St. Peter's College

STUDENT HANDBOOK

2026 EDITION

SPC.EDU.PH

FOREWORD

This student handbook is a vital resource to guide and support you throughout your academic stay at St. Peter's College. The rules and regulations apply to all undergraduate and graduate students who are enrolled in the different programs of St. Peter's College. Upon admission, you agree to abide by these regulations, which are essential for maintaining a safe, respectful, and conducive learning atmosphere for all. Our institution has a proud history of fostering a nurturing and dynamic learning environment, with a mission to provide a holistic education that empowers you to become responsible, compassionate, and skilled individuals ready to contribute positively to society.

The handbook encapsulates the essence of our community's values, rules, and expectations, serving as your roadmap to navigate academic life successfully and actualizing our Vision-Mission Statement.

Your time at St. Peter's College will be filled with opportunities to challenge yourself, explore new interests, and build lifelong friendships. Engage fully with the diverse range of activities and resources available, participate actively in your classes, seek support when needed, and take advantage of the numerous co-curricular and extracurricular programs designed to enhance your educational experience.

The SPC community is here to support you every step of the way. Embrace the challenges, celebrate your achievements, and always strive for excellence.

ACKNOWLEDGMENT OF RECEIPT

St. Peter's College
Student Handbook for Academic Years 2026 – 2029

Date: _____

I, _____, hereby acknowledge receipt of the St. Peter's College Student Handbook for Academic Years 2026 – 2029.

Having thoroughly read and understood the contents of this Student Handbook, I commit to:

1. Abide all the provisions and guidelines stated therein;
2. Exemplify the Vision, Mission, Objectives, and core values of St. Peter's College; and
3. Follow all procedures and processes outlined.

By signing below, I affirm my dedication to these commitments.

_____
(Signature over Printed Name)

College: _____
Degree Program: _____
ID Number: _____

Conforme:

_____
(Signature over Printed Name)
Parents/Guardian

Note:
Please submit this Acknowledgment Form to the Office of Student Affairs and Services after the student orientation. This is part of the OSAS clearance requirement, which will be checked at the end of the semester.
Thank you.

MESSAGE FROM THE SCHOOL PRESIDENT

Dear Students,

Welcome to St. Peter's College, a beacon of excellence in education since 1952. As we journey together through this academic year, it is my pleasure to present to you this student handbook—a guide designed to help you navigate your time here, embrace the opportunities available, and contribute to our community.

St. Peter's College envisions itself as a leading institution dedicated to providing quality education that seamlessly integrates technology, research, community extension, environmental preservation, and internationalization. Our commitment to these pillars reflects our desire to prepare you not just for academic success, but for leadership roles in an ever-evolving global landscape.

As you delve into this handbook, you will find it embodies the values and principles that guide our community. It is more than a set of rules; it is a roadmap to achieving our collective vision of excellence. By aligning your actions with the expectations set forth here, you are actively participating in our mission to innovate, explore, and make meaningful contributions to society.

As you pursue your studies, I encourage you to embrace the spirit of curiosity, collaboration, and service that defines St. Peter's College. Your journey here will be filled with challenges and triumphs, and I am confident that, with the support of our faculty and staff, you will emerge as leaders equipped to make a difference in the world.

Thank you for choosing St. Peter's College as the place to pursue your dreams. Together, we will continue to build on our legacy of excellence and innovation. Wishing you a successful and fulfilling academic year.

(SGD.) PETER DAN P. PUNONGBAYAN, MM
School President

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GENERAL OVERVIEW

SECTION 1. GENERAL OVERVIEW

1.1. VISION, MISSION, INSTITUTIONAL OBJECTIVES, CORE VALUES

VISION

St. Peter's College, a school founded in 1952 in Iligan City, envisions becoming a leading institution in providing quality education infused with technology, research, community extension, environmental preservation, and internationalization.

MISSION

Our mission is to provide a holistic and transformative education that equips students with knowledge, skills, values, and strong character to become globally competitive individuals. We aim to nurture intellectual curiosity, critical thinking, social responsibility, and moral integrity through innovative teaching practices and collaborative partnerships with the community.

INSTITUTIONAL OBJECTIVES

1. **Provide Quality Education:** We strive to offer superior academic programs and ensure that our students receive a well-rounded education that prepares them for success in their chosen careers.
2. **Embrace Technology:** We commit to utilizing advanced educational technologies, such as interactive classrooms, online learning platforms, and digital resources, to enhance the teaching and learning experience.
3. **Encourage Research:** We encourage and support research activities and creative endeavors among faculty and students, fostering a culture of innovation and discovery.
4. **Promote Community Extension:** We actively engage in community extension programs to address societal needs, promote social responsibility, and instill a sense of compassion and empathy in our students.
5. **Preserve the Environment:** We endeavor to create a green and sustainable campus by implementing eco-friendly practices, promoting environmental awareness, and integrating environmental stewardship into our curriculum.
6. **Foster Internationalization:** We aim to provide our students with opportunities for cultural exchange, global perspectives, and diverse learning experiences. By fostering a global mindset, we seek to cultivate an inclusive and dynamic educational environment that prepares our students to thrive in a globalized society.

GENERAL OVERVIEW

CORE VALUES

1. **Excellence.** Uphold high standards of performance in all areas of the academe.
2. **Commitment.** Satisfy clients' demands by prompt, enthusiastic, professional, responsive, and prestigious services regardless of personal wants.
3. **Leadership.** Motivate and strengthen the constituents and feel responsible for identifying and accomplishing tasks.
4. **Accountability.** Acknowledges and accepts responsibility for its actions in relation to established policies, procedures, and standards.
5. **Perseverance.** The inner strength to remain constant to a purpose, idea, or task in the face of obstacles by means of dedication, consistency, and having a positive attitude.
6. **Honesty.** Open and honest in all dealings and maintain the highest integrity at all times.
7. **Environmentalism.** Advocate sustainable management and protection of natural resources through influencing individual behavior.
8. **Nationalism.** Have the dedication and loyalty in serving the interest of the nation.

1.2. THE ST. PETER'S COLLEGE (SPC) SEAL

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

The figures found in the center of the seal carry significant meanings:

- **The Red Torch at the Top**: Represents the freedom and hope of the community, symbolizing enlightenment and the guiding light of education.

- **The Stars**: Symbolize the neighboring cities and provinces comprising the community, highlighting the interconnectedness and unity within the region.
- **The St. Peter's Rooster**: Positioned between two crossed keys, the rooster symbolizes vigilance and the heralding of new beginnings, while the crossed keys represent the keys to knowledge and spiritual authority.

A small circle circumscribes various symbols that represent core values and areas of focus:

- **Scale for Justice**: Emphasizes the institution's commitment to fairness, integrity, and the rule of law.
- **Anvil for Science and Technology**: Signifies the importance of hard work, innovation, and the pursuit of technological advancement.
- **Book for Knowledge**: Represents the quest for wisdom, education, and continuous learning.
- **Dove for Peace**: Symbolizes harmony, tranquility, and the institution's dedication to fostering a peaceful community.

Below the geometric figure, a ribbon contains the founding year '1952', signifying the rich history and long-standing tradition of the college. On either side of the geometric figure are representations of green laurel leaves, which signify the stakeholders' awards and achievements. The laurels serve as a source of inspiration, motivating the stakeholders to uphold the college's tagline: **Committed to Excellence**.

GENERAL GUIDELINES

SECTION 2. GENERAL GUIDELINES

2.1. ADMISSION AND ENROLLMENT

2.1.1. Admission is open to all prospective students provided they meet the program's admission requirements and scholastic standards they wish to enroll in and agree to abide by the College's rules and regulations.

2.1.2. St. Peter's College reserves the right to deny admission to any applicant who does not meet the required qualifications or standards.

2.2. COMPLIANCE WITH THE STUDENT HANDBOOK

2.2.1. All students are required to familiarize themselves with and comply with the provisions of the Student Handbook. Ignorance of any provision will not excuse a student from being sanctioned for non-compliance.

2.3. RIGHTS AND RESPONSIBILITIES

2.3.1. Students have the right to:

- Freely associate with organizations, alliances, and federations, provided their activities do not contradict the SPC's vision, mission, or policies, and comply with relevant laws.
- Express themselves in a manner consistent with the school's social norms.
- Due process in all disciplinary actions.
- Be free from discrimination based on their religion, sexual orientation, gender identity, race, color, age, physical and mental health conditions.

2.3.2. Students must show reverence to the Philippine National Flag by participating in the singing of the National Anthem, in accordance with Republic Act No. 8491.

2.4. CAMPUS CONDUCT AND ACCESS

2.4.1. Smoking is prohibited in all areas inside the campus.

2.4.2. Students are expected to demonstrate politeness and courtesy at all times, regardless of the individual they are interacting with.

2.4.3. After enrollment, students will be issued identification cards (IDs). IDs must be worn visibly on campus.

2.4.4. Students are responsible for lost or misplaced IDs and must follow the guidelines for securing a campus pass if needed.

2.4.5. Students must inform the Registrar of any changes to their personal information or civil status.

2.5. DOCUMENTATION AND COMPLIANCE

2.5.1. Students are responsible for the submission of the complete required documents during enrollment. Non-compliance will prohibit their enrollment in the succeeding semester.

2.5.2. International students seeking enrollment in St. Peter's College must comply with Philippine Immigration Laws and obtain the necessary visa for study.

2.6. SUSPENSION OF CLASSES

2.6.1. Classes are automatically suspended under the following conditions:

- During regular holidays or when declared as a special non-working holiday by the Office of the President of the Philippines or, in the case of local holidays, by the local government, that may include private institutions.
- When specifically declared as "all levels" and for private schools by national government agencies, such as the Office of the President or the National Disaster Risk Reduction and Management Council (NDRRMC); or
- As declared by national or local government agencies or in case of severe weather conditions such as Typhoon Signal No. 3 or above.
- When Typhoon Signal No. 3 or above is raised.

2.6.2. The School President may also suspend classes for other reasons and will make announcements through official channels.

2.7. CAMPUS ACCESS

2.7.1. Students are allowed to enter the campus during office hours to transact business at the office, attending classes and official school events. However, students are prohibited from entering the campus during the following:

- Legal Holidays
- Cancelled Scheduled Activities
- Weather Conditions
- Security Threats
- Health Emergencies
- Scheduled Maintenance
- Campus Curfew

2.7.2. Request for campus access is managed by the Vice President for Administration and communicated through official channels.

ADMISSION

SECTION 3. ADMISSION

3.1. ADMISSION POLICY

3.1.1. Admission to St. Peter's College ensures equal access to educational opportunities.

3.1.2. To maintain our commitment to academic excellence, all applicants are required to provide specific information, records, and all pertinent forms required upon admission.

3.1.3. As part of our commitment in maintaining a drug-free learning environment, a Random Drug Testing will be a mandatory requirement for all students in consonance with CHED Memorandum No. 18, series of 2018.

3.2. ADMISSION MANAGEMENT

3.2.1. Responsibility - The Office of Student Affairs and Services (OSAS) through the Admissions Service Unit will ensure consistent and regulated admission processes.

3.2.2. Admission Requirements

3.2.2.1. The admission to SPC will be based on the applicant's academic records and all other pertinent documents indicated below.

For Freshmen: (Senior High School and Non-Senior High School Graduates)

1. High School Card / Senior High School Card (F-138a)
2. Certificate of Good Moral Character
3. Certificate of Live Birth (PSA)
4. Certificate of Marriage (PSA), for married woman
5. Three pieces of 2x2 recent ID pictures with white background

For Transferees:

1. Certificate of Transfer Credential (Honorable Dismissal)
2. Transcript of Record or Grades Print-out (For Evaluation)
3. Certificate of Good Moral Character
4. Certificate of Live Birth (PSA)
5. Certificate of Marriage (PSA), for married woman
6. Three pieces of 2x2 recent ID pictures with white background

For Graduate Studies:

A. Non-SPC Graduate
    1. Certificate of Transfer Credential (Honorable Dismissal)
    2. Undergraduate Transcript of Record or Grades Print-out (For Transferees)
    3. Certificate of Good Moral Character
    4. Certificate of Live Birth (PSA)
    5. Certificate of Marriage (PSA), for married woman
    6. Three pieces of 2x2 recent ID pictures with white background

B. SPC Graduate
    1. Undergraduate Transcript of Record
    2. Certificate of Marriage (PSA), for married woman
    3. Three pieces of 2x2 recent ID pictures with white background

For Returnees:

1. Evaluation of grades from the Registrar's Office
2. Academic evaluation from the Program Head
3. Duly Signed Shifting Form (for those who will transfer to another program)

For Cross Enrollees:

1. A formal letter addressed to the SPC Registrar, stating the intention to cross-enroll. The letter should include the reasons for cross-enrollment and the specific courses or subjects the student wishes to take. This must be approved by the Dean concerned and the SPC Registrar.
2. Permit-to-study from the College where they are in regular residence.
3. Evaluation of grades
4. Copy of course descriptions and syllabi for the courses the student wishes to take.
5. Copy of the valid student ID from the home institution.

3.2.2.2. Submit original documents and one (1) clear copy of each placed in a long brown envelope upon submission to the Admission Office.

3.2.2.3. A promissory note stating the submitted requirements and the date promised for submission is required from student

applicants with incomplete requirements. All requirements must be completed within one semester after enrollment.

3.2.3. Admission Procedure

3.2.3.1. Online Transaction

For Freshmen and Transferees- Fill out the Student Information Form, bit.ly/3UvYWp0

3.2.3.2. Face to Face Transaction

For Freshmen

1. Proceed to the Guidance Office and submit admission documents.
2. Create a student Gmail Account using this format, firstnamelastname.idnumber@gmail.com (e.g. josedelacruz.20191234@gmail.com).
3. Pay the downpayment.
4. Proceed to the Registrar's Office and submit Admission slip for SERMS account activation.

For Transferee

1. Proceed to the Program Head/ or Dean of the selected program.
2. Submit a copy of the TRANSCRIPT OF RECORD (TOR)/OFFICIAL EVALUATION OF GRADES from the previous school attended.
3. Secure a SERMS slip form for year-level reference approved by the Program Head/Dean.
4. Proceed to the Office of Student Affairs and Services, present the evaluation form, and submit admission documents.
5. Create a student Gmail Account using this format, firstnamelastname.idnumber@gmail.com (e.g. josedelacruz.20191234@gmail.com).
6. Pay the downpayment.
7. Proceed to the Registrar's Office and submit Admission slip for SERMS account activation.

For Graduate Studies:

1. Proceed to the Graduate Studies Dean for subject evaluation.
2. Then, proceed to the Office of Student Affairs and Services and submit admission documents.

3. Create a student Gmail Account using this format, firstnamelastname.idnumber@gmail.com (e.g. josedelacruz.20191234@gmail.com).
4. Pay the downpayment.
5. Proceed to the Registrar's Office and submit Admission slip for SERMS account activation.

For Returnee

1. Submit copy subject evaluation form to the Program Head.
2. Create a student Gmail Account using this format, (Proceed to the next step if there is already existing SPC student GMail account) firstnamelastname.idnumber@gmail.com (e.g. josedelacruz.20191234@gmail.com).
3. Pay the downpayment.
4. Proceed to the Registrar's Office and submit Admission slip for SERMS account activation.

REGISTRATION / ENROLLMENT

SECTION 4. REGISTRATION / ENROLLMENT

4.1. ENROLLMENT

Students are required to enroll within the specified enrollment period. All applicants, including freshmen, returnees, cross-enrollees, transferees, shiftees, and irregular students must adhere to the registration requirements set by the institution. A student must be officially registered to receive credit for coursework.

