



Republic of the Philippines
CEBU TECHNOLOGICAL UNIVERSITY
Cebu, Philippines



STUDENT MANUAL



Approved as per BOR Resolution No. ____ s. ____ dated ____

FOREWORD

ii. VISION, MISSION, GOAL AND PHILOSOPHY

Vision

CTU envisions itself to be the center of excellence and development in research, instruction, production and extension services for progressive leadership transcending global, technological, business, and industry-driven education.

Mission

The university provides advanced professional and technical instruction for special purposes, industrial trade, teacher education, agriculture, fishery, forestry, engineering, aeronautics and land-based programs, arts and sciences, health sciences, information technology and other relevant fields of study. It undertakes research, production and extension services to provide progressive leadership across the areas of specialization for global empowerment.

Goal

The university shall produce knowledge-based and globally competent human **resources** who are reasonably flexible and at tuned to the latest technology needs; strengthened by the academe and industry partnership to spur effective and efficient technology management.

Philosophy

CTU believes in economic stability through science and technology education to meet the rapid changing needs of contemporary society and the **principle of learning by doing**.

University President

iii. LUPANG HINIRANG AND PANATANG MAKABAYAN



Philippine Flag

**Lupang Hinirang
(National Anthem)**
Composer: Julian Felipe

*Bayang magiliw
Perlas ng Silanganan,
Alab ng puso,
Sa dibdib mo'y buhay.*

*Lupang Hinirang,
Duyan ka ng magiting,
Sa manlulupig,
Di ka pasisiil.*

*Sa dagat at bundok,
Sa simoy at sa langit mong
bughaw,
May dilag ang tula
At awit sa paglayang
minamahal.*

*Ang kislap ng watawat mo'y
Tagumpay na nagniningning,
Ang bituin at araw niya
Kailan pa ma'y di magdidilim.*

*Lupa ng araw, ng luwalhati't
pagsinta,
Buhay ay langit sa piling mo;
Aming ligaya, na pag may
mang-aapi
Ang mamatay ng dahil sa iyo.*

iv. Panatang Makabayan

Iniibig ko ang Pilipinas,
Aking lupang sinilangan,
Tahanan ng aking lahi,
Kinukupkop ako at
tinutulungang.

Maging malakas,
masipag at marangal
Dahil mahal ko ang Pilipinas,
Diringgin ko ang payo ng aking
magulang,
Susundin ko ang tuntunin ng
paaralan,

Tutuparin ko ang mga tungkulin
ng isang mamamayang
makabayan, naglilingkod,
nag-aaral at nagdarasal nang
buong katapatan.

laalay ko ang aking buhay,
pangarap, pagsisikap
Sa bansang
Pilipinas.

v. SUGBO

Sugbo,
Harang kapupud-an
Sa habagatan,
Kinapusurang lalawigan
Sa Kabisay-an
Sa kaalam adunahan,
Sa among gugma ug
dungog kanunay'ng
halaran

Sugbo, unang
binunyagan sa
Kristohanong tinuho-an,
Gipanalipdan kanunay ni
Señor Santo Niño,
Makasaysayon, maabi-
abihon, madanihon,
Ug angay ka gayud nga
ipasigarbo

Sugbo,
Pinangga sa klima ug
panahon,
Kalinaw, kauswagan –
palungtaron, palambuon
Bisan asa modangat sa
among pagpaningkamot
Ikaw amo kanunay nga
handumon,
Ikaw amo kanunay nga
handumon!
Oh Sugbo...!

vi. CTU Flag



vii. OFFICIAL SEAL and COLOR

The official color of the Cebu Technological University is a combination of Nile green, permanent red, gold (golden) yellow, and thalo blue. This bears the super imposed(?) official seal of the university. Nile green symbolizes agriculture and forestry; permanent red the industrial thrusts of the curriculum; and thalo blue the fisheries technology. All these offerings are the polytechnological thrusts of the university.



The official seal of the university shall be circular in form with the inscription alongside the circle; the name of the university shall be in capital letters.

1. Book and Torch

It (They) symbolize the educational thrusts of the university to promote services in the fields of instruction, research, extension, production and graduate studies for progressive leadership. It also represents the College of Education.

