. Letran believes in the importance of assisting and supporting its student organizations in their extra-curricular endeavors. It strongly encourages the other members of the academic community, especially the faculty, to take an active role in the total development of these students by participating as advisers of student organizations. In doing so, they will be able to provide professional and moral guidance as well as facilitate the students' personal growth and maturity. The interaction between the faculty advisers and the student leaders will also create an atmosphere of mutual respect and appreciation of each other's role in the community.

Each student organization shall have no more than one (1) faculty adviser. The OSWD Director appoints the faculty adviser upon the recommendation of the organization concerned. The term of appointment of faculty members is for one academic year and may be renewed. If, before the period is up, the faculty adviser withdraws, a new faculty adviser should be recommended by the organization to the OSWD

Director to serve the remaining term after which he/she may be reappointed.

4.1 The selection of a faculty adviser shall be based on the following qualifications:

- 4.1.1 He/she should be a full-time faculty member of Letran.
- 4.1.2 If the organization would like to have an adviser who is not a full-time member, then this may be allowed on a case-to-case basis.
- 4.1.3 For co-curricular organization, the adviser should be connected with the particular academic area.
- 4.1.4 For extra-curricular organization, the adviser should be knowledgeable in that particular field.
- 4.1.5 The adviser must sign the additional assignment form per semester as his/her acceptance to the position.

4.2 Faculty advisers are to accompany the students in all Colegio sanctioned activities, whether within or outside the campus. Cultural and performing arts groups should be accompanied by a full-time employee/facilitator during off-campus activity.

#### 5. GUIDELINES IN HOLDING ACTIVITIES WITHIN OR OUTSIDE THE CAMPUS

- 5.1 All applications to hold activities **within the campus** shall be **APPROVED** by the **Vice President for Academic Affairs at least 5 (five) days** before the scheduled date of the activity. All applications to hold activities **outside the campus** shall be **APPROVED** by the **Vice-President for Academic Affairs** at least **10 (ten) days** before the scheduled date of the activity. The deadline must be strictly followed; otherwise, the application may be rejected/disapproved.
- 5.2 All off-campus activities shall follow the guidelines according to the *CHED Memorandum Order No. 63; Series of 2017: Policies and Guidelines on Local Off- Campus (see attachment)*
- 5.3 The request of facilities shall be done through on-line service requisition of the Engineering, Buildings and Grounds (EBG) with attachment of the APPROVED application form.
- 5.4 **Activity Ban.** No activity shall be scheduled two weeks before and during the major examinations unless endorsed by the academic department and approved by the Vice President for Academic

Affairs, on a case to case basis.

- 5.5 Applicant/proponents of the activity shall not finalize any arrangement with outsiders – like guest/s, speakers, resource person/s, resort or plant facilities, transportation companies, etc. until after the application is approved. Violation of this rule shall be ground for disapproval of the application.

Applications, in the appropriate form, shall be accompanied by the following documents.

For In- Campus Activity:

- Letter of intent addressed to OSWD Director regarding activity noted by the Adviser and College Dean
- Detailed program flow
- Detailed budget proposal
- Resume/ Curriculum Vitae of the Speaker (for seminar)

For Off-Campus Activity:

- Letter of invitation
- Letter of intent addressed to OSWD Director regarding activity noted by the Adviser and College Dean
- Detailed program flow
- Detailed budget proposal
- Notarized Letter to Parents

- 5.6 **Application for Fund Raising Activity.** All recognized student organizations may be allowed to raise funds once every semester unless approved by the finance office. No fund-raising activity shall be scheduled two (2) weeks before any major examinations for each semester. A detailed projected expected income to finance the activity, like individual contributions, ticket sales, donations, etc. Ticket selling and collecting (after permit is approved), shall be done by the proponents and themselves. No faculty member is allowed to do this. The projected amount of funding to be raised must be just enough to cover the expenses.