4.2. ENROLLMENT PROCEDURE

For Freshmen, Transferees, Returnees and Active Students

4.2.1. Online Transaction

4.2.1.1. Selection of Subjects at *spc.edu.ph/tertiary-education*

4.2.1.1.1. Select your Program/Department to download *PROSPECTUS* and *COURSE OFFERINGS*.

4.2.1.2. Pre-Approval of Subjects at the HOME Page of *www.spc.edu.ph*

4.2.1.2.1. For mobile phone users, scroll down and click the Student Portal menu or you may go to *my.spc.edu.ph*.

4.2.1.2.2. *Sign-up* and *sign-in* to the Student Portal. (*Take note of your Username and Password*)

4.2.1.2.3. Select *ENLISTMENT tab* and refer to your downloaded PROSPECTUS and COURSE OFFERINGS.

Put comma (,) before the offer number upon enlisting the subjects.

Example: ,12345

4.2.1.2.4. Click 'Submit to Adviser' for pre-approval.

The Enrollment Adviser will evaluate your selected subjects.

4.2.1.3. Certificate of Registration (COR)

View your officially enrolled subjects in the *Registration tab* of your Student Portal.

Note:

1. Wait 3-5 days for your Registration, if subjects are not yet displayed, review your enlistment and contact your Enrollment Adviser.
2. It is the responsibility of the student to verify his inclusion in the official class lists of all his subjects by checking the Evaluation tab in the SPC Portal. A

student will not earn credit on subjects he is not officially enrolled in.

4.2.2. Face to Face Transaction

4.2.2.1. Present *MOODLE ACCOUNT FORM (MAF)* and attach *official down payment receipt*.

4.2.2.2. Wait for the release of the MAF.

Note: Active students are excluded from this face-to-face transaction.

STUDENT CLASSIFICATION

SECTION 5. STUDENT CLASSIFICATION

5.1. Undergraduate Student. Students enrolled in the institution in the undergraduate programs and are classified by year level in the curriculum and according to degree.

5.1.1. **Freshmen (1st Year).** A student shall be classified as a Freshman if they have successfully completed less than 50%+1 of the total number of subjects as prescribed in their program curriculum.

5.1.2. **Sophomore (2nd Year).** A student shall be classified as a Sophomore if they have successfully completed 50%+1 or more of the total number of subjects as prescribed in their program curriculum but have not yet completed the required number of subjects to advance to the Junior (3rd Year) classification.

5.1.3. **Junior (3rd Year).** A student shall be classified as a Junior if they have successfully completed 50%+1 or more of the total number of subjects as prescribed in their program curriculum and have advanced beyond the Sophomore (2nd Year) classification but have not yet completed the required number of subjects to advance to the Senior (4th Year) classification.

5.1.4. **Senior (4th Year).** A student shall be classified as a Senior if they have successfully completed 50%+1 or more of the total number of subjects as prescribed in their program curriculum and have advanced beyond the Junior (3rd Year) classification, but have not yet completed all the subjects required for graduation.

5.2. A student shall be classified as a **Graduate student** if they are enrolled in a master's degree program.

5.3. Regular Student. A regular student who carries the full academic load in any given semester as specified in the curriculum.

5.4. Irregular Student. An irregular student who is carrying an academic load not strictly in accordance with the prescribed program prospectus.

5.5. Returnee. A student who withdrew or stopped from the program for one semester or more and wishes to re-enroll in the institution.

5.6. Transferee. A student who wishes to enroll in SPC from another school.

5.7. Cross-Enrollee. A student from another academic institution who wish to cross-enroll in SPC, subject to the policies and procedures set by the institution.

5.8. Shiftee. Otherwise referred to as "internal transferee**,"** the SPC student leaving one program to transfer to another program duly approved by the Deans of both Colleges and the Registrar.

RETENTION POLICY

SECTION 6. RETENTION POLICY

6.1. GENERAL PRINCIPLES.

The retention policy applies to all undergraduate and graduate programs offered by St. Peter's College. This policy aims to ensure that only students who meet the minimum academic standards progress within their respective programs, while also offering support for those who may need assistance to improve their academic performance.

The policy adheres to the requirements established by the Commission on Higher Education (CHED) through the various memorandums applicable to each specific program.)

6.2. RETENTION CRITERIA BASED ON ACADEMIC STATUS

<table>
<tr><th>Academic Status</th><th>Board Programs</th><th>Non-Board Programs</th></tr>
<tr><td>Warning</td><td colspan="2">- Students will be placed on a warning status if he/she fails 30% or less of the academic units.

The student shall receive a Warning Letter from the Program Head, signed by the Dean, urging improved performance.</td></tr>
<tr><td>Probation</td><td>- Students will be placed on probation if any of the following applies:
a) They fail twice in any major subject (including General Education subjects like Mathematics, Physics, and Chemistry).
b) They fail in 10 or more units of academic subjects in a semester.
- Other students will be placed on probation if they fail 31-50% of the academic units enrolled.

Deloading Equivalence: A student's academic load may</td><td>- Students will be placed on probation if they fail 31-50% of the registered academic units or if they receive two successive warnings.

Deloading Equivalence: For non-board programs, students' academic loads may also be reduced by a number of units equal to the units failed, following the same process as board programs. The Program Head and Dean will evaluate and approve the deloading.</td></tr>
</table>

RETENTION POLICY

Academic Status	Board Programs	Non-Board Programs
	be reduced by a number of units **equal to the units failed** in the previous semester to allow the student to focus on improving performance. This deloading will be subject to evaluation by the Program Head and approval by the Dean.	
Mandatory Exit from Program	- Students are required to exit the program if any of the following applies: a) Fails **twice** in any major subject or fails **10 or more units** in a semester. b) Incurs **two successive probation statuses**. Students exiting a board program cannot shift to other board programs, but may shift to non-board programs.	- Students are required to exit the program if any of the following applies: a) Incurs **two successive probation statuses**. b) Fails **three times in the same major subject**. c) Fails **51-60%** of the academic units in a semester. Students exiting non-board programs may shift to another non-board program, subject to requirements and availability.
Permanent Separation from the College	- Students are required to leave the college if any of the following applies: a) Incurs **three successive probationary statuses**. b) Fails in **61% or more** of the registered academic units. c) Fails **four times** in the same subject. Students exiting the college may shift to a non-board program in another college, subject to requirements and availability.	

6.3. PROGRAM-SPECIFIC RETENTION REQUIREMENTS

6.3.1. The retention policy for each specific program will be guided by the corresponding CHED memorandum, which sets additional requirements and standards:

6.3.1.1. **Bachelor of Arts in Political Science (CHED CMO No. 51, series of 2017):** "Students must pass ALL their Political Science courses to remain in the program. Transferees from

other schools or programs will only be admitted if their previous GPA is 2.5 or better for Political Science courses."

6.3.1.2. **Master of Arts in Education:** Students must maintain a grade of 2.0 or higher in all coursework to remain in the program. If a student's grade falls below 2.0 in any course, they will be placed on academic probation for the following term.

6.4. RESIDENCY

6.4.1. **Undergraduate Programs.** Each undergraduate student at St. Peter's College is expected to complete the requirements of their chosen program within the standard duration prescribed. For a four-year program, the maximum allowable residency period is seven (7) years, beginning from the student's initial enrollment date.

6.4.2. **Graduate Program:** Graduate students enrolled at St. Peter's College must adhere to a maximum residency requirement of seven (7) years from their initial enrollment date.

6.4.2.1. *Continuous Enrollment Requirement.* Graduate students must maintain continuous enrollment to ensure progress within the maximum residency period. If any courses lapse within the 7-year period, students must re-enroll in those courses to complete the academic requirements.

ACADEMIC POLICIES

SECTION 7. ACADEMIC POLICIES

7.1. SUBJECT LOAD/SUBJECT SEQUENCE/ADVANCE AND BACK SUBJECTS

7.1.1. The subject load shall be in accordance with the approved curriculum for each degree program. Reasonable exemptions may be permitted taking into account the best interest of the students and the objectives of the educational system1.

7.1.2. Students shall conform to the subject load and sequence contained in their approved curriculum for each degree program. Strict compliance for pre-requisite subjects shall be observed.

7.1.3. As a general rule, a student is not permitted to take any advance subject until he has satisfactorily passed the pre-requisite subject/s. Otherwise, the advance subject shall not be credited regardless of his performance in it. However, a graduating student by the end of the school year may be allowed to enroll in pre-requisite and advance subjects simultaneously under the following conditions:

7.1.3.1. when the pre-requisite is a repeated subject;

7.1.3.2. when the student has good scholastic standing.

7.1.4. For a subject with laboratory, the lecture and laboratory components

7.1.5. should be enrolled simultaneously for first takers in a semester.

7.1.6. All students are required to complete six (6) units of National Service Training Program (NSTP) and eight (8) units of Physical Education (PE).

7.1.7. NSTP subjects should be completed at the end of the first curriculum year while PE subjects should be completed at the end of the second curriculum year.

7.1.8. No student should be allowed to enrol in their last curriculum year unless he has taken and passed all PE and NSTP subjects.

7.1.9. In case a subject is no longer offered due to revision of the old curriculum, the student shall seek advice from the Dean for possible equivalence.

7.1.10. Transferees must have their previous subjects evaluated by the Dean to determine equivalency with the program's curriculum.

7.2. OVERLOAD

7.2.1. A graduating student may be allowed to enroll an additional six (6) units in the last semester provided that those who have OJT subject shall comply with the provision of Section 7.1.1.

7.2.2. Request for overload shall be filed with the Dean upon the recommendation by the Program Head, before or during enrollment period.

7.2.3. Only graduating students can request an overload, which must be recommended by the Program Head and approved by the Dean before or during the enrollment period. This is in accordance with the new CHED memo requiring strict adherence to the curriculum specifications.

7.2.4. Bridging subjects, which are now identified only in specific curricula. Depending on the program requirements, these subjects may be taken as part of the regular load or more than that. The inclusion of bridging subjects in a student's course load must be recommended by the Program Head and approved by the Dean.

7.2.4.1. Students required to take bridging subjects must do so as part of their degree completion plan, ensuring that these subjects are scheduled in a manner that does not impede their timely graduation.

7.2.4.2. Bridging subjects cannot be substituted for elective or major subjects unless explicitly stated in the curriculum guidelines.

7.2.4.3. The specific curricula that include bridging subjects will be reviewed and updated every five (5) years to ensure they meet the evolving educational needs of students.

7.2.4.4. Students must receive academic advising to understand the implications of taking bridging subjects and to plan their course schedules effectively.

7.2.4.5. Any adjustments to a student's load due to bridging subjects must be documented and approved through the formal academic advising process.

7.3. REQUESTED SUBJECTS

7.3.1. Only graduating students and those who failed in pre-requisite subject for the succeeding semester/term are allowed to request the same subject which shall be accomplished not earlier than thirty (30) days but not later than fifteen (15) days before the scheduled official opening of classes for graduating students and five (5) days for the students who would retake the subject/s.

7.3.2. Only graduating and repeater students can request and enrol in major subjects during summer term. Otherwise, they will be automatically deleted from the official list of enrollees.

7.3.3. Irregular students as evaluated by the Program Head and approved by the Dean may be allowed to request minor subjects.

7.3.4. Students must submit a written justification for their requested subject/s including their willingness to shoulder the required fees as indicated in Section 7.3.9.

7.3.5. The requested subject/s of the students should be reviewed and duly signed by the Dean to ensure they are academically justified.
Note: Approval of requested subject by the Vice President for Academic Affairs shall always be subject to the availability of instructor as recommended by the Dean.

7.3.6. The subject request form shall be signed by at least fifteen (15) students. These students shall be given priority enrollment when the request to offer the subject is confirmed by the Registrar.

7.3.7. In case the number of students is less than the required minimum number of fifteen (15) enrollees, the students are required to pay an assessment equivalent to fifteen (15) students on the requested subject.

7.4. CHANGING, ADDING AND DROPPING OF SUBJECTS

7.4.1. Adding/Changing/Dropping of Subjects is permitted only after enrollment is validated. This shall be processed during enrolment period and within seven (7) days after the official opening of classes of any school term.

7.4.2. Adding/Changing/Dropping of subjects in any school term may be allowed for the following reasons:
7.4.2.1. failure in pre-requisite subjects
7.4.2.2. conflict of schedules due to:
7.4.2.2.1. opening of requested subjects
7.4.2.2.2. dissolved/fused subjects
7.4.2.2.3. dropping of some subjects due to unavoidable circumstances, subject to the approval of the Dean and Registrar.

7.4.3. In cases wherein, the student fails to officially drop a course, the student shall be given a final grade of:
7.4.3.1. "5.00" or
7.4.3.2. "FA" (FAILURE DUE TO ABSENCES) if he failed to show up.

7.5. DISSOLVED / FUSED SUBJECTS

7.5.1. Subjects with less than the fifteen (15) students enrolled shall be dissolved. However, regularly offered subjects with only one (1) section are not covered by this provision.

7.5.2. The same subjects with the same schedule, if combined and do not exceed the maximum class size shall be fused.

7.5.3. Students enrolled in dissolved subjects shall opt to substitute them with another subject upon approval of the Dean.

7.5.4. Students enrolled in dissolved subjects who will not take or cannot take substitute subjects but has already fully paid the tuition fee, shall be reimbursed corresponding to the amount paid for the dissolved subject.

7.5.5. Students affected by dissolved subjects will be assisted by the Dean, in consultation with Vice President for Academic Affairs, in identifying suitable replacement courses to ensure minimal disruption to their academic progress.

7.6. WITHDRAWAL OF ENROLLMENT FROM SPC

7.6.1. A student's enrollment is considered void if he has officially withdrawn his enrollment before the prelim exam week.

7.6.2. A student's **enrolled subjects** will be marked "W" (Withdrawn) if he withdraws ALL his subjects within the prelim exam period onwards. He will be charged as follows:

7.6.2.1. Within the Prelim exam week- 25% of the pertinent tuition and other school fees.

7.6.2.2. Up to the Midterm exam week- 50% of the pertinent tuition and other school fees

7.6.2.3. After the Midterm exam week- 100% of the pertinent tuition and other school fees.

7.6.3. Refunds due for the semester:

7.6.3.1. Any amount paid in excess of the total fees of miscellaneous items with non-refundable fees will be refunded only after evaluation of the period the student withdraw his/her enrollment.

7.6.4. The following fees are non-refundable:

7.6.4.1. Minimum down payment

- The following fees are payable upon withdrawal of enrollment and non-refundable if fully paid:
    - New Students (Freshmen & Transferees): Registration, Entrance, Computer Service, Internet, Testing, ID and Insurance
    - Old Students/Returnees/Graduating Students: Registration, Computer Service, Internet, ID and Insurance

7.7. SHIFTING POLICY

7.7.1. A student shall be allowed to shift upon the approval of the Dean of both colleges and the Registrar.

7.7.2. The student must get the shifting form at the Registrar's Office, fill out all items needed and accomplish (3) three copies. Submit accomplished form to the Registrar, another copy to the current Dean and retain one received copy for himself/herself.

7.8. TRANSFER CREDIT FROM OTHER HIGHER EDUCATIONAL INSTITUTIONS

7.8.1. Student's courses taken from other HEIs may be credited upon evaluation by the Program Adviser and will be approved by the Dean, provided that these courses have similar course titles, course description, and course content. Provided further, that the units of the course to be credited must not be less than the equivalent SPC course required in the program.

7.8.2. The following documents must be submitted to the Program Adviser for evaluation:

7.8.2.1. Transcript of Records

7.8.2.2. Subject Credit Evaluation Form (secure from the Registrar's Office)

7.8.2.3. Course Syllabi or Course Outline containing course title, description, references used in previous school for every course (subject) to be credited.

7.9. CROSS-ENROLLMENT

7.9.1. No student from other institution shall be allowed to cross enroll in SPC and in another institution simultaneously during a given semester/summer term.

7.9.2. Cross-enrollment may only be allowed for SPC graduating students with the approval of the Dean.

7.9.3. Subjects for cross enrollment shall only be taken in schools duly recognized by the Commission on Higher Education (CHED).

7.9.4. To cross enroll, the student must secure a permit from the Registrar's Office upon the approval of the Dean concerned. Cross-enrollment permit shall not be issued to more than one educational institution per student.