2. Nine Rays

It (They) represent the nine major campuses of the university in the various technological areas.

3. Laurel

It signifies excellence in the continuous acquisition of knowledge, skills and competence in developing minds through arts, technology, and different sciences. It also represents the College of Arts and Sciences.

4. Globe with a (the) map of Cebu

It stands for the contribution of the university to the country and to the world.

5. Waves and Fish

It embodies the College of Fishery.

6. Anchor

It stands for the College of Marine Engineering.

7. Field with Sprouting Plants

It represents the College of Agriculture.

8. Industrial Building with Communication

It stands for the College of Technology & the College of Engineering.

9. Ribbon with Date

It symbolizes the Found (Founding) Year of the institution.

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viii. Student Rights

1. The Right to Quality Education

Students shall have the right to receive, primarily through competent **instructions (instruction)**, relevant quality education with national goals and conducive to **his/her(their)** full development as person with **human** dignity.

2. The Right to Due Process

A student subject to disciplinary action shall have the right to defend himself, to be heard and to present evidence on his/her behalf before an impartial body.

3. The Right to Association

The right of students to form, assist, join, and actively participate in any campus organization, unions, societies, **nationwide(national)** youth groups, alliances or federations for purposes not contrary to law shall not be abridged.

4. The Right to Speech, Expression **and of the Press**

The right to free expression of opinions and suggestions, and to effective communication with appropriate academic channels and administrative bodies of the institution.

5. The Right to Religion

The free exercise and enjoyment of religious profession and worship, without discrimination or preference, shall forever be allowed.

6. The Right to Privacy

The privacy of communication and correspondence of students shall remain inviolable.

7. The Right Against Abuse

As stated **from(in)** Art XV. Sec. 3 (b) of the 1987 Philippine Constitution, the state shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions... .”

Family Code of the Philippines “gives the school, its administrators and teachers, or the individual, entity or institution engaged in child care the special parental authority and responsibility over the minor child while under their supervision, instruction or custody... .”

8. The Right Against Sexual Harassment

Valuing the dignity of every individual, enhance the development of it human resources, guarantee full respect for human rights, and uphold the dignity of the students.

9. Other rights as may be provided by law.

I. BRIEF HISTORY OF CEBU TECHNOLOGICAL UNIVERSITY

Cebu Technological University, formerly known as **Cebu State College of Science and Technology (CSCST)**, is composed of nine campuses throughout the Province of Cebu. It became a state university on November 10, 2009 by virtue of Republic Act No. 9744. The campuses are located in Cebu City (Main Campus), Argao, Barili, San Francisco, Carmen, Daanbantayan, Danao, Moalboal and Tuburan.

It also has extension campuses located in Dumanjug, Bitoon, Bonbon, Malabuyoc, San Fernando, Naga, Pinamungajan, Oslob, San Remegio, Samboan, Tabogon and Bantayan.

The university as a system of nine campuses and 11 extensions **traced its beginnings as (started as)** Cebu School of Arts and Trades in Cebu City, Sudlon Agricultural College in **Lahug**, Cebu City, Abellana National School in Cebu City, Danao Vocational School in Danao City, Tuburan Vocational School in Tuburan, Moalboal School of Fisheries in Moalboal, Argao Agro-Industrial School in Argao, Quirino School of Fisheries in Carmen, Manuel A. Roxas Memorial School of Fisheries in Daanbantayan, and Magsaysay School of Fisheries in San Francisco, Camotes **Islands**. These were integrated into Cebu State College of Science and Technology (CSCST) System on June 10, 1983 by virtue of Batas Pambansa Bilang 412. It was mandated that the new state college shall expand its curricular programs focusing on higher technological education.

On December 16, 2003, to fully standardize and to highly institutionalize the entire management of its educational system, Cebu State College of Science and Technology was granted Certificate of Registration by Anglo-Japanese American (AJA) Registrars Incorporated in accordance with ISO 9001:2000 Quality Management System Standards, with Certification No. AJA 03/6952 giving it international recognition. On February 7, 2007, CSCST was recertified by AJA Registrars Inc. as ISO 9001:2000 QMS compliant.