- If the tickets are intended to be sold, within or off-campus, ticket preparation shall be allowed only after approval of the activity. Ticket format must be

submitted for the approval of the OSDW Director before printing and eventual distribution. All obligations and responsibilities in connection with or in relation to the tickets disposition shall pertain exclusively to the officers and organizers of the activity. NO RESPONSIBILITY OR OBLIGATION WHATSOEVER shall pertain to the Letran.

Note: Ticket sales shall be enough only to cover, fully or wholly expenses for the activity and MUST NOT BE INTENDED FOR PROFIT, unless for fund-raising activities. All proceeds from ticket sales shall be subject to accounting.

- 5.7 Upon receipt of an approved application, proponents shall submit the complete list of the participants with the signature of the OSDW Director.
- 5.8 Notices, announcements, advertisements of the activity and the like should have a prior approval from the Office of Alumni and Public Affairs (OAPA) before they are posted on the bulletin board.
- 5.9 After holding the approved activity, the organizers must submit an **Accomplishment Report five (5) working days** after the activity which includes:
  - Narrative Report of the activity
  - Attendance of participants.
  - Sample copies of evaluation form (10 copies)
  - Summary evaluation with un-edited comments
  - Photos from the activity (at least 6 photos)
  - List of recommendations
- 5.10 SURPLUS INCOME. Should there be any surplus in the income over expenses pertaining to the activity, disposition of the same shall only be under the approval of the OSDW Director.
- 5.11 The OSDW Director shall thereafter conduct a post activity evaluation. Any irregularity or anomaly found shall be grounds for severe disciplinary action on the officers, organizers, proponents and those directly responsible.
- 5.12 When an activity is postponed, a new permit shall be applied for, specifying the new date and the conditions for holding the activity.



## 6. The Letran Student Council

6.1 The student governing body and the umbrella organization of the Collegiate Department of Letran whom shall represent the student's general welfare and interest. They shall work with Letran in pursuing its objectives for the good of the student body, implementing or adopting measures aimed at the total development of every student in the guidance of the noble tradition and the supreme ideals of DEUS, PATRIA, LETRAN.

6.2 The Qualifications of officers of the Council and other pertinent details are stipulated in their constitution and by-laws which is available at the Letran Student Council office.

### 6.3 Election

6.3.1 The regular election of the Letran Student Council shall be held on the third Tuesday of February. However, changes in the election date/schedule due to the school calendar shall be approved by the Letran Student Council and OSWD.

6.3.2 Every student shall have the right to vote and if qualified, run for any elective position in the Student Council

### 6.4 Commission on Election (COMELEC)

6.4.1 The COMELEC shall be composed of a Chairperson, four (4) Commissioners, and eight (8) deputy commissioners.

- 6.4.2 They shall facilitate, review, decide and handle all matters regarding the elections.
- 6.4.3 The members of the COMELEC shall not have been part of any student party.

*For pertinent details, you may refer in the Election Code of COMELEC available at the Office of Student Welfare and Development.*

## **7. Student Publication**

- 7.1 The official school publication in the collegiate level is "The Lance."
- 7.2 The Lance shall be composed of the members of the Editorial Board and publication staff who passed the placement examinations and of the interview composed of a panel coming from the Director of OSWD, former Lance members and of the adviser.
- 7.3 The application for placement examination follows the Constitution and By-Laws of The Lance.
- 7.4 Press freedom shall be exercised within the bounds of propriety and ethical standards of journalism (Campus Journalism Act of 1991) and Catholic educational institutions. Violations of such ethical standards shall be dealt with in accordance with the provisions of the student handbook.
- 7.5 The Editorial Board shall prepare a program and a budget for the duration of their term which shall be submitted to the Director of the Office of Student Welfare and Development to the Financial Affairs Department for evaluation. The use of these funds is subject to the policies contained in Sections 5 and 6 of rule V of the Campus Journalism Act of 1991 in order to protect the interest of the students who are contributors of the fund.

7.6 The Lance, as the voice of the students of Letran shall be guided by the Letran Vision-Mission and follow the Letran ideals of DEUS, PATRIA, LETRAN.