7.9.5. Cross-enrollment shall be allowed only for the following reasons:

7.9.5.1. the subject is not offered in the current semester or summer term.

7.9.5.2. the subject is no longer offered (old curriculum).

7.9.5.3. the subject is offered but is in conflict with the schedule of other enrolled subjects.

7.9.6. The maximum allowable load to cross enroll for the regular semester is 6 units and 3 units for the summer term.

7.9.7. Cross-enrollment permit shall only be issued to a student who is officially enrolled.

7.9.8. Cross-enrollment shall only be availed as a last option after other remedies (e.g. petition, equivalence) have been tried.

7.9.9. Cross-enrolled subjects shall be part of the student's total load. Cross-enrolled subjects resulting in overload shall be governed by the policies on overload.

7.9.10. Students undergoing On-the-Job Training/Practicum shall not be allowed to cross enroll professional subjects.

7.9.11. Application for cross-enrollment shall be filed at the Registrar's Office during the enrollment period.

7.9.12. Students must submit their cross-enrollment grades to the Registrar's Office within two (2) weeks of completion for validation and crediting. Failure to do so may result in a delay in the posting of grades and potential impact on graduation timelines.

7.9.13. The institution reserves the right to revoke cross-enrollment permits if the student fails to meet the academic standards or if there is evidence of academic dishonesty or other violations of institutional policies.

7.10. ATTENDANCE

7.10.1. Regular attendance is required in all classes from the first meeting of every course to the end of the semester.

7.10.2. Students are allowed a maximum of 20% absences of the total class hours per semester. This percentage is calculated based on the specific course schedule.

7.10.2.1. For a 3-unit course meeting once a week, the maximum number of allowable absences is 3.

7.10.2.2. For a 3-unit course meeting twice a week, the maximum number of allowable absences is 7.

7.10.2.3. For a 3-unit course meeting three times a week, the maximum number of allowable absences is 10.

7.10.3. A student shall be given a mark of FA (Failure due to Absences) if he incurs absences more than the allowable percentage of class hours.

7.10.4. Absences will be considered valid only if they are due to the following reasons and the student provides the required documents:

7.10.4.1. Medical Reasons: A medical certificate is required for health issues or hospitalization.

7.10.4.2. Family Bereavement: A death certificate is required for the death of an immediate family member.

7.10.4.3. School Activities: An approved co-curricular activity form is required for participation in school-sanctioned academic and co-curricular activities, both inside and outside the school.

7.10.5. A student is held responsible for all lessons and assignments that he missed during his absence.

Length of class (hour)	Waiting time (minutes)
1	10
1 ½	15
3	20

7.10.6. A student who arrives after the waiting time is considered tardy. Three instances of tardiness without justifiable reasons is equivalent to one absence.

7.10.7. Classes may be suspended due to the following reasons:

7.10.7.1. During typhoons and other calamities as declared by the local government.

7.10.7.2. For local and national holidays.

7.10.7.3. As declared by the school management.

7.11. EXAMINATION

7.11.1. Major examinations during the regular semesters include the following:

7.11.1.1. Prelim, Midterm, Pre-final and Final Exam for the College level.

7.11.1.2. Midterm and Final Exam for the Graduate Studies.

7.11.2. During summer term the major exams for College and Graduate Studies consist of midterm and final exams only.

7.11.3. Present examination permits for term examinations. Secure examination permits from the Accounting/Finance Office.

7.11.4. For prelim, midterm, and pre-final exams, students must follow these steps to secure an examination permit:

7.11.4.1. Obtain assessment from the SPC Portal.

7.11.4.2. Pay the assessed amount at the Cashier's Office.

7.11.4.3. Present the official receipt to the Accounting Office at Window 5 to receive the exam permit.

7.11.5. One (1) week before the final examination schedule, the students shall:

7.11.5.1. Accomplish Clearance Form secured from the Accounting Office.

7.11.5.2. Secure examination permit as provided in Section 7.11.4.1 to 7.11.4.3.

7.11.6. Rules on Departmental Exam

7.11.6.1. Students should wear the prescribed school uniform and present school ID/COR to the proctor.

7.11.6.2. Cellular phones and other electronic gadgets must be turned off and placed inside the bags during the conduct of the examination. Bags are placed orderly in front of the classroom.

7.11.6.3. Student who will be late for more than 15 minutes will not be allowed to take the exam.

7.11.6.4. In any case, the examination may terminate if the procedure is compromised due to students' improper conduct such as but not limited to threats against a proctor and massive cheating.

7.11.6.5. Courses included in the departmental examinations are Math and GEC courses.

7.11.7. Rules on Special Examination and Incomplete Grade

7.11.7.1. In addition to the valid reasons mentioned in Section 7.10.4, a student shall secure permit from the Accounting Office as a proof that he was not able to pay for his school bills on time for him to be allowed to take the special examination.

7.11.7.2. The prescribed period for the special examination for prelim, midterm and pre-final terms is within ten (10) days after the last scheduled examination.

7.11.7.3. Student who fails to take any of the first three term examinations during the prescribed period will be given a score of zero or a grade of 5.0 for the examination component only. However, the other components such as quizzes, attendance, class recitation, etc. will be computed for the term grade.

7.11.7.4. Student who fails to take the Final Term Examination with valid reasons and incurred an INC for the subject/s may apply for special examination within one academic year (refer to Section 7.11.7.6) following the procedures:

7.11.7.4.1. Secure the Special Exam Approval Form from the Vice President for Academic Affairs after presenting tdocumentary evidences, Grades printout, and Final Permit.

7.11.7.4.2. Accomplish the Special Exam Approval Form.

7.11.7.4.3. Proceed to Cashier for payment of special exam and issuance of Special Examination Form (SEF).

7.11.7.4.4. Present two (2) copies of the SEF to the instructor for the special examination. The instructor will only allow the student to take the special examination if it is still within the prescribed examination period.

7.11.7.4.5. After taking the exam, the student must obtain one copy of the Special Exam Form (SEF), duly signed by the instructor, signifying that they have taken the special exam and passed the subject. The instructor must also attach the following documents:

- A certification under oath from the teacher in-charge stating that the student, who was under an excusable circumstance, has successfully passed or completed the subject.
- A letter from the teacher in-charge, addressed to the Office of the Registrar, requesting the change of grade from "INC" to a passing grade. This letter must be duly recommended by the Dean and/or Department Head and approved by the Vice President for Academic Affairs and/or Dean.

7.11.7.4.6. Present the documents indicated in Section 7.11.7.4.5 to the Registrar's Office after fifteen (15) days to get the grades printout of the subject.

7.11.7.4.7. Loss of the SEF student's copy may void the special exam grade.

7.11.7.5. The preceding procedures shall be applied to the subjects with Incomplete (INC) Grades due to non-compliance of the requirements such as hardbound copy of thesis, practicum portfolio, laboratory reports, narrative reports, research papers and other academic requirements as indicated in the course syllabus.

7.11.7.6. Failure to comply the Special Exam and other requirements for the final term within one academic year, the student has to re-enrol the subject. For this

purpose, an Academic Year is reckoned from the last day of the scheduled final examination of the current semester or term up to the end of the same semester or term of succeeding school year.

7.12. GRADING SYSTEM

7.12.1. During regular semester, the academic performance of student shall be computed using the Cumulative Average System and Averaging System during summer term.

7.12.2. For regular semesters, there shall be four (4) grading periods with four term grades as follows: Prelim Term Grade (PG), Midterm Grade (MG), Pre-Final Term Grade (PFG) and Final Term Grade (FG). These term grades are reflected on the instructor's class report and are computed cumulatively throughout the semester as follows:

7.12.2.1. Midterm Cumulative Grade: (PG + MG) ÷ 2 = MCG

7.12.2.2. Pre-final Cumulative Grade: (MCG + PFG) ÷2 = PfCG

7.12.2.3. Final Cumulative Grade: (PfCG + FG) ÷ 2 = FCG
The grades reflected on the Grades Printout are the cumulative grades (MCG, PfCG, FCG).

7.12.3. For the summer term, there shall be two (2) grading periods with two term grades as follows: Midterm Grade (MG) and Final Term Grade (FG). These term grades are reflected on the instructor's class report and are computed cumulatively throughout the summer term as follows:

7.12.3.1. Final Cumulative Grade = (MG + FG) / 2 = FCG
The grades reflected on the Grades Printout are the cumulative grades (FCG).

7.12.4. As a general rule, grades should be truncated to two decimal places in the Final Cumulative Grade, in accordance with CHED Region X Memorandum from Director IV No. 003, series of 2024.

7.12.5. To pass a course and earn credits, a student must receive a Final Cumulative Grade of at least 3.04. A Final Cumulative Grade of 3.04 or higher is considered passing. Any grade below 3.05 is deemed failing and equivalent to a 5.00. Once submitted to the Registrar's Office, grades cannot be changed.

7.12.6. Subject/s of a student will be marked "Withdraw" (W) if he applies for withdrawal of subject.

7.12.7. If a student incurs more than the allowable absences, he will be given a grade of "FA" (refer to Section 7.10).

7.12.8. The passing grade for Graduate Studies is 2.0. Students must achieve at least a 2.0 to earn credit for a course. Grade below 2.0 is considered failure and do not count towards graduation requirements.

7.12.9. The grading criteria for students are as follows:

7.12.9.1. For Lecture Classes
Class Involvement: 40%
Term Examination/Term Paper/Course Requirements/Projects: 60%

Indicators		**Percentage**
Class Involvement	Quizzes/Reporting	25%
	Class Participation (Boardwork/Virtual, Seatwork, Oral Recitation, Assignment, Attendance)	15%
Term Examination/Term Paper/Course Requirements/Projects		60%
Total		**100%**

7.12.9.2. For Laboratory Classes
Class Involvement: 40%
Term Examination/Term Paper/Course Requirements/Projects: 60%

Indicators		**Percentage**
Class Involvement	Laboratory Output	60%
	Class Participation (Boardwork/Virtual, Seatwork, Oral Recitation, Assignment, Attendance)	15%
Term Examination/Term Paper/Course Requirements/Projects		25%
Total		**100%**

7.12.9.3. For Lecture with Laboratory Classes
Class Involvement: 40%
Term Examination/Term Paper/Course Requirements/Projects: 60%

Indicators		Percentage
Class Involvement	Major Examination and/or Project Output	60%
	Class Participation (Boardwork/Virtual, Seatwork, Oral Recitation, Assignment, Attendance)	15%
Laboratory Outputs, Experiments, and Quizzes		25%
Total		**100%**

7.12.9.4. Grading System

Grade	Percentage	Grade	Percentage	Grade	Percentage	Grade	Percentage
1.00	95% - 100%	2.00	85%	3.00	75%	4.00	65%
1.10	94%	2.10	84%	3.10	74%	4.10	64%
1.20	93%	2.20	83%	3.20	73%	4.20	63%
1.30	92%	2.30	82%	3.30	72%	4.30	62%
1.40	91%	2.40	81%	3.40	71%	4.40	61%
1.50	90%	2.50	80%	3.50	70%	4.50	60%
1.60	89%	2.60	79%	3.60	69%	4.60	59%
1.70	88%	2.70	78%	3.70	68%	4.70	58%
1.80	87%	2.80	77%	3.80	67%	4.80	57%
1.90	86%	2.90	76%	3.90	66%	4.90	56%
						5.00	55% below

Note: Grades are truncated to two decimal places in accordance with CHED Region X Memorandum from Director IV No. 003, series of 2024.

7.12.10. For Technical Vocational Education & Training:
75%-100% COMPETENT
74% and below NOT YET COMPETENT

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

7.13. GENERAL POINT AVERAGE (GPA)

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

Example:

Subject	Units	Grade
GEC 1 – Understanding the Self	3	1.50
GEC 2 – Readings in Philippine History	3	3.00
GEC 3 – The Contemporary World	3	1.80
GEC 5 – Purposive Communication	3	1.00
ELS 100 – Intro. To English Lang. System	3	1.50
GEC 8 – Art Appreciation	3	2.30
PATHFIT 1 – Movement Competency Training	2	2.00
NSTP 1 – CWTS 1	3	1.50
Total	23	

GPA = [(1.50*3)+(3.00*3)+(1.80*3)+(1.00*3)+(1.50*3)+(2.30*3)] ÷ 18
GPA = 1.85

7.13.2. The GPA is truncated at two decimal places.

7.13.3. Non-academic subjects such as, NSTP (ROTC/CWTS/LTS) and PATHFIT, are not included in the computation of GPA.

7.13.4. In the computation of GPA, subjects which are marked with "Withdraw" (W) are not included while subjects marked "Failure due to Absences" (FA) which has an equivalent grade of 5.0 is included.

7.14. GENERAL WEIGHTED AVERAGE (GWA)

7.14.1. The **General Weighted Average (GWA)** is the weighted average of all academic subjects completed by the student throughout the program of study.

7.14.2. The GWA shall be expressed as its equivalent percentage based on the grading system.

7.14.3. The provisions under Sections 7.13.2, 7.13.3, and 7.13.4 shall likewise apply in the computation of the GWA.

POLICY ON ON-THE-JOB-TRAINING AND PRACTICUM

SECTION 8. POLICY ON ON-THE-JOB-TRAINING AND PRACTICUM

8.1. POLICY ON ON-THE-JOB-TRAINING AND PRACTICUM

8.1.1. Students must have passed or completed all required professional courses before being allowed to enroll in the OJT program. (*Based on CMO 104 s. 2017, art VI, sec.12 unless otherwise a different arrangement is indicated in the program's CMO)*

8.1.2. Students enrolled in OJT or Practicum during the 1st or 2nd semester are allowed to enroll in additional subjects' equivalent to six (6) units only or as prescribed in the course curriculum. Provided, that schedules of additional subjects shall be from 5:30 P.M. onward or during weekends.

8.1.3. Students can only enroll in OJT or Practicum during the summer term if the total number of hours required for OJT can be completed within the summer term. Further, students enrolled in OJT or Practicum during the summer term cannot enroll in any additional subject.

8.1.4. Duration is determined by the academic program and usually lasts one semester or a predetermined number of hours.

8.1.5. Upon completing the OJT or Practicum program, students will receive a certificate of completion.

8.1.5.1. OJT and Practicum Certificate(s): The following must be strictly followed as minimum requirements for Special Order applications.

8.1.5.1.1. Only a notarized original internship certificate/s shall be attached.

8.1.5.1.2. The certificates must reflect, as a minimum, the following details:

a. If applicable, (i) the branch name/unit of the Host Training Establishment (HTE), (ii) the department in an LGU, and (iii) the regional, provincial or city office of a national government agency;

b. The HTE's complete address, contact number, and email address (or these details written at the back of the certificate by the HEI);

c. If the HTE is a micro or a small private business entity: (i) SEC registration number, (ii) DTI certificate / permit

number, (iii) business certificate / permit number;

d. If the HTE is an NGO, the SEC registration number;
e. If the HTE is a private self-employed offering professional services, the (i) professional license number or roll number, (ii) DTI certificate / permit number and/or business certificate / permit number;
f. Name of student;
g. Inclusive dates of internship;
h. Number of hours rendered;
i. Date and place of issue;
j. If the provision from CMO 104 s. 2017, art. 7, sec. 16.3.2 is applied, an indication of the student's title or position in the organization and the hiring date, in lieu of inclusive dates and number of hours (date of issue must not be beyond fifteen (15) calendar days prior to the end of the semester when the internship is enrolled; and the
k. Original signature of a qualified signatory (or signatories, if applicable).

8.1.5.1.3. The signatory of the certificates (local internship) must be someone who holds any of the following ranks / positions:

a. For civilian government agencies and GOCCs: at least the (i) chief, (ii) department head, (iii) provincial or city director, (iv) MCP administrator, (v) school principal or head, (vi) clerk-of-court, (vii) provincial or city prosecutor, (viii) chief of staff of elected officials in the executive and legislative branches, (ix) officer in-charge (OIC) in the absence of an appointed official of the abovementioned ranks, (x) highest ranking official for agencies without any of the abovementioned positions;
b. For military and law enforcement agencies: at least the (i) chief-of-police, (ii) fire

marshal, (iii) jail warden, (iv) commanding officer of an AFP unit, (v) officer in-charge in the absence of an appointed official of the abovementioned ranks, (vi) highest ranking official for agencies that do not have any of the abovementioned positions; and

c. For business establishments and non-governmental organizations: (i) human resources director or manager, (ii) department head / plant manager / branch head / manager, (iii) owner / proprietor.