The **Main Campus** in Cebu City started in 1911 when the Cebu Trade School was established as one of the earliest vocational schools in the country. Founded by the Americans as the Manual Arts Department of the Cebu Normal School (now Cebu Normal University), its main purpose was to develop technical skills. The school produced its first graduates in 1912.

Cebu Trade School later became an affiliate of the Cebu Provincial High School located along Jones Avenue. Through Proclamation No. 180 on August 20, 1928, it became a separate entity and acquired its present site at the corner of M.J. Cuenco Avenue, and R. Palma St.

In 1925, the secondary school was opened. In 1940, Commonwealth Act No. 313 renamed Cebu Trade School to Cebu School of Arts and Trades (CSAT). That same year, it offered the two-year technical course for male students. In 1950 it opened its doors to female students.

CSAT's first tertiary offering was the Bachelor of Science in Industrial Education in 1954. In 1969, it offered Master of Education (M.Ed.) and Master of Arts in Vocational Education (MAVED). In 1975, it started offering Bachelor of Science in Industrial Technology (BSIT). In 1982, it offered the Master in Public Administration.

In 1996, to meet the needs of technologists occupying managerial positions in the industry, the Graduate School of the Cebu State College of Science and Technology offered the Doctor of Philosophy in Technological Management (Ph.D. TM) and Doctor in Development Education (Dev.Ed.D) a year later.

In 1998, the Bachelor of Elementary Education and the Bachelor of Secondary Education achieved Level 1 Accreditation Status as assessed and evaluated by the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACUP). These were the first curricular programs of CSCST to be accredited.

The **Argao Campus** began as an extension school of Cebu Provincial High School in Cebu City in 1945 before the Americans landed in Cebu to continue the pre-war classes. On July 1, 1945 the Provincial Board and the school authorities established it as the Cebu South Provincial High School. In 1949 buildings were constructed out of the war reparation funds. The school was then converted to Cebu South National High School in 1961. After seventeen years, it was converted to Cebu South Agro-Industrial School. In 1984, it was renamed CSCST-Agro-Industrial and Forestry College.

The **Barili Campus** traced its origin in Barangay Sudlon, Cebu City. By virtue of The Omnibus Law 948, the Sudlon Agricultural School was created on August 2, 1948. In 1954, it was transferred to Lahug, Cebu City. In 1972, it became one of the eleven agricultural schools placed under the Bureau of Vocational Education - EDPITAF Program. It was during this time when tertiary degrees in agriculture were opened. On May 30, 2001, as part of the CSCST System, the College of Agriculture was relocated to its present 100-hectare site in Cagay, Barili.

The **SanFrancisco(San Francisco) Campus** traced its foundation on June 22, 1956 when RA No. 1984 was enacted to create the Cebu School of Fisheries in the Municipality of Poro. However, in June 1961, the school was transferred to the Municipality of **SanFrancisco** because of its large population. Under RA No. 3500, the school was renamed Magsaysay School of Fisheries in 1963. It was changed in 1984 to CSCST-Fishery and Industrial College.

The **Carmen Campus** started as the Quirino School of Fisheries under RA No. 2700 in 1959. It was administered and supervised in 1964 by Cebu School of Arts and Trades (CSAT), Cebu City. By virtue of MECS Order No. 72, s.1979, the school was converted into a Regional Institute of Fisheries Technology (RIFT), one of the seven schools under the Educational Development Projects Implementing Task Force (EDPITAPH). It was renamed CSCST-College of Fisheries Technology in 1984.

The **Daanbantayan Campus** was founded on March 3, 1948 by virtue of Provincial Board Resolution No. 500 and was named Manuel A. Roxas School of Fisheries, the oldest known fishery school of the country. In 1951, by virtue of RA No. 673, it became a national vocational school under the supervision of the Bureau of Public Schools. It transferred to its present site in Agujo, Daanbantayan and in 1952, its supervision was assigned to the Bureau of Fisheries. The school became one of the regional fishery schools offering both secondary and post-secondary programs.

On April 8, 1983, the school was converted into Central Visayas College of Fisheries under B.P. 379. However, before its implementation, another law, B.P. 412, was approved on June 10, 1983 making the school part of the Cebu State College of Science and Technology System. Finally, in 1984, it was renamed CSCST-College of Fisheries.