*For pertinent details, you may refer to the constitution and by-laws of The Lance at the Office of Student Welfare and Development and The Lance Office*

**STUDENT SERVICES, FUNCTION HALLS AND MULTI-PURPOSE FACILITIES:**

**1. CLINIC**

The Colegio maintains air-conditioned medical and dental clinics to check periodically on the health of the students. Physicians, nurses and dentists handle cases, which call for immediate medical attention.

**2. LIBRARY**

The Colegio maintains five air-conditioned libraries, with an extensive collection on literature, science, art, education, business and other professional fields for students and faculty use. These libraries are fully automated using ATHENA as its library system.

**3. GUIDANCE and COUNSELING**

The Guidance & Counseling Center is an integral component of the academic community which is committed to bring forth professional, ethical, and evidenced-based guidance & counseling services. In the teaching-learning continuum, the role of guidance is significant in the pursuit of academic excellence, personal and career growth, self-actualization and meeting the multi-faceted needs of the clientele. The department also recognizes and appreciates the developmental tasks of an individual which can be achieved through the utilization of various guidance services. The guidance team believes in the

uniqueness, capabilities and potentials of individuals to achieve a balance in their total well-being.

#### **4. LETRAN MEDIA RESOURCES AND SERVICES (LETRAN MRS)**

The LETRAN MRS has two sections: Instructional Media and Broadcast Media. It provides human and material resources for instructional and broadcast purposes. Among the facilities available are the following: for the Instructional Media - an audio - video library, viewing rooms, instructional media resources for circulation. Services offered - lending of instructional materials, rendering the execution of art works, photo coverage and black and white photo developing and printing. For the Broadcast Media facilities - the TV production studio, Radio production studio post production. Services offered - audio and video production and editing, video coverage, etc.

#### **5. LETRAN INFORMATION SYSTEMS TECHNOLOGY & NETWORK (LISTeN)**

Is a support group under the Office of Administrative Affairs. The office focuses its objectives in empowering the Letran Community to fulfill its responsibilities in the areas of teaching, learning, research management, and the delivery of administrative services through the use of information and communications technology.

#### **6. SC AUDITORIUM**

The Student Center Auditorium is located at the fourth floor of the St. Albert the Great Building. Two stairways and an elevator direct the clientele to the auditorium. The Student Center Auditorium can be used by the Letran community for seminars, symposia, stage plays, Eucharistic celebration and the like, which expects a larger number of participants. The Student Center Auditorium can accommodate up to 420 persons.

**7. ST. THOMAS HALL**

The St. Thomas Hall is a multi-purpose hall that can accommodate 160 persons. This is a multi-purpose facility that can accommodate events such as trainings, catering functions and seminars that requires various set-up.

**8. MABINI HALL**

The Mabini Hall is located at the 3<sup>rd</sup> floor level of the St. Dominic de Guzman Building. This audio visual room is best used for seminars, theatrical presentations, lectures and symposia. This can house 156 persons inside.

**9. QUEZON HALL**

The Quezon hall is situated at the 2<sup>nd</sup> floor level of the St. Raymond of Penafort Building and is ideal to be used for seminars, lectures and class presentations with 122 seating capacity. This is also ideal for review classes with its built-in arm rest seats.

**10. DEL PILAR HALL**

The Del Pilar Hall is situated at the 2<sup>nd</sup> floor level of St. John the Baptist Building. It is suitable for lectures, seminar for small group and meetings. This 56-seater facility is the smallest function hall in the Colegio.

**11. BALAGTAS HALL**

Balagtas Hall is one of the newest function halls of the Colegio, equipped to handle seminars, classes, and other related activities (e.g. MOA signings, academic exchange programs). It is furnished with the necessary sound system, projector, and aircon units.

**12. BOOKSTORE**

The bookstore supplies the student textbooks, classroom materials, office supplies, school uniform and Letran college memorabilia and apparels. Located at the ground floor of the main building.