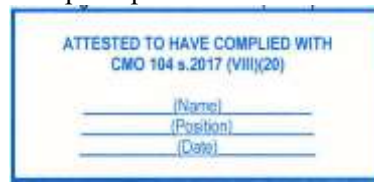
8.1.5.1.4. All signature/s must be original. E-signatures / digital signatures will not be honored.

8.1.5.1.5. Online delivery, in full or in part thereof, of internship certificates, including application of the provision from CMO 104 s.2017 art. 7, sec.16.3.2, is prohibited except for semesters that started during the period of the COVID-19 pandemic (summer AY 2019- 2020 / March 2020 to 2nd semester AY 2022-2023 / January 2023).

8.1.5.1.6. Issuance by the HEI of internship certificates, not covered by the exemption of the preceding provision, is prohibited.

8.1.5.1.7. For internship certificates issued by an HTE that is wholly or partly owned by the HEI, the total hours rendered or to be credited must not exceed half the total hours required in the curriculum.

8.1.5.1.8. Certificates must be stamped and signed in the back portion with an attestation by the Dean and/or internship coordinator signifying that based on their personal knowledge an internship was undertaken or could be that the student is an employee of an establishment / organization. The stamp template shall be:



8.1.5.1.9. Internship certificates, issued by the family-owned organization or signed by the direct supervisor or highest-ranking person related to the student within the 4th degree of consanguinity or affinity, will be invalidated.

8.1.5.1.10. If the provision from CMO No. 40 s. 2008 art. XXIII sec. 110 is applied, the following must be attached in lieu of the internship certificate:

a. Photocopy of the Memorandum of Agreement, and
b. List of students currently undergoing internship alongside their start date in the HTE. The signatory shall conform to section 11(5)(iii) of this Memorandum.

8.1.5.1.11. If the provision from CMO No. 40 s. 2008 art. XXIII sec. 110 is applied, but a deficiency is issued, and the SO application is resubmitted after the graduation date, the preceding provision shall not apply anymore and the rules for the internship certificate shall supersede. *(Based on CHED Region X Memo No. 3 s. 2024 Section 2 Item no.5)*

ACADEMIC CONSULTATION

SECTION 9. ACADEMIC CONSULTATION

9.1. ACADEMIC CONSULTATION

9.1.1. Any academic concern of a student shall be addressed to the concerned instructor or Program Head/Dean during the consultation hours.

9.1.2. All student transactions and/or concerns such as special exams, incomplete grades, and other academic-related matters shall be discussed only within the school premises with the concerned instructor or through the Dean's office. For this purpose, the student shall convey their concern through a formal letter, and the Dean shall act on the same within a reasonable time.

9.1.3. Each instructor shall designate and observe a minimum of two (2) hours and a maximum of six (6) hours per week for academic consultation, or such number of hours as prescribed in their program curriculum. The approved consultation schedule shall be posted in the faculty office and communicated to the students. Students shall consult their instructors only during the designated hours, except in urgent cases or when another schedule has been mutually agreed upon.

9.1.4. Students should check the schedule for consultation hours of each instructor posted in the faculty office.

9.1.5. Students should sign the consultation logbook documenting the date, time, and nature of the concern, as well as any resolutions or follow-up actions.

9.1.6. Students are expected to prepare for consultations by clearly identifying their concerns and, if possible, proposing potential solutions or questions to facilitate a productive discussion.

DEAN'S LIST

SECTION 10. DEAN'S LIST

10.1. DEAN'S LIST

The Dean's List is an award for non-graduating students every regular semester.

10.2. ELIGIBILITY CRITERIA

10.2.1. Students must have a GPA of 1.50 or higher with no grade lower than 2.5 in any subject taken for the semester as prescribed in the course curriculum (see Section 7.13 for GPA calculation).

10.2.2. Students must not have been subjected to any disciplinary action.

10.2.3. Students must not have any "W" (Withdrawn) subject enrolled during the semester.

10.3. ENDORSEMENT

The Program Head will evaluate the student's subjects in their program and prepare the list of qualified Dean's Listers, to be submitted to the Dean for approval, on the second month of the Second Semester.

10.4. VERIFICATION PROCESS

The Dean will verify the student's subjects and eligibility criteria before finalizing the Dean's List. The official list of Dean's List, as noted by the Registrar, will be submitted to the Office of the Vice President for Academic Affairs for consolidation two months before the Recognition Day.

10.5. NOTIFICATION AND ANNOUNCEMENT

Students who qualify for the Dean's List will be notified by the Dean. Official list of Dean's List will be posted in official channels.

10.6. REEVALUATION AND APPEALS

10.6.1. Appeal Process

10.6.1.1. If a student believes there has been an error in the evaluation of his/her eligibility for the Dean's List, he/she may submit an appeal using the Dean's List Appeal Form to the Dean within two weeks of the notification of Dean's List results.

10.6.2. Appeal Review

10.6.2.1. The Dean will review the appeal, considering the student's explanation and any supporting documents. The decision will be communicated to the student within two weeks of receiving the appeal.

10.6.3. Appeal Decision

10.6.3.1. Decisions on the appeals favorable to the student will result in his/her being added to the Dean's List and receive the corresponding recognition. The decision of the Dean on the appeal is final.

10.7. AWARD AND RECOGNITION

Students on the Dean's List will receive their certificate of recognition through email from their respective colleges.

10.8. RESPONSIBILITIES OF DEAN'S LISTERS

10.8.1. Dean's Listers are expected to serve as role models for their peers.

10.8.2. They may be asked to participate in academic and extracurricular activities representing the school.

GRADUATION POLICIES

SECTION 11. GRADUATION POLICIES

11.1. GRADUATION REQUIREMENTS AND PROCEDURE

Graduation Day is an annual school ceremony where students who have successfully completed an academic program are conferred with the appropriate Title, Degree, Diploma, or Certificate. The following requirements must be satisfactorily completed by a student to be eligible for graduation:

11.1.1. The candidate must file an application for graduation at the Dean's office before the preliminary examinations of their final semester or term.

11.1.2. The application must include the following documents:

- Requirements for Undergraduate Program
  - Original Form 137-A
  - Original TOR from previous HEI/s (if a transferee)
  - Evaluation Sheet
  - Prospectus with grades (CHED-stamped)
  - Grades print out
  - Notarized OJT Certification
  - Thesis or Capstone Certificate of Completion
  - Original PSA Birth Certificate (if not clear, provide LCR)
  - Justification Letter (for late submission of application for graduation)
- Requirements for Graduate Studies
  - Filled out Graduation Application Form
  - Grades Print-out
  - Evaluation Sheet (signed by the Dean and Program Head)
  - Original or complete TOR from previous HEI/s (graduate TOR, if a transferee)
  - Original or complete TOR from previous HEI/s (undergraduate)
  - Photocopy of CHED-stamped/ CHED-noted curriculum covering the graduate.
  - Certificate of Comprehensive Exam Completion bearing (1) rating & dates when the Comprehensive Exam was taken (2) original signature of Dean of the Graduate School, the Registrar, and the VPAA.
  - Notarized original Certificate of Similarity/ Plagiarism Scanning bearing the (1) date of plagiarism scanning, (2) software used, (3) percentage of similarity, (4) HEI's acceptable

percentage of similarity, (5) name of proponent and (6) thesis title.
- Proof of publication in a refereed journal (1) photocopy of the journal cover (2) photocopy of the title page (3) photocopy of the copyright page (4) photocopy of the table of contents (5) photocopy of the published article.
- Notarized Certificate of Oral Revalida (1) bearing the date/s when the revalida was conducted (2) signatures of at least two faculty members of the graduate school present and the Dean of the Graduate School.
- Original PSA-issued Marriage Contract, if applicable
- Original PSA-issued Certificate of Live Birth
- Hardbound copy of thesis with two (2) properly labeled CDs
- Justification Letter (for any Violations of Maximum of Residency Requirements)

11.1.3. The candidate must have established a residence of at least one academic year or two semesters with at least 42 units of academic subjects.

11.1.4. The candidate must have complied with and satisfactorily completed all the requirements of the prescribed course. Students who fail to complete these requirements will not be allowed to participate in the Commencement Exercises or any related graduation activities.

11.1.5. Failure to comply with the graduation requirements within the prescribed period shall be considered a waiver of the student's right to be included in the deliberation for graduating students.

11.1.6. A student is considered a graduate only upon the issuance of a Diploma and a Transcript of Records with a Special Order duly issued by CHED or TESDA.

11.1.7. Suggested Additional Requirements:

11.1.7.1.1. The candidate must have no outstanding financial obligations to the school, including tuition fees, library fees, and other miscellaneous fees.

11.1.7.1.2. The candidate must have completed all required exit interviews and clearance forms, including clearance from the library, accounting office, registrar, and other relevant departments.

11.1.7.1.3. The candidate must have attended and participated in all required graduation rehearsals, unless excused by the Dean’s office for a valid reason.

11.1.7.1.4. The candidate must adhere to the school's code of conduct and not have any unresolved disciplinary actions pending at the time of graduation.

11.1.7.1.5. The candidate must ensure that all personal information and academic records are accurate and up-to-date in the school's database prior to graduation.

11.1.7.1.6. These requirements are designed to ensure that all graduating students meet the academic, financial, and procedural standards set by the institution, thereby maintaining the integrity and quality of the graduation process.

11.2. HONORS AND AWARDS

Honors and awards are given to deserving graduates provided that they have met the standards set by the school.

11.2.1. The computation of the General Point Average (GPA) for honors **excludes NSTP and PATHFIT** subjects.

11.2.2. The following honors are granted based on the GPA and minimum grade requirements, to wit:

- ***Cum Laude*** – The required General Point Average is between 1.34 and 1.50 with no grade lower than 2.5 in all academic subjects of his/her program/course. The student will not qualify for Cum Laude if their truncated GPA is less than 1.50.
- ***Magna Cum Laude*** – The required General Point Average is between 1.17 and 1.33 with no grade lower than 2.0 in all the academic subjects of his/her program/course.
- ***Summa Cum Laude*** – The required General Point Average is between 1.00 and 1.16 with no grade lower than 2.0 in all the academic subjects of his/her program/course.

11.2.3. A student must not have been subjected to any disciplinary action and must have no **"W" (Withdrawn)** or "**NG" (No Grade)** in any enrolled subjects.

AWARDS AND RECOGNITIONS

SECTION 12. AWARDS AND RECOGNITIONS

12.1. SPECIAL AWARDS

12.1.1. For Graduating Students

12.1.1.1. **Danilo G. Punongbayan Leadership Award**. This award is given to the most outstanding student leader who displays strong leadership imbued with good moral values, academic excellence and indefatigable service to the community amidst personal responsibilities. This award also gives recognition to those who have rendered exemplary service to the school and student body through active leadership in student organization.

12.1.1.1.1. Be an officer of at least one (1) recognized student organization on campus for two (2) years, as certified by the Dean of Student Affairs and Services.

12.1.1.1.2. Must have a Grade Point Average (GPA) of at least 2.50 in his/ her last semester

12.1.1.1.3. Must have initiated and conducted at least two (2) off-/ in-campus community-based projects.

12.1.1.1.4. Must have initiated at least four (4) student development activities.

12.1.1.2. **Athlete of the Year Award**. This award is given to a student who has consistently achieved outstanding performance in any athletic competitions.

12.1.1.2.1. Must have been and represented the SPC team in the Lanao-Iligan City Tertiary Schools Athletic Association for at least two years.

12.1.1.3. **Performing Arts Award**. This award is given to the most outstanding student who is able to show his/her finest in the field of performing arts as well as leading the group in garnering recognition within and outside St. Peter's College.

12.1.1.3.1. Must have been an official representative of St. Peter's College in competitions for at least two years.

12.1.1.4. **Loyalty Award**. This is given to student who has completed his studies at St. Peter's College from the

first grade of his elementary or secondary education up to the tertiary level.

12.1.1.5. **Escolastica Punongbayan Paguio Scholar Award**. This award shall be conferred upon Student Assistants (Office-Based and Field-Based) who have continuously served the institution from their first year through their fourth year, until their final academic semester before undertaking OJT or internship. It recognizes their sustained dedication, discipline, commitment, and valuable contribution to the operations of the College.

12.1.1.6. **Best Research Paper Award**. This award shall be conferred upon the most outstanding research paper selected from among the departmental nominees. To qualify for the award, the research study must address an identified concern, issue, need, or problem of St. Peter's College and provide findings or recommendations that may contribute to its improvement. The selection shall be based on the criteria and process established by the Department of Research, Innovation and Community Engagement (DRICE). The paper shall demonstrate exemplary quality in writing, citation of literature, rationale, presentation, relevance to the identified institutional concern, and contribution to knowledge in the field.

12.1.1.7. **Best Research Presenter**. This award shall be conferred upon the most outstanding presenter selected from among the departmental nominees, based on the final oral defense and the criteria and selection process established by the DRICE.

12.1.1.8. A Special Award is given to students who have shown exemplary performance in their respective fields and manifested good image of the school by winning in the various local, regional and national competitions.

- **Special Recognition for Varsity Players**. This recognition shall be conferred upon the most deserving graduating student who has served as an official member of the St. Peter's College varsity team for three (3) consecutive academic years, or who has demonstrated exceptional athletic achievement in a recognized

competition, upon endorsement by the coach, and certification by the DSAS.

- **Special Recognition for Student Organization Leadership**. This recognition shall be conferred upon one (1) deserving graduating student who has demonstrated exceptional and sustained service to a recognized student organization of the College. The awardee shall be selected based on the student's length and quality of service, active involvement in the organization's programs and activities, contributions to the organization's development and accomplishments, and demonstrated commitment to its goals. The student must have served as an officer of a recognized student organization for at least three (3) academic years, including at least one (1) academic year as President or equivalent highest-ranking officer, and must be endorsed by the organization adviser and certified by the DSAS.
    - *Note: A graduating student shall not be a recipient of both the Danilo G. Punongbayan Leadership Award and the Special Recognition for Student Organization Leadership. Should a student qualify for both awards, the student shall be conferred the Danilo G. Punongbayan Leadership Award, and the Special Recognition for Student Organization Leadership shall be awarded to the next most qualified candidate.*
- **Special Recognition for SPC Ambassadors**. This recognition shall be conferred upon the most deserving graduating student who has served as an official SPC Ambassador for three (3) consecutive academic years, upon endorsement by the adviser and certification by the DSAS.
- **Special Recognition for Community Extension Service**. This recognition shall be conferred upon one (1) deserving graduating student who has demonstrated sustained commitment and meaningful involvement in the community extension programs and activities of

St. Peter's College. The award recognizes exemplary volunteerism, active participation, and service that have contributed to the welfare of partner communities and supported the College's commitment to social responsibility.

- The student must:
  - Have actively participated in College-recognized community extension programs or activities for at least three (3) academic years;
  - Have demonstrated consistent and substantial involvement in the planning, implementation, or delivery of community extension activities, beyond mere attendance or participation;
  - Have exhibited volunteerism, social responsibility, cooperation, and appropriate conduct in dealing with partner communities and other stakeholders;
  - Have made a significant contribution to the implementation or accomplishment of community extension initiatives, as supported by appropriate documentation;
  - Be in good academic and disciplinary standing; and
  - Be endorsed by the concerned community extension coordinator, faculty adviser, or unit head and certified by the office responsible for Community Extension.

12.1.1.9. Participation in research conferences, paper presentations, colloquia, seminars, or similar academic engagements outside St. Peter's College, whether individual or group, shall not be considered a basis for the conferment of a Special Award during the Commencement Exercises.