The **Danao Campus** started in June 1949 by virtue of Danao Municipal Council Resolution naming it Danao Provincial High School. On June 22, 1957, RA No. 1907 converted it into a national vocational secondary school. In July 1965, the school transferred to its present site in Sabang, Danao City. Ten years later, it was changed to Danao Vocational School which then offered the two-year trade technical curriculum. In 1984, it was renamed CSCST-College of Industrial Technology.

The **Moalboal Campus** started as Moalboal Provincial High School by authority of Moalboal Municipal Council Resolution No. 87 dated December 31, 1947. On February 15, 1967 by virtue of RA No. 3613, it was converted to Moalboal Southern School of Fisheries. In 1975, its name was shortened to Moalboal School of Fisheries. In that same year, the Three-Year Diploma in Fishery Technology was offered.

The **Tuburan Campus** was first established in 1945 as Cebu North Provincial High School. On June 18, 1961, RA No. 3433 converted it to a national, vocational high school. A year later, RA No. 3502 renamed it Tuburan National School. It later became CSCST-Polytechnic College and through Board of Trustees Resolution No. 028 dated November 16, 2004, its name was changed to CSCST–Tuburan Campus, reflecting its geographical location.



ORGANIZATIONAL STRUCTURE

The Governing Board. The governing board of the university shall be the Board of Regents (BOR), herein after referred to as the Board, which shall be composed of the Chairperson of the Commission on Higher Education (CHED) as chairperson, President of the University as vice-chairperson the chairperson of the Senate Committee on Education, the chairperson of the Committee on Technical Education of the House of Representatives, the Regional Director of the National Economic and Development Authority (NEDA), the Regional Director of the Department of Science and Technology (DOST), the President of the Federation of Faculty Associations of the university, the President of the Federation of Alumni Association, the President of the Federation of Student Government of the university, and two (2) prominent citizens from the private sector, who have distinguished themselves in their profession or fields of specialization of the university, as members.

The terms of office of these presidents of federations are co-terminus with their respective terms of office in such capacities.

III. CURRICULAR OFFERINGS

A. GRADUATE STUDIES

| | |
|---|-----------------------------------|
| 1. Doctor in Development Education (Dev. Ed. D.) Major in: -English -Filipino -Mathematics -Statistics -Physical Education | BOT RESOLUTION No. 368 s. 2004 |
|---|-----------------------------------|

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|---|--------------------------------------|
| -Special Education -General Sciences -Biology -Biotech -Chemistry -Physics -Guidance and Counselling | |
| 2. Doctor of Philosophy in Technology Management Major in: - Language Teaching - Maritime Education and Engineering Technology - Special Education - Public Health Management - Library Science Management - Hotel Restaurant Services Tourism Technology - Information and Communication Technology - Agriculture Technology Management - Fishery Technology Management - Technology Education - Industrial Technology - Engineering Technology | BOT RESOLUTION No. 368 s. 2004 |
| 3. Doctor in Public Administration (DPA) | BOR RESOLUTION NO. 29 S. 2010 |
| 4. Master of Arts in Vocational Education (MAVED) With specialization in MTE majors | BOT RESOLUTION NO. 88-019 S. 1998 |
| 5. Master of Arts in Education (M.A.Ed.) Major in: - English Teaching - Filipino Teaching | BOT RESOLUTION NO. 88-019 S. 1998 |

| | |
|---|--------------------------------------|
| <ul style="list-style-type: none"> - School Supervision and Administration - Teaching Biology - Teaching Chemistry - Teaching Physics - Teaching Science - English Language Teaching (ELT) - Teaching Math | |
| 6. Master in Education (M.Ed.) Major in: - Administration and Supervision | BOT RESOLUTION NO. 683 S. 2009 |
| 7. Master in Education (M.Ed.) - Non-Thesis | BOR RESOLUTION NO. 20 S. 2010 |
| 8. Master in Public Administration (MPA) (with and without thesis program) | BOT RESOLUTION NO. 88-019 S. 1998 |
| 9. Master of Science in Industrial Technology (MSIT) | |
| 10. Master of Engineering Technology with similar major in MSIT | |
| 11. Master in Technician Education(MTE) Major in: - Automotive Technology -Drafting Technology -Electrical Technology -Electronics Technology -Machine Shop Technology | BOT RESOLUTION NO. 368 S. 2004 |
| 12. Master of Science in Agriculture (MS Agri.) Major in: -Animal Science -Horticulture | BOR RESOLUTION NO. 32 S. 2010 |

