

Policy No:	ACA-POL-0001
Policy Title:	General Academic Policies
Implementation Procedure:	
Date of Issuance:	SY 2008-2009
Effectivity:	SY 2008-2009 - Present
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Office of Origin: (Policy Expert)	Office of the Vice-President for Academic Affairs (VPAA) Principal Deans
"Supersedes" Notification:	None
Purpose of Policy:	This policy statement shall summarize academic related general directives across academic departments. Policies that are non-specific to a particular procedure shall be listed in this policy for purposes of setting standard and reference.
Detailed Policy Statement:	<ol style="list-style-type: none"> 1. All students officially accepted by the Colegio shall have the moral obligation to be familiar with the contents and abide by the rules and regulations of their respective student handbook, manual of policies and procedures, and all other rules the Colegio may deem necessary to promulgate from time to time. Ignorance shall not excuse any student from the consequences and/or sanctions stipulated therein. 2. All school officials, faculty, non-teaching staff, and other deputized personnel including security guards shall have the right to implement and apprehend violators of the rules and regulations of the Colegio where applicable and appropriate. 3. All students shall take pride of the Colegio and shall conduct themselves with the highest moral standards to preserve the integrity and honor of the Colegio whatever time and place. 4. Except in subjects where Filipino and other foreign languages are required, the medium of instruction is English. Thus students are enjoined to develop proficiency in its use. Moreover, to inculcate the need for a conscious, consistent, and fruitful effort to maintain its mastery, the Colegio encourages everyone in the Letran community to communicate in English. 5. All students shall be required to respect (for non-catholic) and to be faithful in our Catholic religious duties, including but not limited to hear scheduled masses, reception of the sacraments, performance of apostolic works, the manifestation of faith in life itself, active participation and attendance in retreats, recollection, and other religious events. 6. All students must, in recognition and in exercise of his rights and in the performance of his duties, shall act with and show respect for others and observe honesty and good faith. He shall respect the dignity of person, privacy, and peace of mind of his co-students and others. He shall exercise his rights using approved channels and manner of communication in the process. 7. All students shall be held liable for misrepresentation for incorrect information given by them in their personal information, admission documents, and other school-required documents. Willful withholding of required information is considered a misrepresentation. 8. All students shall have the responsibility to read and be informed of student related school announcements posted in the bulletin boards, circulars, official Letran website, and through the paging system.
Applicability:	Applicable to all students.
Policy Approval Authority:	Vice-President for Academic Affairs (VPAA)
Related Policies or References	Student handbook Manual of Regulations for Private Higher Education (a.k.a. MRPS)
Definition:	
Prepared by:	Planning, Funding, and Development Office

Approved by:	
Date Approved:	<u>Rev. Fr. Juan V. Ponce, O.P.</u>