12.1.2. For Non-Graduating Students

12.1.2.1. A Special Award is given to students who have shown exemplary performance in their respective fields and manifested good image of the school by winning in the various local, regional and national competitions.

AWARDS AND RECOGNITIONS

12.2. ACADEMIC AWARDS. An academic achievement award is given to Dean's listers. These are students who have exemplary achievements as determined by the Honors and Awards Committee and as recommended by the respective Program Head, Dean, and Dean of Student Affairs and Services.

12.3. GENERAL REQUIREMENTS TO QUALIFY FOR SPECIAL AWARDS

12.3.1. Must have complied the residency requirements of at least one year.

12.3.2. Must not have been subjected to any disciplinary action.

12.3.3. The student shall submit all supporting documents or proofs of achievements such as copies of certificates, memorandum, medals, trophies, plaques, etc. to qualify for the awards.

12.4. PROCEDURES FOR THE APPLICATION OF SPECIAL AWARDS

12.4.1. The student shall secure an application form for special awards from the Office of the Dean of Student Affairs and Services.

12.4.2. Fill-out the necessary information and have the application form certified by the Program Head and signed by the Dean.

12.4.3. The student shall be rated based on the criteria set forth in the evaluation tool.

12.4.4. The Honors and Awards Committee shall convene to review the points given if the qualifications are met.

12.4.5. The student with the highest number of points will be adjudged as the awardee. In case of a tie, the Committee will conduct a deliberation.

12.5. HONORS AND AWARDS COMMITTEE

The committee shall be composed of the following:

Chairman (Academic Awards):	Vice President for Academic Affairs
(Non-Academic Awards):	Dean of Student Affairs and Services
Members:	Academic Council

12.6. SPECIAL RECOGNITION FOR TOP PLACERS ON BOARD EXAM

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

FINANCIAL INFORMATION

SECTION 13. FINANCIAL INFORMATION

13.1. MODE OF PAYMENT

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

13.1.1. On-Site

13.1.1.1. Full Payment

13.1.1.2. Installment: Undergraduate students, may pay their tuition and fees through installment.

13.1.1.2.1. Down payment

13.1.1.2.2. Balance: Evenly divided into four (4) terms

13.1.1.2.3. A student who paid on installment basis and, eventually, discontinues attending classes shall have to pay the balance of his/her tuition and fees.

13.1.2. Bank

13.1.2.1. Over-the-counter (OTC) payment at any branch of Union Bank (UB) or online banking through the UB online banking app indicating the following details:

Name of Bank: Union Bank (UB)
Biller's Name: St. Peter's College INC.
Account Number: 001190017985

13.2. OTHER INCIDENTAL FINANCIAL OBLIGATIONS

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

13.2.2. Non-compliance with library rules and regulations.

13.2.3. All obligations should be paid before the signing of clearance for the final Examination.

13.3. TUITION FEE PAYMENT, TEMPORARY PERMITS, AND WITHHOLDING OF CREDENTIALS

13.3.1. Students seeking to enroll at St. Peter's College with still outstanding account balances are required to secure a promissory note duly approved by the school president upon enrollment.

13.3.2. Full payment of the balance of tuition and other fees is required to avoid withholding of final grades and refusal of re-enrollment for the next semester/school year. Students with unpaid account balances of indebtedness to SPC at the end of the

semester/school year have to secure the approval of the School President before the student can enroll.

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

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

SCHOLARSHIPS, FINANCIAL ASSISTANCE, AND GRANTS

SECTION 14. SCHOLARSHIPS, FINANCIAL ASSISTANCE, AND GRANTS

14.1. St. Peter's College offers a diverse range of scholarships and educational assistance grants, both institutional and externally sponsored. These opportunities are designed to support our students' academic pursuits and are governed by comprehensive policies and guidelines to ensure fair and equitable distribution.

14.2. All applications and communications should be coursed through the Office of Student Affairs and Services - Scholarship Service Unit. Grantees must submit the following basic requirements, along with any additional documents specified for their particular scholarship:

- Duly filled-out application form
- One Passport Size Photo with the Name
- Copy of the Certificate of Registration (COR)

All documents must be placed in a long brown envelope and submitted to the OSAS - Scholarship Service Unit within the designated submission period.

14.3. All scholarships, financial assistance, and grants at St. Peter's College are renewable every semester. To maintain and update their status, grantees are required to submit a copy of their Certificate of Registration (COR) and, for those with grade requirements, a printout of their grades.

14.4. Applicants and grantees must not be involved in any disciplinary cases where they are identified as the offender.

14.5. INSTITUTIONAL SCHOLARSHIPS / FINANCIAL ASSISTANCE

14.5.1. Escolastica Punongbayan- Paguio (EPP) Academic Scholarships

14.5.1.1. **EPP Academic Scholarship for Valedictorians.**
This is granted to freshmen students who graduated as Valedictorian and will enjoy 100% free tuition fee starting in their freshmen year.

14.5.1.2. **EPP Academic Scholarship for Salutatorians.**
This is granted to freshmen students who graduated as Salutatorian and will enjoy 50% tuition fee discounts starting in their freshmen year.

14.5.1.3. EPP Academic scholarship applicants must be a graduate from a duly recognized high school whose graduating class should not be less than forty (40) graduates.

14.5.1.4. In addition to the requirements mentioned in Section 14.2, applicants must submit a certification from their previous school confirming their status as Valedictorian or Salutatorian. The graduating class should consist of no fewer than forty (40) students.

14.5.1.5. EPP Academic Scholars must maintain high academic standards and not incur a grade of 5.0, and FA in any subject. Additionally, scholars are required to enroll in a regular course load each semester, as outlined in their specific course curriculum.

14.5.2. EPP Student Assistantship

As part of the school's corporate social responsibility, a full scholarship grant with a monthly allowance is given to students who are accepted into this program. Office-Based Student Assistants and Field-Based Student Assistants shall assist in the operations of the different offices and maintenance area assigned to them shall render at least five (5) hours a day of office work.

14.5.2.1. **Office-Based Student Assistants (Office SA).** Primarily assist with administrative tasks in various departments or offices, such as data entry, filing, and customer service.

14.5.2.2. **Field-Based Student Assistants (Field SA).** Focus on maintenance and housekeeping tasks, ensuring that the campus facilities remain clean, organized, and operational. They are stay-in on campus and receive a monthly rice subsidy.

14.5.2.3. Student Assistants are allowed to enroll 15 units subjects including NSTP and PATH- FIT. Additionally, they may enroll in an extra three-unit subject, provided it is scheduled for 5:30 PM onwards on weekdays, after 1:00 PM on Saturdays, or anytime on Sundays. This flexibility ensures that Student Assistants can effectively balance their academic responsibilities with their work commitments.

14.5.2.4. The grantee must not have failing grades for two consecutive semesters or accumulate two failing grades in a single semester.

14.5.3. **Athletic Discount**

Student-athletes may be eligible for full or partial tuition fee discounts subject to the availability of the Varsitarian Fund. Candidates for these discounts shall be recommended by the Office of Student Affairs and Services - Sports Development Unit.

14.5.3.1. Grantees are required to participate in regular scheduled training sessions and compete in approved off-campus competitions.

14.5.4. **Discount for Children of Faculty and Staff**

This is granted to the children of a full-time faculty or regular staff who are enrolled in the Basic Education, Tertiary, and Graduate Programs; the amount of which is determined according to the length of service of the school employee:

a. At least five (5) years of service - 50% tuition fee discount; and
b. Ten (10) years of service and above - 100% tuition fee discount

14.5.4.1. In addition to the requirements mentioned in Section 14.2, applicants must submit a copy of their birth certificate.

14.5.5. **Discount for Children of SPC Alumni**

This is granted to students whose parents are graduates of any program or educational level (elementary, high school, college, or graduate level) from St. Peter's College. Grantees are given a five percent (5%) discount on tuition fees for any degree program offered at SPC.

14.5.5.1. In addition to the requirements mentioned in Section 14.2, applicants must also submit a copy of their birth certificate and a diploma or other proof verifying that their parent is a graduate of St. Peter's College.

14.5.6. **Discount for SPC High School and College Alumni**

This is granted to students who are high school and college graduates in SPC. Grantees are given a five percent (5%) discount on tuition fees for any degree program offered at SPC.

14.5.6.1. In addition to the requirements mentioned in Section 14.2, applicants must also submit a copy of their diploma or other proof verifying that they are a graduate of St. Peter's College.

14.5.7. **Discount for Brothers and Sisters of the same Biological Father and Mother Concurrently Enrolled**

If three (3) siblings with the same biological father and mother are concurrently enrolled at SPC, a 25% tuition fee discount will be granted to the youngest sibling. For four (4) siblings with the same biological father and mother concurrently enrolled, the youngest sibling will receive a 50% tuition fee discount.

14.5.7.1. In addition to the requirements mentioned in Section 14.2, applicants must submit a copy of their birth certificate.

14.5.8. **Discount for Persons with Disabilities (PWDs) and Solo Parents**

St. Peter's College promotes inclusivity and support for individuals who face significant challenges in their educational pursuits, specifically targeting sectors such as Persons with Disabilities (PWDs), solo parents.

14.5.8.1. St. Peter's College shall provide a ten percent (10%) tuition fee discount to qualified students, limited to ten (10) PWD beneficiaries and ten (10) Solo Parent beneficiaries at any given time. Each slot shall remain assigned to the beneficiary until completion of the program. Vacated slots may be awarded to other qualified applicants.

14.5.8.2. In addition to the requirements mentioned in Section 14.2, applicants must submit the following:

- A copy of the valid PWD ID (for PWD)
- A copy of the valid Solo Parent ID (for Solo Parent)

- A copy of the valid PWD ID or Solo Parent Identification Card of the parent (for the beneficiary)
- A copy of the birth certificate (for the beneficiary)

14.5.9. **College of Arts & Sciences (CAS) Tuition Fee Discount**
Students enrolled in the College of Arts & Sciences (CAS) program at St. Peter's College are eligible for a 50% discount on tuition fees. This discount applies exclusively to tuition fees and is available to all students within the CAS program. The discount does not cover laboratory fees, miscellaneous fees, or other charges. Students who incur a failing grade in any subject shall not qualify for the tuition fee discount in the immediately succeeding semester. However, they may regain eligibility in a subsequent semester upon meeting all scholarship requirements, including the absence of any failing grade.

14.5.10. A qualified student can avail of any of the foregoing scholarship grants, whichever has a higher value, if they qualify for multiple SPC scholarships.

14.6. GOVERNMENT SCHOLARSHIPS

St. Peter's College is proud to be a recipient of various government-funded financial assistance programs, including the CHED UniFAST Tertiary Education Subsidy (TES), the CHED UniFAST Tulong Dunong Program, and the CHED Student Financial Assistance Programs (StuFAPs).

14.6.1. Grantees are required to adhere to the guidelines set forth for government scholarships, ensuring compliance with all specified regulations and requirements. This includes following the prescribed procedures, maintaining academic standards, and meeting any additional conditions established by the scholarship program to continue receiving financial assistance.

14.6.2. Applications for these scholarships must be submitted directly to the respective agencies. A link to the application forms will be provided on the St. Peter's College website and the official social media platforms of the Office of Student Affairs and Services (OSAS).

14.6.3. TES and TDP grantees are required to complete their prescribed academic program within the designated time frame. They are

granted a one-year extension if needed. However, if they exceed this extension period, they will no longer be eligible to receive the grant. This policy ensures that the financial assistance provided supports timely academic progression and completion.

14.6.4. StuFAPs grantees are required to complete their prescribed academic program within the specified timeframe, with no extensions granted.

14.7. PRIVATE AGENCIES AND ASSOCIATIONS' SCHOLARSHIPS

These scholarship grants are provided by private partners and organizations that have established collaborations with St. Peter's College. They offer financial support to students through various programs designed to enhance educational opportunities and promote academic achievement.

14.7.1. **Candelaria-Consuelo Educational Grant Program (ILPI Scholarship Grant)**

The Candelaria-Consuelo Educational Grant Program, funded by Iligan Light & Power, Inc. (ILPI), provides semestral financial assistance to qualified and deserving students. The grant aims to support their educational journey by helping ease school-related expenses and encouraging academic perseverance and success.

LIBRARY

SECTION 15. LIBRARY

15.1 LIBRARY SERVICES

15.1.1. Book Loan Services
15.1.2. Electronic Library Services
15.1.3. Interlibrary Loans
15.1.4. Referral Services
15.1.5. Current-Awareness Services
15.1.6. Online Public Access Catalogue (OPAC)
15.1.7. Film Showing
15.1.8. Library Orientation/Instructional Services
15.1.9. Photocopying Services
15.1.10. Abstracting Services

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

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

15.3 Library hours:

15.3.1. 8:00 A.M to 7:00 P.M., Monday to Friday (no noon break)
15.3.2. 8:00 A.M to 5:00 P.M., Saturday (no noon break)

15.4 Student's validated ID and Library card must be presented upon entering the library to allow him to use its resources.

15.5 Fines, Penalties and other library services shall be subject to the Library rules and regulations.

GUIDANCE SERVICE CENTER

SECTION 16. GUIDANCE SERVICE CENTER

16.1 The Guidance Service Center is dedicated to assisting and guiding students through appropriate counseling, testing, career, and placement services. Our mission is to help students become emotionally, mentally, and psychologically stable young citizens. The following are the various services offered by the Guidance Service Center to our students:

16.1.1 Counseling Services

- Individual Counseling: Personalized support to address personal, emotional, and psychological concerns.
- Group Counseling: Facilitation of group sessions to address common issues and provide peer support.
- Crisis Intervention: Immediate assistance and support during personal crises or emergencies.

16.1.2 Testing Services

- Psychological Testing: Assessment tools to evaluate students' psychological well-being and cognitive abilities.
- Career Assessment: Tools and tests to help students identify their interests, strengths, and potential career paths.
- Academic Testing: Support for diagnostic testing and assessments related to academic progress and needs.

16.1.3 Career Services

- Career Counseling: Guidance on career exploration, planning, and decision-making based on individual interests and skills.
- Job Search Assistance: Support with resume writing, job applications, interview preparation, and job search strategies.
- Placement Services: Assistance in securing job placements relevant to students' fields of study.

16.1.4 Academic Support

- Study Skills Development: Workshops and resources to enhance study habits, time management, and academic performance.
- Learning Strategies: Personalized strategies to address learning challenges and improve academic outcomes.

16.1.5 Personal Development

- Workshops and Seminars: Educational programs on various topics such as stress management, communication skills, and personal growth.
- Support Groups: Peer support groups focused on specific issues such as anxiety, adjustment to college life, and more.

16.1.6 Referral Services

- External Referrals: Connections to specialized services and professionals outside the college for additional support as needed.

SECTION 17. HEALTH SERVICES

17.1 St. Peter's College Medical and Dental Service Unit provides comprehensive medical and dental services to students, faculty, and staff. The clinic offers various healthcare services, including routine check-ups, vaccinations, minor treatments, and preventive care. It is staffed by a team of experienced medical professionals who are committed to delivering high-quality healthcare compassionately and efficiently.
The following are the various services offered by the Medical and Dental Service Unit (some services in coordination with government and non-government agencies):

17.1.1 Consultations
17.1.2 Treatment Services
17.1.3 Preventive Services
- Fitness
- Health Education and Promotion
- Nutritional Counseling
- Vaccinations and Immunizations

17.1.4 Specialized Services
- Allergy Management
- Asthma Management
- Blood Pressure Monitoring
- Diabetes Monitoring

17.1.5 Follow-Up Care
- Coordination with Parents/Guardians and Teachers
- Monitoring Recovery Progress
- Post-Treatment Check-ups

17.1.6 Health Monitoring
17.1.7 Issuance of Medical Certificates
- Drug Testing Certificates
- Medical Certificates for Class Requirements
- Medical Certificates for OJT
- Medical Certificates for Sports Activities

17.1.8 Drug Testing
17.1.9 School-Wide Health Campaigns
17.1.10 Dental Check-ups
17.1.11 Oral Health Assessments
17.1.12 Professional Cleanings (Prophylaxis)
17.1.13 Emergency Dental Care

SCHOOL CANTEEN

SECTION 18. SCHOOL CANTEEN

18.1 The canteen offers affordable, safe, healthy and nutritious food.

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

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

STUDENT ACCIDENT INSURANCE

SECTION 19. STUDENT ACCIDENT INSURANCE
St. Peter's College provides accident insurance coverage for students which is paid annually and remains valid for the entire academic year.