1. Doctor in Development Education (Dev.Ed.D.)
2. Doctor of Philosophy in Technology Management
3. Master in Public Administration (MPA)

College Of Education Special Program

| | |
|---|-----------------------------------|
| 1. *Doctor in Development Education (Dev.Ed.D.) Major in: -Special Education (SPED) -Early Childhood (ECE) -Guidance and Counseling | BOT RESOLUTION NO. 677 S. 2009 |
| 2.*Master of Arts in Education (M.A.Ed.)- Thesis Major in: -Special Education -Mathematics Teaching -Basic Elementary -Education Teaching -Guidance and Counseling -Early Childhood Education | BOT RESOLUTION NO. 408 S. 2005 |
| 3. *Master in Education (M.Ed.)- Non Thesis Major in: -Special Education -Mathematics Teaching -Guidance and Counseling - Early Childhood Education | BOT RESOLUTION NO. 408 S. 2005 |
| 4. *Diploma/ Certificate in Professional Education- (Secondary Teaching) Major in: -Technology & Livelihood Education (TLE) -Mathematics -Basic Elementary Education Teaching | BOT RESOLUTION NO. 417 S. 2005 |
| 5. *Diploma/ Certificate in Special | BOT RESOLUTION |

The following programs are also offered online:

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|--|--------------------------------|
| Education (DSPED/ CSPED) | NO. 408 S. 2005 |
| 6. *Diploma/ Certificate in Early Childhood Education (DECE/ CECE) | BOT RESOLUTION NO. 417 S. 2005 |
| 7. Certificate in Industrial Technology for PWD | BOT RESOLUTION NO. 610 S. 2005 |

***Note: These programs are also offered on-line.**

B. UNDERGRADUATE STUDIES

| | |
|---|--------------------------------|
| 1. EDUCATION | |
| 1.1 Bachelor of Elementary Education (BEEd) Major in Technology and Livelihood Education with -General Content -Pre-elementary Education -Special Education | BOT RESOLUTION NO. 677 S. 2009 |
| 1.2 Bachelor of Secondary Education (BSEd) Major in Technology and Livelihood Education <i>with specific areas of specialization in:</i> -Business Technology -Home Economics Technology -Industrial Technology -Mathematics -Science | BOT RESOLUTION NO. 677 S. 2009 |
| 1.3 Bachelor of Technical Teacher Education (BTTE) Major in: -Architectural Drafting Technology -Automotive Technology -Electrical Technology -Electronics Technology -Food Service Management | BOT RESOLUTION NO. 677 S. 2009 |

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| Technology -Garments & Fashion Technology | |
| 1.4 Bachelor of Science in Nursing (BSN) In consortium with Cebu City Medical Center- College of Nursing <i>Note: Processing of application is done at CCMC-CN.</i> | BOT RESOLUTION NO. 598 S. 2008 |
| 2. ENGINEERING | |
| 2.1 Bachelor of Science in Civil Engineering (BSCE) 2.2 Bachelor of Science in Electrical Engineering (BSEE) 2.3 Bachelor of Science in Electronics Engineering (BSEcE) 2.4 Bachelor of Science in Industrial Engineering (BSIE) 2.5 Bachelor of Science in Mechanical Engineering (BSME) 2.6 Bachelor of Science in Agricultural Engineering (BSAE) | BOT RESOLUTION No. 677 S. 2009 BOT RESOLUTION NO. 617 S. 2009 |
| 3. MARITIME EDUCATION | |
| 3.1 Bachelor of Science in Marine Engineering | BOT RESOLUTION NO. 677 S. 2009 |
| 4. ARTS AND SCIENCES | |
| 4.1 Bachelor of Science in Development Communication (BS Dev.Com.) 4.2 Bachelor of Science in Mathematics (BS Math) 4.3 Bachelor of Arts in English (AB English) Major in Applied Linguistics 4.4 Bachelor of Science in Statistics (BS Stat.) 4.5 Bachelor of Arts in Local | BOT RESOLUTION No. 677 s. 2009 BOT RESOLUTION NO. 359 S. 2004 |