**13. CANTEEN**

The college canteen serves both the student and the faculty and is open from 7:30 a.m. to 8:00 p.m., Mondays through Saturdays.

**14. CHAPEL**

The air-conditioned College Chapel has a seating capacity of more than 300. The annual recollections and other religious activities are held here.

**15. CLASSROOMS**

Letran provides the students with fully air-conditioned classrooms that can accommodate more than 40 students.

**16. BLESSED ANTONIO VARONA GYMNASIUM**

The Blessed Antonio Varona Gymnasium is located right across the Student Center Building along Beaterio Street. This is a multi-purpose facility that is equipped with ceiling and floor mounted air conditioning units. This venue is suitable for various events such as concerts, convention, graduation and banquet venue for bigger crowd.

**17. HOT KITCHEN**

The Hot Kitchen is used by students who are taking up courses related to culinary skills.

**18. SUITE 1620**

The Suite is a workplace for Hotel and Restaurant Management students in which they get familiar with hotel accommodation. It is also sometimes used as a guest room for important visitors. It is located at the rooftop of the St. Thomas Building.

**19. NUTRITION AND DIETETICS CLINIC**

The Nutrition and Dietetics clinic is utilized by Nutrition and Dietetics students for their courses that require laboratory use.

**20. COMPUTER LABORATORY**

The Computer Laboratory is a place for students to have their computer courses, as well as for their academic needs such as projects and other requirements.

**21. MAC LABORATORY**

The Macintosh Laboratory is one of the facilities that Letran boasts of because of its up-to-date technology. It is composed of the latest Apple iMacs, furnished with Adobe Creative Cloud, and equipped with an LCD projector. It is alternately used as a classroom for design, editing, and photography courses.

**22. SPEECH LABORATORY**

The Speech Laboratory, located at the St. Vincent Ferrer Building, is newly-built with cubicles equipped with monitors and laptops. It also has a TV and audio mixer that can aid in the students speech course activities.

**23. BIOLOGY LABORATORY**

This laboratory is used by students who are taking up Biology courses and are required to do experiments and research works. It is fully furnished with the necessary apparatus to aid the needs of the students.

**24. CHEMICAL AND PHYSICAL SCIENCE LABORATORY**

This laboratory is used by students who are taking up Chemical Science and Physical Science courses and are required to do

experiments and research works. It is fully furnished with the necessary apparatus to aid the needs of the students.

**25. SENSORY EVALUATION LABORATORY**

The Sensory Evaluation Laboratory is used, generally, for evaluating the sensory characteristics, such as Appearance, Aroma, Flavor, Texture and General Acceptability, of various food products. It is equipped with removable dividers to simulate the actual "sensorium" wherein panelists are provided with enough privacy to evaluate various food products. Commonly, the BS Food Technology students make use of the laboratory for experiments and food research.



## APPENDICES

1. Collegiate Student's Enrollment Contract
2. First Year Student's Mandatory and Random Drug Testing Contract
3. RSO FORMS
  - FORM 1- Application for Recognition
  - FORM 2- Application for In- Campus Activity
  - FORM 3- Application for Off- Campus Activity
  - FORM 4- Accomplishment Report Form
  - FORM 5- Application for Fund Raising Activity
  - FORM 6- Cashflow Statement
4. Student Assistants Application Form
5. Republic Act No. 8049- An Act Regulating Hazing and other form of initiation rites in Fraternities, Sororities, and Organizations, and providing Penalties therefore.
6. Republic Act No. 7877- An Act declaring Sexual Harassment unlawful in the employment, education, or training environment and for other purposes.
7. Republic Act No. 10627- Otherwise known as the Anti- Bullying Act of 2013
8. CHED Memorandum Order No. 17 Series of 2012- Policies and Guidelines on Educational Tours & Fieldtrips of College and Graduate Students.
9. CHED Memorandum Order No. 63 Series of 2017- Policies and Guidelines on Local Off- Campus Activities.

***For pertinent details, you may visit the Letran Official Website, [Letran.edu.ph](http://Letran.edu.ph)***