19.1 INSURANCE COVERAGE AS OF SEPTEMBER 2023

a.	Accidental Death & Disablement	P 75,000.00
b.	Permanent Total Disablement	P 75,000.00
c.	Unprovoked Murder & Assault	P 75,000.00
d.	Accidental Death while riding as a passenger in any public conveyance	P 150,000.00
e.	Medical Reimbursement	P 7,500.00
f.	Medical Reimbursement due to Motorcycling Risk	P 3,750.00
g.	Daily Hospital Cash Assistance (max of 25 days commencing after 48 hours of continuous confinement)	P 225.00 / day
h.	Cash Assistance Non- accidental death	P 3,750.00
i.	Bereavement Assistance Accidental Death	P 7,500.00
j.	Fire Cash Assistance (Per student per occurrence)	P 3,000.00

19.2 INSURANCE CLAIM REQUIREMENTS

All claim documents must be complete, clear, and readable. The insurance company may request additional indispensable documents that may be found necessary during the evaluation of the evaluation of a claim.

19.2.1 Basic Requirements:

- Police Report (if applicable)
- Accident or Incident Reports
- Certificate of Registration from School

19.2.2 Additional Requirements in Case of Bodily Injury

- Original Medical Certificate
- Original receipts of medicines and prescriptions/ hospital bills
- Marriage certificate (if incapacitated)
- Birth certificate (if minor)

19.2.3 Additional Requirements in Case of Death Claim

- Death Certificate

- Original Funeral Receipts
- Original Medical Certificate (if hospitalized)
- Birth certificate (if minor)
- Marriage certificate (if married)

19.2.4 Additional Requirements in Case of Fire

- Fire incident report issued by the Barangay/ BFP

19.3 INSURANCE CLAIM PROCESS

19.3.1 Secure the official Insurance Claim Form from the Office of Student Affairs and Services (OSAS).

19.3.2 Fill out the form and process all required documents. Once everything is in order, submit the completed form and supporting documents to the OSAS.

19.3.3 The OSAS staff will review your submission and forward the documents to our insurance partner for evaluation and processing.

19.3.4 After submission, the OSAS will monitor the claim's progress. Once the insurance partner confirms the claim, OSAS will notify the release of the benefits.

STUDENT ORGANIZATIONS

SECTION 20. STUDENT ORGANIZATIONS

As a general policy, SPC will only consider aspiring organizations that align with the institution's mission to foster an inclusive and integrated community of individuals, learners, scholars, and responsible citizens. Therefore, any applicant organization whose goals, objectives, or activities—whether proposed or implemented—appear to promote exclusivity, prejudice, or malice toward any sector of the institution will be denied recognition.

1. Organizations with membership qualifications or activities that are excessively rigid, unreasonable, involve physical harm or violence, or are affiliated with any Greek-lettered fraternity or sorority will not be granted recognition;
2. General nature, objectives, or activities significantly overlap with those of existing student organizations; or
3. That can be integrated into the functions of any existing student group or academic sector.

This policy ensures that recognized student organizations contribute meaningfully to the vibrant and collaborative environment at St. Peter's College.

20.1 ACCREDITATION OF STUDENT ORGANIZATIONS

20.1.1 At St. Peter's College, the authority to oversee and regulate the establishment and operation of student organizations is vested in the Office of Student Affairs and Services (OSAS). The Dean for OSAS is empowered to:

- 20.1.1.1 Evaluate, recommend, confer, or revoke the Certificate of Accreditation or Renewal for student organizations
- 20.1.1.2 Review and recommend the approval or disapproval of student organizations' activities, programs, or projects
- 20.1.1.3 Revoke a student organization's Certificate of Accreditation for justifiable cause.

20.2 ACCREDITATION REQUIREMENTS

20.2.1 Student organizations must submit the following requirements at the prescribed application period given by OSAS:

- 20.2.1.1 Letter of application addressed to the Dean for OSAS;
- 20.2.1.2 Constitution and By-Laws;
- 20.2.1.3 List of Officers and Members;
- 20.2.1.4 Annual plan of activities and financial plan; and
- 20.2.1.5 Duly Filled-out Adviser Commitment Form

20.2.2 The constitution and bylaws and proposed activities must be in accordance with the school's policies. It should not conflict or overlap with the existing student organizations.

20.2.3 All submitted documents will be reviewed and evaluated by the DSAS. This will then forwarded to the Board of Trustees for approval.

20.2.4 The applicant will be informed not later than two months from its application.

20.2.5 No student organization shall function without the approval required.

20.2.6 The Office of Student Affairs and Services shall issue certification and authority to operate effective for one year.

20.2.7 All newly recognized student organization shall have a probationary status for one year before it will qualify for full recognition.

20.3 TYPES OF STUDENT ORGANIZATIONS

20.3.1 Academic Organization

Academic Organizations enhance the student experience within their respective programs by offering opportunities for intellectual growth, professional development, and networking. In addition to academic activities like workshops and lectures, they also hold social activities fostering a well-rounded college experience for their members.

20.3.2 Culture and Arts Organization

Culture and Arts Organizations celebrate and promote cultural diversity and artistic expression within the campus community. These groups provide platforms for students to explore and showcase their talents in various art forms, including visual arts, music, dance, theater, and more. They also foster a deeper understanding and appreciation of different cultures through events, performances, and exhibitions.

20.3.3 Sports Organization

Sports Organizations offer students the chance to participate in athletic activities, whether through competitive teams, intramural leagues, or recreational sports. These organizations promote physical fitness, teamwork, and school spirit, often representing the college in local and national competitions. They also provide opportunities for students to learn and develop new sports-related skills.

20.3.4 Special Organization

Special Organizations cater to unique interests, hobbies, or causes that may not fit into traditional categories. These groups are often formed around specific passions, such as environmental sustainability, gaming, or social activism. Special

Organizations provide a space for like-minded individuals to connect, share ideas, and engage in activities that align with their specific interests.

20.3.5 Supreme Student Council

Supreme Student Council (SSC) is the highest governing student council of St. Peter's College.

STUDENT ACTIVITIES

SECTION 21. STUDENT ACTIVITIES

21.1 DISCIPLINE DURING STUDENT ACTIVITIES

The officers of accredited student organizations at St. Peter's College, along with their organization advisers, are jointly accountable for maintaining discipline among their members and participants during all approved school activities. They must take proactive measures to prevent incidents of disruptive or disrespectful behavior in any form during an activity. To ensure safety and order, they should coordinate closely with campus security services and, when necessary, with the local Barangay officials and the Philippine National Police (PNP). All coordination with external security agencies must be conducted through the Office of Student Affairs and Services (OSAS) Dean. Additionally, organizations are required to implement a Clean As You Go (CLAYGO) policy for all events, including off-campus activities, to ensure that all areas used are cleaned up immediately afterward, maintaining cleanliness and order both on and off campus.

21.2 DURATION OF STUDENT ACTIVITIES

All student activities within the campus must conclude by 8:30 P.M. except for those meritorious cases duly approved by the School President.

21.2.1 Violation of Extended Activity Rules

- First Violation: A written warning will be issued to the student organization or responsible party, outlining the specific infractions and reiterating the importance of adhering to the policies.
- Second Violation: The organization will face a temporary suspension of its succeeding activity.
- Third Violation: The organization will be subject to a formal probation period, during which it will be prohibited from hosting any events or activities for one semester. Additionally, the organization shall face additional sanctions, including possible revocation of its accreditation or recognition by the institution.

21.3 PRE-STUDENT ACTIVITY DOCUMENTATION

21.3.1 Organizations must submit the DSA Form A - Activity Form through the Office of Student Affairs and Services (OSAS) at least two weeks before the scheduled activity. The submission must include the following requirements:

21.3.1.1 Activity Design – the activity's objectives, rationale, participants, schedule, venue, and budget.
21.3.1.2 Physical Layout – the proposed arrangement of the venue, facilities, equipment.
21.3.1.3 Program – the sequence of activities, corresponding time allotments, and assigned persons.
21.3.1.4 Parent's Consent (Off-campus activities) – written authorization from the parent or guardian for a student to participate in an off-campus activity.
21.3.1.5 Committees – list of committees and members.
21.3.1.6 Entry and Exit Pass – list of guests and equipment into and out of the campus.
21.3.1.7 Event Guidelines – states the rules during the activity.
21.3.1.8 Any additional documents or information as identified by OSAS that is necessary for the approval of the activity.

21.3.2 The OSAS must be provided with the approved copy of the activity form and its attachments at least 3 days before the event to facilitate the issuance of a memorandum on the conduct of the activity.

21.4 POST-STUDENT ACTIVITY DOCUMENTATION

21.4.1 After the event, organizations are required to submit a comprehensive post-activity report to the Office of Student Affairs and Services (OSAS) within three days. The report must be emailed to spcosas@spc.edu.ph and include the following:
21.4.1.1 Narrative Report with pictures
21.4.1.2 Attendance Record
21.4.1.3 Clean-Up Confirmation
Evidence that the Clean As You Go (CLAYGO) policy was adhered to, which may include before-and-after photos of the venue.
21.4.1.4 Incident Report (if applicable)

21.4.2 Organizations must ensure that the evaluation of the activity, as provided through a link by OSAS, is disseminated to all participants. This process is crucial for collecting valuable feedback, fostering continuous improvement, and incorporating participant perspectives into future event planning.

21.5 EDUCATIONAL TOUR

Educational Tours refer to off-campus learning activities involving the mobility of students with the supervision of authorized personnel outside

the premises of the institution which lasts for more than one (1) day and involves relatively more places of destination than a field trip in accordance with specific degree program requirements (CMO 63 S. 2017, Art. V, Sec 7.2.a). Field trips refer to off-campus learning activities involving the mobility of students with the supervision of authorized personnel outside the premises of the institution but are of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination (CMO 63 S. 2017, Art. V, Sec 7.2.b).

21.5.1 The activity must be indicated in the course syllabus.

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

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

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

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

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

21.6 EXTRA-CURRICULAR ACTIVITIES

Students may be encouraged to participate in competitions (e.g., Quiz Bowls, Oration, Debate, Sports, Arts and Culture) organized by St. Peter's College or other institutions. They may also be encouraged to perform in SPC events, such as Art and Culture presentations. In case of missed classes due to such participation, the standard excused absence policies will apply. The Office of Student Affairs and Services (OSAS) will issue a memorandum confirming the students' participation.

21.7 INTRAMURALS, SPORTS, AND OTHER PHYSICALLY STRENUOUS ACTIVITIES

21.7.1 Students who wish to participate in physically strenuous activities must first undergo a physical examination. They are required to present a medical certificate of fitness, issued by the SPC clinic personnel to the Chairperson of the activity or the faculty in charge. This certificate must be submitted and approved before the student is permitted to engage in the activity.

21.7.2 An endorsement letter must be submitted by the Dean, or Program Head, or Faculty in charge. This must be submitted at the clinic at least one month before the activity. The endorsement letter must include the student's name, course, year level, age, gender, and the purpose of the request.

21.7.3 Female students are required to undergo a pregnancy test to confirm their health status before participating in activities. Each student must bring her pregnancy test kit to the clinic, where the test will be administered. This precaution is essential to ensure the safety and well-being of all participants during the activity.

21.7.4 After receiving the endorsement letter, the clinic staff will provide a Health Declaration Form to be completed by the student.

21.7.5 Students who declare a specific medical diagnosis or condition will need to submit a formal doctor's diagnosis document along with the completed Health Declaration Form.

21.7.6 Along with the submission of the Health Declaration Form, a copy of a valid identification card of the parent or guardian must be attached with three signature specimens for verification purposes.

21.7.7 The medical certificate of fitness shall be valid for one (1) year from the date of issuance, provided that no new illness, injury, or significant change in the student's health occurs. Varsity athletes, students with ongoing health conditions, and those undergoing OJT or internship shall secure medical clearance as required by the College, program, or accepting institution.

21.8 STUDENTS' OVERNIGHT STAY IN CAMPUS

21.8.1 Students who hold officer or member positions in organizing or coordinating committees for various school activities may be permitted to stay and work overnight on the SPC campus if deemed necessary. However, overnight stays shall be allowed only for laboratory project studies, provided that students are accompanied by authorized laboratory personnel, and for silent drills, provided that students are accompanied by their adviser. The request must be made in writing by the President or Head of the organization, duly noted by the Adviser, Dean, and Dean for OSAS, and recommended by the Vice President for Administration. The request letter must be submitted to the School President for approval and shall include the following details:

21.8.1.1 The specific purpose for the overnight stay;

21.8.1.2 The exact dates for the overnight stay;

21.8.1.3 The full names of the students who will be staying overnight;

21.8.1.4 The venue within the campus where they will be working; and

21.8.1.5 Written consent from the student's parents or guardians.

PRESCRIBED SCHOOL UNIFORM

SECTION 22. PRESCRIBED SCHOOL UNIFORM

22.1. Prescribed School Uniform

22.1.1. All students, male and female, should wear the PRESCRIBED SCHOOL UNIFORM when they are on campus during regular school days (except WEDNESDAYS and SATURDAYS). The College of Criminology has a separate uniform design.

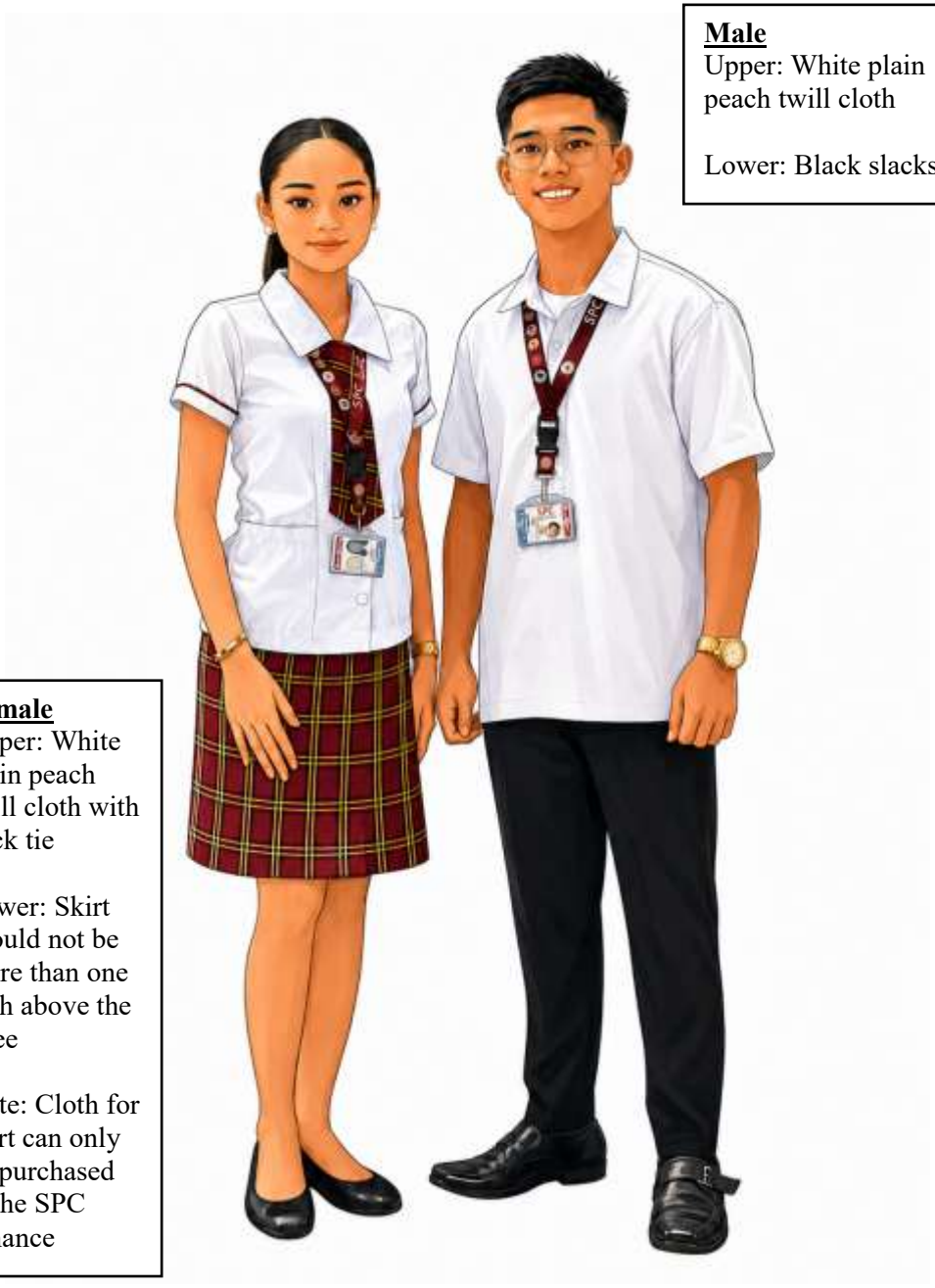
22.1.2. Students are allowed to wear their prescribed PE, NSTP, and PLANT TOUR uniform only during their scheduled day.