| | |
|---|--|
| Governance Administration (ABLGA) | BOR RESOLUTION NO. 27 S.2010 |
| 4.6 Bachelor of Science in Technology Management With specialization in Marketing | BOR RESOLUTION No. 02 s. 2012 |
| 5. TECHNOLOGY | |
| 5.1 Bachelor of Science in Industrial Technology (BSIT) Major in: -Automotive Technology -Civil Technology -Cosmetology Technology -Drafting Technology -Electrical Technology -Electronics Technology -Food Preparation and Services Technology -Foundry Technology -Furniture and Cabinetmaking Technology -Interior Design Technology -Garments Technology -Machine Shop Technology -Power Plant Technology -Refrigeration and Air-conditioning Technology -Welding and Fabrication Technology -Computer Technology | BOT RESOLUTION NO. 677 S. 2009 (BSIT/BSICT) BOT RESOLUTION NO. 622 S. 2009 (BSGD) |
| 5.2 Bachelor of Science in Graphics and Design (BSGD) | BOT RESOLUTION |
| 5.3 Bachelor of Science in Hospitality Management (BSHM) | NO. 618 S. 2099 (BSMX) |
| 5.4 Bachelor of Science in Information and Communications Technology (BSICT) | BOR RESOLUTION |

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|--|---|
| 5.5 Bachelor of Science in Mechatronics (BSMx) | NO. 28 S. 2010 (BSTrM) |
| 5.6 Bachelor of Science in Travel Management (BSTrM) | BOT RESOLUTION NO. 529 S. 2007 (BSHM) |
| 5.7 Opportunity Livelihood Technology Entrepreneurial Classes (OLTEC) | BOT RESOLUTION NO. 402 S. 2005 (OLTECH) |
| 6. AGRICULTURE, FORESTRY, FISHERY | |
| 6.1 Bachelor of Science in Agriculture Major in: -Animal Production -Agronomy -Horticulture -Crop Protection -Agricultural Entrepreneurship Management | BOT RESOLUTION NO. 677 S. 2009 |
| 6.2 Bachelor in Agricultural Technology (BAT) | |
| 6.3. Bachelor of Science in Forestry | |
| 6.4. Bachelor of Science in Fishery | |
| 7. DOCTOR IN VETERINARY MEDICINE | BOR RESOLUTION NO. 33 S, 2010 |
| 8. SPECIAL OFFERING | |
| 8.1 Licensure Examination for Teachers (LET) Review Classes | BOT RESOLUTION NO. 408 S. 2005 |
| 8.2 Computer Literacy | |
| 8.3 Preschool Program | |

9. SHORT TERM COURSES/ TRAINING

- 9.1 Computer Literacy
- 9.2 Culinary Arts
- 9.3 Soap and Candle Making

9.4 Basic Electricity and Building Wiring

9.5 Training/ Courses in Dressmaking & Tailoring

9.6 Training/ Courses in Computer Education

VI. ACADEMIC POLICIES

Academic entrance requirements vary with the scholastic status of the applicant and the program which one desires to take. Only students who have been officially enrolled shall be admitted to classes.

No student shall be denied admission for reasons of race, ethnicity origin (ethnicity), religion, political affiliation. However, the school reserves the right not to accept any applicant whose qualifications do not meet the “standards and requirements”.

Also, a series of random drug testing is administered to students. (RA No. 9165 An Act Instituting The Comprehensive Dangerous Drugs Act Of 2002)

A. Admission

Students shall have the right to choose their field of study subject to screening policies. No applicant for enrolment, whether old or new student, is allowed without presentation of proper credentials.