22.1.3. Students undergoing practicum/OJT/Internship must submit the first approval letter of their design to the Vice President for Administration.

22.1.4. Wednesday is considered Wash Day, provided that students observe the Dress Code Policy.

22.1.5. The Guards-on-duty shall report students to the OSAS for NON-COMPLIANCE of the School policy on prescribed uniform.

PRESCRIBED SCHOOL UNIFORM



Male
Upper: White plain peach twill cloth

Lower: Black slacks

Female
Upper: White plain peach twill cloth with neck tie

Lower: Skirt should not be more than one inch above the knee

Note: Cloth for skirt can only be purchased at the SPC Finance

PRESCRIBED SCHOOL UNIFORM

Female Muslim
Upper: Long Sleeves White plain peach twill cloth with neck tie

Lower: Skirt should be below the knee

Hijab: Black



PRESCRIBED SCHOOL UNIFORM



Male Criminology
Type A Uniform

Upper: Black polo with school patches

Lower: White slacks

Accessories: Black belt with brass buckle

PRESCRIBED SCHOOL UNIFORM



Female Criminology
Type A Uniform

Upper: Black polo with school patches

Lower: White skirt should not be more than one inch above the knee

Accessories: Black belt with brass buckle

PRESCRIBED SCHOOL UNIFORM



Female Criminology
Type C Uniform

Upper: Plain white t-shirt

Lower: Denim pants

Footwear: White rubber shoes

DRESS CODE

SECTION 23. DRESS CODE

23.1 Students are encouraged to wear attire that is neat, modest, and appropriate for a learning environment. This includes, but is not limited to, business casual attire, cultural or religious dress, and other forms of self-expression that align with the standards of the SPC on Wednesdays (Washdays), weekends, or during school events when uniforms are not required.

23.2 To maintain a professional atmosphere, wearing of any of the following attire is not permitted on campus:

23.2.1 Clothing with offensive language or imagery
23.2.2 Extreme Hair Colors (e.g. yellow, orange, blue, etc.)
23.2.3 Images and/or language depicting illegal drugs or alcohol (or any illegal item or activity) or the use of the same.
23.2.4 Mid-rift or Crop Tops
23.2.5 Mini Skirts
23.2.6 Plunging Necklines
23.2.7 See Through
23.2.8 Shorts
23.2.9 Slippers or flip-flops
23.2.10 Tank tops or sleeveless shirts (unless worn under other attire)
23.2.11 Violent language or images



The policy accommodates religious, cultural, or medical attire requirements. Students may request accommodation through the Office of Student Affairs and Services.

23.3 The dress code will be enforced respectfully and consistently. Those in violation may be asked to change or cover their attire before being allowed entry to the campus. Please note that entry to the campus may be prevented if attire does not meet the dress code standards. Repeated violations may result in further disciplinary action.

23.4 Students adhere to the dress codes set for specific classes by the faculty members, if it aligns with the course or activity requirements.

23.5 These guidelines apply to both face-to-face and online classes and activities.

23.6 Uniform Exemption

Uniform exemption is available to students at St. Peter's College who face specific circumstances that make adhering to the standard uniform requirements challenging. Even with an exemption, students are expected to adhere to the general dress code policy, which emphasizes neat, modest, and appropriate attire.

23.6.1 Eligible Categories

23.6.1.1 Students on OJT/Internship:
Students currently undertaking an On-the-Job Training (OJT) or Internship program may be exempted from wearing the standard uniform to align with the requirements of their external placements.

23.6.1.2 Full-Time Working Students:
Full-time working students with employment responsibilities immediately before or after classes may request an exemption from wearing the standard uniform.

23.6.1.3 Second Degree Takers:
Students pursuing a second degree who may already be in a professional setting or have specific wardrobe needs related to their academic progression may be exempted from the uniform requirement.

23.6.1.4 Cross Enrollees:
Students enrolled in courses at St. Peter's College while primarily attending another institution may be exempted from wearing the uniform.

23.6.1.5 Pregnant Women:
Pregnant students who may find the standard uniform unsuitable can request an exemption to wear more appropriate maternity attire.

23.6.1.6 Students with Physical Deformities:
Students with physical conditions that make wearing the standard uniform difficult allowing them to wear attire that best accommodates their needs.

23.6.2 Application Process

Students seeking a uniform exemption must submit a formal request to the Office of Student Affairs and Services (OSAS) with a copy of the Certificate of Registration. This should also include the following relevant documentation to support the exemption:

- OJT Endorsement from the Dean (for OJT/Internship students)
- Medical Certificate (for pregnant students/students with Physical Deformities)
- Certificate of Employment indicating the student's TIN and/or SSS number, together with a photocopy of the corresponding TIN and/or SSS ID (for full-time working students)
- Diploma or Transcript of Records (TOR) (for Second Degree Takers)

23.6.3 Review and Grant of Uniform Exemption

The Dean for OSAS will review and evaluate the submitted documents. If the documents do not sufficiently support the request for exemption, the uniform exemption will not be granted.

Upon approval, the student will receive an official exemption memorandum, which they may be required to present if questioned about their attire on campus.

23.6.4 Renewal

Exemptions are typically granted for the duration of the specific circumstance (e.g., duration of the OJT, pregnancy term). Students must renew their exemption request every semester and submit the certificate of registration if their situation extends beyond the initially approved period.

23.7 SPC Identification Card

23.7.1 School ID is valid for one (1) current academic year.

23.7.2 Every student enrolled must wear the SPC identification card at all times while inside the campus.

23.7.3 SPC Identification data card must be presented in all official school transactions including, but not limited to, paying tuition fee, securing of examination permit, and assessment of fees, request of any documents in the Registrar's Office and in other offices of the school.

23.7.4 Application Process

23.7.4.1 Fill out the application form available at https://bit.ly/SPCSTUDENTIDFORM

Use your official SPC email address when filling out the form.

23.7.4.2 Upload Requirements:

- Recent, Clear 2x2 Picture: Ensure the picture has a white background.
- Clear Signature: The signature should also have a white background. Use a black pen for best results.

23.7.4.3 Multiple submissions are not allowed.

STUDENT DISCIPLINE

SECTION 24. STUDENT DISCIPLINE

24.1 SANCTIONS/INTERVENTIONS

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

24.1.1.1 Warning

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

24.1.1.2 Reprimand

Written and formal reproof

24.1.1.3 Academic/Administrative Service

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

24.1.1.4 Confiscation

Removal of offensive or prohibited property

24.1.1.5 Loss of privilege

Limitation of a privilege for a certain period of time

24.1.1.6 Punitive Suspension

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

24.1.1.6.1 attend classes, academic activities or any other student activities sanctioned by the school;

24.1.1.6.2 use of campus facilities;

24.1.1.6.3 enter in SPC premises;

24.1.1.6.4 take exams; and

24.1.1.6.5 attend to any privilege granted to a SPC student

24.1.1.7 Preventive Suspension

A student under investigation may be preventively suspended from entering the school premises and attending the classes, when the evidence of guilt is strong and the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the institution's premises (MORPHE Section106)

24.1.1.8 Exclusion
Immediate removal of an undesirable student from the school roll

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

24.2 ACTS OF MISCONDUCT

24.2.1 Light Offenses

Act of Misconduct	Corrective Measures
Defacing, mutilating, or removing of posters within valid period of posting.	1st Offense- Warning by any authorized person 2nd Offense- Reprimand 3rd Offense- Academic/Administrative Service for four (4) days at two (2) hours each day
Disturbing classes without valid reasons; Making any form of noise at the corridor while classes are going on; and Loitering near classrooms during class hours	1st Offense – Warning by any authorized person 2nd Offense – Report to OSAS, Reprimand 3rd Offense – Report to OSAS, Academic / Administrative Service for four (4) days at two (2) hours each day
Failure to bring valid school ID	In case a student can present his/her COR, he/she is allowed to enter the campus. In case a student fails to present any of the two, the offense/s shall be meted as follows: 1st Offense – Warning from the OSAS 2nd Offense – Reprimand 3rd Offense – Academic / Administrative Service
Failure to conspicuously wear ID at all times inside the campus	1st Offense- The student's name, ID number, college and year shall be noted down by any authorized person and submitted to the OSAS for record 2nd Offense- Reprimand 3rd Offense- Academic/Administrative Service for four (4) days at two (2) hours each day

Littering inside/outside the classroom; and spitting anywhere in the campus	1st Offense – Warning by any authorized person 2nd Offense – The student's name, ID number, college and year level shall be noted down by any authorized person and be submitted to OSAS for record and reprimand 3rd Offense – Academic / Administrative Service for four (4) days at two (2) hours each day
Non/improper wearing of prescribed school uniform	For security reasons, strictly NO UNIFORM, NO ENTRY For students with valid reasons, a letter must be sent to OSAS for student entry slip.
Posting of announcements without prior approval from the OSAS	1st Offense- Warning, removal of postings 2nd Offense- Reprimand, removal of postings 3rd Offense- Academic/Administrative Service for four (4) days at two (2) hours each day
Unauthorized use of school facilities and entering any restricted area without prior permission or authority.	1st Offense- Reprimand and case forwarded to the OSAS for record 2nd Offense- Academic/Administrative Service for four (4) days at two (2) hours each day 3rd Offense- Academic/Administrative Service for six (6) days at two (2) hours each day
Using of cellular phone during classes	1st Offense – Warning by the instructor 2nd Offense – Confiscation of cellular phone by the instructor and will be returned after the class 3rd Offense – Reported to OSAS, Academic / Administrative Service for four (4) hours
Using fake, non-validated ID/another person's ID or Lending one's ID for use of another person.	1st Offense- The student's name, ID number, college and year shall be noted down by any authorized person and submitted to the OSAS for reprimand 2nd Offense- Academic/Administrative Service for four (4) days at two (2) hours each day 3rd Offense- Case shall be referred to Student Disciplinary Board

Violation of any classroom policies set by the instructor.	1st Offense- Warning by any authorized person 2nd Offense- Reprimand and case forwarded to the OSAS for record 3rd Offense- Academic/Administrative Service for four (4) days at two (2) hours each day
Violation of dress code during Wash Days and Weekends	1st Offense – Warning and the student's name, ID number, college and year level shall be noted down by any authorized person and be submitted to OSAS for record 2nd Offense – Academic / Administrative Service for five (5) days at two (2) hours each day 3rd Offense – Loss of privilege
Wearing of earrings (male students)	1st Offense – Warning by any authorized person 2nd Offense – Confiscation of earrings 3rd Offense – Academic / Administrative Service for five (5) days at two (2) hours each day
Other analogous offenses	

24.2.2 Serious Offenses

Act of Misconduct	Corrective Measures
Acts of Gross Discourtesy and Disrespect to school officials, faculty, staff and co-students.	1st Offense- Suspension of not less than three days and not more than five days 2nd Offense- Suspension of not less than five days and not more than ten days 3rd Offense- Non- readmission
Acts that tarnish the name of the school such as wearing the school uniform/ ID in KTV bars, on drinking spree, and the like	1st Offense- Reprimand, Academic/ Administrative Service for four (4) days at three (3) hours each day 2nd Offense- Suspension of not less than three days and not more than five days 3rd Offense- Non- readmission

Any kind of provocation that results in heated verbal or physical confrontation between students and group of students.	1st Offense- Academic/Administrative Service for four (4) days at three (3) hours each day 2nd Offense- Suspension of five days 3rd Offense- Non- readmission
Brawls within the school premises or outside the campus during an academic function or school activity.	1st Offense- Academic/Administrative Service for four (4) days at three (3) hours each day 2nd Offense- Suspension of five days 3rd Offense- Non- readmission
Bringing, selling, and use of illegal drugs, or chemicals	1st Offense- Exclusion
Bringing/Drinking of liquor or alcohol beverages or in the state of drunkenness within the premises of the school or attending activities sanctioned by the school. A student is considered under the influence of liquor if he/she is found to have had an alcohol intake regardless of the amount.	1st Offense- Reprimand and Academic/ Administrative Service for four (4) days at three (3) hours each day 2nd Offense- Suspension of five days 3rd Offense- Non- readmission
Bringing/watching pornographic materials in any form	1st Offense- Reprimand and for counseling 2nd Offense- Academic/Administrative Service for four (4) days at three (3) hours each day 3rd Offense- Suspension of three days
Bullying another in any form or violation of any of the provisions of the Republic Act (R.A.) No. 10627 or Anti-Bullying Act of 2013.	1st Offense- Reprimand and for counseling 2nd Offense- Suspension of three days 3rd Offense- Suspension of five days

Cheating in any form in any examinations, plagiarism or any act of academic dishonesty. The act of cheating includes, but is not limited to the following: • Unauthorized possession of notes or any material relative to the examination or test whether the student actually uses them or not. • Copying or allowing another to copy from one's examination papers. Both parties are liable. • Looking at another student's examination paper, or allowing another student to look at his examination paper • Communicating with another student or any person in any form during an examination or test without permission from the teacher or proctor. Both parties are liable. • Leaking examination questions to another or other student/s. Both parties are liable. • Having somebody else take an examination or test for one's self or prepare a required report or assignment. If both parties are students, both are liable.	1st Offense- Failing grade in the examination/quiz concerned 2nd Offense- Failing grade in the subject concerned 3rd Offense- Suspension of five days
Circulating False and derogatory information against the school officers, faculty, staff and students; Act of gross dishonesty	1st Offense- Reprimand and counseling 2nd Offense- Suspension of not less than three days and not more than five days

	3rd Offense- Suspension of not less than five days and not more than ten days
Defaming school officials, faculty, staff and co-students in words/deeds such as thru text messaging or thru internet and other forms of media	1st Offense- Reprimand and counseling 2nd Offense- Suspension of not less than three days and not more than five days 3rd Offense- Suspension of not less than five days and not more than ten days
Engaging in any form of gambling within the premises of the school	1st Offense- Reprimand 2nd Offense Suspension of not less than three days and not more than ten days 3rd Offense - Suspension of not less than five days and not more than ten days
Forgery, Alteration, tampering or misuse of school records or credentials, knowingly furnishing false information to the school in connection with his school documents filed by him	1st Offense- Suspension of not less than three days and not more than five days 2nd Offense- Suspension of not less than five days and not more than ten days 3rd Offense- Exclusion
Habitual disregard or willful violations of established policies, rules or regulations which includes commission of three (3) light offenses of the same kind of nature, or five (5) light offenses of different kinds of nature	1st Offense- Suspension of not less than five days and not more than ten days 2nd Offense- Non- readmission
Habitual disregard or willful violations on offenses classified under as serious offense	Referred to the Student Disciplinary Board for either non-readmission or exclusion.
Illegal possession of deadly weapons/firearms	1st Offense- Exclusion
Misappropriation of student organization funds/Unauthorized use of fund	1st Offense- Suspension of not less than five days and not more than ten days; Restitution

	2nd Offense- Non- readmission
Physical assault on any person within the premises of the school including its vicinity and or outside the campus during an official school activity	1st Offense- Suspension of not less than five days and not more than ten days 2nd Offense- Exclusion
Unjustified Refusal to Submit to Random/ Mandatory Drug Testing *(Note: Note: A refusal may be justified by a documented medical condition, emergency, authorized absence, or inability to provide a specimen, subject to DSAS approval.)*	1st Offense- Reprimand and counseling 2nd Offense- Suspension of not less than five days and not more than ten days 3rd Offense- Non-readmission
Scandalous display affection (Public Display of Affection) within the premises of the school.	1st Offense- Reprimand and counseling 2nd Offense- Suspension of not less than five days and not more than ten days 3rd Offense- Non-readmission
Sexual Harassment	This shall be referred to the Student Disciplinary Board
Smoking inside the campus	1st Offense- Reprimand and counseling 2nd Offense- Suspension of not less than five days and not more than ten days 3rd Offense- Non-readmission
Threats against a person	1st Offense- Suspension of not less than three days and not more than five days 2nd Offense- Suspension of not less than five days and not more than ten days 3rd Offense- Non-readmission
Unauthorized collection or extraction of money, checks or other instruments as equivalent of money, which includes but is not limited to matters pertaining to the school or using the name of the school.	1st Offense- Suspension of not less than five days and not more than ten days 2nd Offense- Non-readmission

Unauthorized field trip, educational tour, activities and the like conducted by students/student organizations	This shall be referred to the Student Disciplinary Board
Unofficial or unauthorized participation in any activity outside the campus as representing SPC	1st Offense- Reprimand, Community/Campus Service for four (4) days at three (3) hours each day 2nd Offense- Suspension of not less than three days and not more than five days
Unjust enrichment; or failure to turnover lost and found items to the OSAS	1st Offense- Suspension of not less than three days and not more than five days 2nd Offense- Suspension of not less than five days and not more than ten days 3rd Offense- Non-readmission
Vandalism, destruction and other intentional damage of school property or of an individual's property	1st Offense- Suspension of not less than three days and not more than ten days and restitution of damaged property 2nd Offense- Suspension of not less than five days and not more than ten days, restitution of damaged property and non-readmission
Violation of Safe Spaces	1st Offense- Reprimand and for Counseling 2nd Offense- Suspension of three days 3rd Offense- Suspension of five days
Willful failure to comply with notices issued for purposes of investigation conducted related to student discipline related Issues	1st Offense- Suspension of not less than five days and not more than ten days 2nd Offense- Non- readmission

24.2.3 Serious offenses are referred to the Student Disciplinary Board.

24.3 STUDENT FEEDBACK/COMPLAINT

Student feedback and complaints at St. Peter's College are categorized into academic and non-academic concerns, with designated offices responsible for addressing each type of concern.

24.3.1 Feedback is the return of information or opinions from students, faculty, or staff regarding the outcome of a process, service, or activity. It serves as an evaluative response that can help improve the quality of education and services. Feedback can be classified as either positive, indicating satisfaction and approval, or constructive, where suggestions for improvement are offered.

24.3.2 A complaint is an expression of dissatisfaction or concern about an aspect of the college experience, whether academic or non-academic. It refers to an issue that a student or a faculty member or a staff member against a student, or vice versa, that needs to be addressed. Complaints are taken seriously and are addressed through appropriate channels, even if they are not formal grievances or official charges.

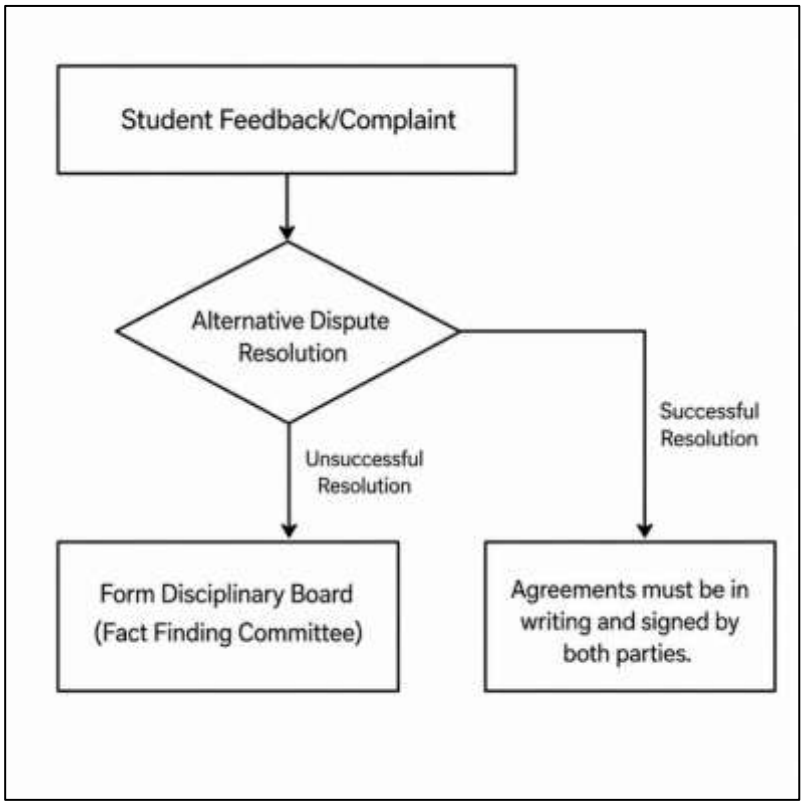
24.3.3 Procedure for Handling Student Complaints

24.3.4 Student complaints should be addressed through the appropriate channels depending on the type of concern:

24.3.4.1 **Student Grievance/ Right to Appeal**

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

- Complaints must be filed within five (5) days after the incident excluding weekends and holidays following the procedures:
    - The student files a complaint letter addressed to the DSAS.
    - The DSAS conducts the preliminary investigation and meeting between the complainant and respondent. The purpose of which is to settle the matter amicably.
    - If the decision of the case is not satisfactory to the complainant, the DSAS elevates the case to the Disciplinary Board.



24.3.4.2 **Disciplinary Board**

- The Disciplinary Board is an investigating committee composed of the following:
  - Chairman – Dean of Student Affairs and Services
  - Co-Chairman – Guidance Service Center Representative
  - Members:
    - President or Representative of the Faculty and Staff Association
    - Representative of Academic Council (preferably not directly related with the student concerned)
    - President of the SSC

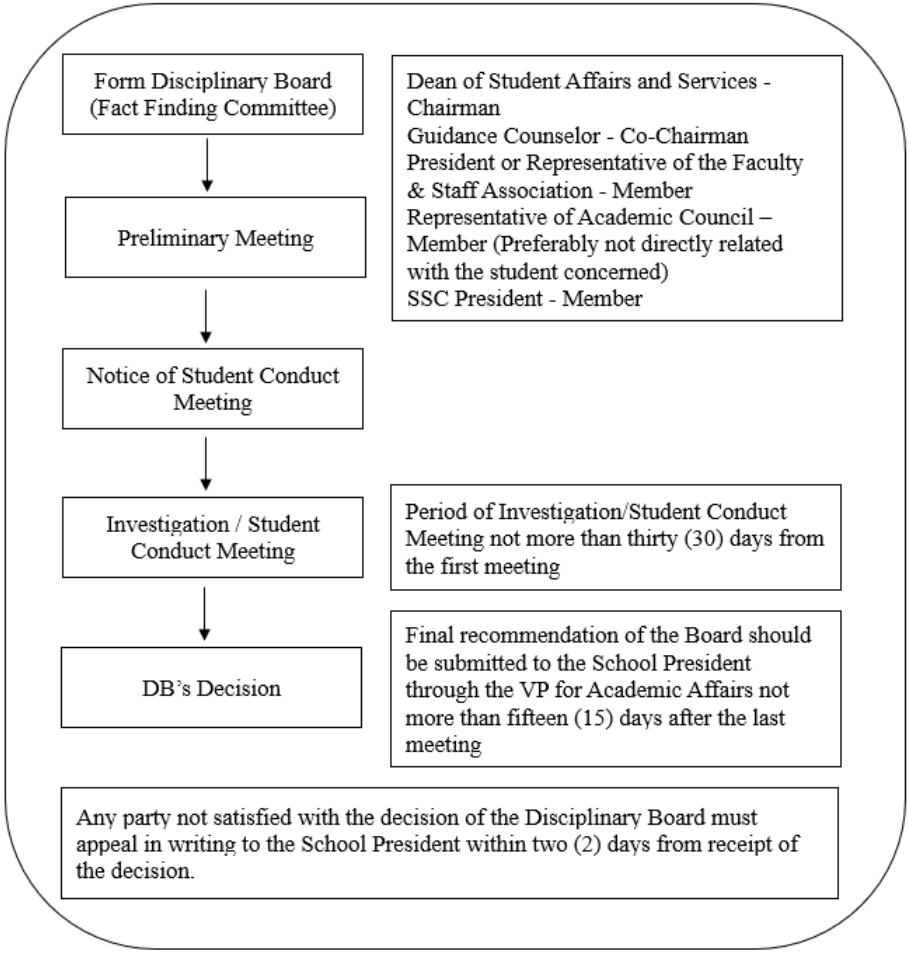
- The Board has the following functions:
    - To handle the hearing of cases, impose and administer disciplinary sanctions appropriate to the nature, gravity of the offense committed and in accordance with the table of offenses and penalties on such violations or infractions.
    - To recommend for approval to the School President, through the VP for Academic Affairs, decisions on cases heard. Attached to such recommendations are records and documentations of the cases heard.
    - In the absence of the DSAS or GC, the board may appoint any of the senior officers to act in their place.

- The Disciplinary Board shall observe the following:
    - Serve notice of student conduct meeting to respondents and complainants within 5 days upon receipt of the complaint.
    - Parents/Guardians should be notified
    - Right of respondent to counsel should be strictly observed
    - Period of investigation should not be more than thirty (30)
    - days from the first meeting.
    - Should the complainant fail to appear without just cause on the scheduled initial student conduct meeting despite notice, the complaint is dismissed. On the other hand, should the respondent fail to appear for the initial hearing after notice and without sufficient cause, this fact is placed on record and the hearing shall precede ex-parte without prejudice to the

appearance of respondent in subsequent hearings.

- Before the Board's decision on the case is submitted for approval such decision should first be discussed with the Dean.
- Final recommendation of the board should be submitted to the School President through the VP for Academic Affairs not more than fifteen (15) days after the last meeting.
- Any party not satisfied with the decision of the Disciplinary Board may appeal in writing to the School President within two (2) days from receipt of the decision. If an appeal is not availed of by a party within the prescribed period, the decision of the Disciplinary Board becomes final and immediately executory unless the DB defers the imposition of penalty for meritorious reasons.

STUDENT DISCIPLINE



EFFECTIVITY OF HANDBOOK

The SPC Student Handbook **2026** Edition takes effect starting the **1st Semester AY 2026 - 2027.**

APPROVED BY:

(SGD.) PETER DAN P. PUNONGBAYAN, MM
Chairman, SPC Board of Trustees

(SGD.) DANILO P. PUNONGBAYAN, JR.
Trustee, SPC Board of Trustees

(SGD.) ASHLY NICOLE D. PUNONGBAYAN
Trustee, SPC Board of Trustees

(SGD.) RICHARD DANIEL D. PUNONGBAYAN
Trustee, SPC Board of Trustees

ANNEX

DRUG-FREE CAMPUS POLICIES AND GUIDELINES

- POLICY STATEMENT
  St. Peter's College is dedicated to providing a drug-free, safe environment for all students, faculty, and staff. SPC is also committed to supporting and complying with all applicable drug-free environment rules and regulations in educational institutions. This Drug-Free Policy complies with the Republic Act (RA) 9165, also known as The Comprehensive Dangerous Drugs Act of 2002, and by the Commission on Higher Education (CHED) Memorandum Order No. 18, series of 2018.

More of this policy, https://bit.ly/SPCDRUGFREEMANUAL



ANNEX

ANTI-HAZING POLICY IN ST. PETER'S COLLEGE

- POLICY STATEMENT
  St. Peter's College is committed to fostering a secure, inclusive, and nurturing environment for all students. This Anti-Hazing Policy is established to unequivocally prohibit hazing activities and aligns with Republic Act No. 11053, the Anti-Hazing Act of 2018, and the school policy.

  We do not recognize or endorse any Fraternities or Sororities, and hazing in any form is strictly forbidden. This policy reinforces our dedication to protecting the fundamental human rights of students and creating a campus culture that prioritizes the rights and well-being of all individuals. Through this policy, we strive to uphold the values of human dignity, freedom from torture, and the right to a safe and healthy environment.

More of this policy, https://bit.ly/SPCANTIHAZINGPOLICY

ANNEX

SAFE SPACE ACT

The Safe Spaces Act, officially known as Republic Act No. 11313, is a significant piece of legislation in the Philippines aimed at addressing gender-based sexual harassment in various public and private spaces.

More of this law, https://bit.ly/RA113131SAFESPACEACT



ANNEX

ST. PETER'S COLLEGE LOCAL OFF-CAMPUS ACTIVITIES POLICY

Section I. Title and Purpose

The purpose of this policy is to establish clear guidelines and procedures for organizing, approving, and conducting local off-campus activities at St. Peter's College, such as educational tours, field trips, and other similar events. This policy aims to ensure that all off-campus activities:

Enhance Educational Value: Align with the academic and co-curricular goals of the college by providing meaningful learning experiences that complement classroom instruction.

Ensure Safety and Welfare: Prioritize the safety, security, and well-being of all participants by adhering to standardized safety protocols and risk management practices as mandated by the Commission on Higher Education (CHED) and St. Peter's College.

Promote Accountability and Compliance: Ensure compliance with CHED Memorandum Order (CMO) No. 63, Series of 2017, and other relevant regulations by establishing a consistent process for filing, approval, monitoring, and reporting of all off-campus activities.

Foster Transparent Communication: Encourage open communication and consultation with all stakeholders, including students, parents, faculty, and staff, to promote understanding and cooperation regarding the objectives, expectations, and requirements of all off-campus activities.

More of this policy, https://bit.ly/LOCALOFFCAMPUSPOLICYSPC

SPC HYMN

Lyrics by: Renato Guzman
Musical Notation by Prof. Prospero G. Villacrusis

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

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

Refrain:

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

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

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

COURSES OFFERED

GRADUATE SCHOOL

- Master of Arts in Education Major in Education Management

COLLEGE OF ENGINEERING

- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Mechanical Engineering

COLLEGE OF EDUCATION

- Bachelor of Secondary Education Major in English, Math, Filipino
- Bachelor of Elementary Education

COLLEGE OF ARTS AND SCIENCES

- Bachelor of Arts in Political Science
- Bachelor of Arts in English Language
- Bachelor of Arts in Filipino

COLLEGE OF BUSINESS ADMINISTRATION

- Bachelor of Science in Business Administration Major in Marketing Management, Operations Management, Financial Management, Human Resource Management

COLLEGE OF COMPUTER STUDIES

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

COLLEGE OF CRIMINOLOGY

- Bachelor of Science in Criminology

TECHNICAL VOCATIONAL COURSE

- Events Management Services NC III
  - CPTR No.: 20241035TRSEVM307072

SHORT-TERM COURSE OFFERINGS

- Computer Literacy
- Bookkeeping Enhancement Program
- AUTOCAD 2D and 3D Trainings
- Web Development Short Term Course
- Driving Tutorial
- PC Repairs