1. Requirements

1.1 First-year college students should present the following requirements for Admission Test:

- 1.1.1 High School Report Card (Form 138)/ Certificate of Rating for Alternative Learning System (ALS) or its equivalent
- 1.1.2 Certificate of Good Moral Character
- 1.1.3 Two (2) copies of 2”x2” recent ID pictures with white background and nametag
- 1.1.4 Long brown envelope / folder (15” x 10”)
- 1.1.5 Official Receipt of Testing Fee
- 1.1.6 Admission Test

1.2 Transferees should present the following requirements for Admission Test:

- 1.2.1 Certificate of Transfer Credentials/ Informative copy of TOR;
- 1.2.2 Certification of Good Moral Character;
- 1.2.3 Two (2) copies of 2x2 recent ID pictures with white background and nametag; and
- 1.2.4 Endorsement Letter signed by the Campus Director if the transferee comes from another CTU Campus.
- 1.2.5 Admission Test (necessary?)

1.3 For Foreign Students

The following documents should be presented to the Guidance Office as prerequisite for admission:

- 1.3.1 Student applicant’s Personal History Statement (PHS) signed by him, both in English and in his national language, containing among others his left and right thumbprints and a 2x2 photograph on plain white background taken not more than six months prior to submission;
- 1.3.2 Transcript of Records (TOR) or scholastic records from the applicant’s country of origin duly authenticated by the Philippine Foreign Service Post;
- 1.3.3 A notarized Affidavit of Support including bank statements or notarized notice of grant (for institution scholars) to cover expenses for the student’s accommodation and subsistence, as well as school dues and other incidental expenses;
- 1.3.4 Photocopy of data page of the applicant’s passport;
- 1.3.5 Birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post;
- 1.3.5 Police Clearance/ NBI Clearance from the applicant’s country of origin;
- 1.3.6 Quarantine Medical Clearance from the National Quarantine Office; and
- 1.3.7 Other requirements from the Bureau of Immigration (BI).

A foreign student applicant for tertiary education should be a graduate of

secondary education or its equivalent. His fees should be three (3) times more than those for Filipino students. (those for Filipino students)

1.4 Applicants for Opportunity, Livelihood, Technology, and Entrepreneurial Classes

The following are required:

- 1.4.1 at least 16 years old,
- 1.4.2 Report Card (Form 138),
- 1.4.3 Photocopy of Birth Certificate (NSO),
- 1.4.4 Certificate of Good Moral Character ,
- 1.4.5 physically fit to work,
- 1.4.6 interested in the training desired,
- 1.4.7 has completed at least second year high school depending on shop preference

B. Enrollment

1. Classification of Enrollees

1.1 According to study load

- 1.1.1 **Regular load** is officially enrolled and carries load based on the approved curriculum.
- 1.1.2 **Irregular load** is registered for formal credits but does not carry full load needed for a required semester.
- 1.1.3 **Normal load** is the average load for the entire length of the program (CHED Data Element Page 36)

1.2 According to year level

1.2.1 Freshman

- has finished 25% below of the total units required for a four-year

program

- has finished 20% below of the total units required for a five-year program

1.2.2 Sophomore

- has finished 26%-50% of the total units required for a four-year program
- has finished 21%-60% of the total units required for a five-year program

1.2.3 Junior

- has finished 51% but not more than 75% of the total units for a four-year program
- has finished 61% - 81% of the total units for a five-year program

1.2.4 Senior

- has finished 76% of the total number of units for a four-year program

1.2.5 Terminal

- has finished 81% of the total number of units for a five-year program

1.3 Special Students

They are the gifted and talented, Intellectual Disability, Visual Impairment, Hearing Impairment, Emotional and Behavioral Disorder, Physical and Health Impairments, Specific Learning Disability, Speech and Language Disorder, Autism and Multiple Disabilities.

All higher education institutions HEIs are encouraged to admit students needing special education whether in degree, vocational or technical courses and other training programs.

Institutions with “Teacher Training Program” are enjoined to include Special Education (SPED) courses at the undergraduate and graduate levels of the said programs, as well as in other related programs. Whenever possible, the said institutions shall offer scholarship programs to qualified SPED teachers, in coordination with the government and non-government agencies.

1.4 Refresher Course Students

A Refresher Course student may be admitted at any time during a school term without credits .He/ she may be exempted from class assignments and examinations.

- 1.4.1 Enrollment in such has been approved by the Campus Director upon the recommendation of the College Dean and Department Chairman.
- 1.4.2 He/ she has passed the interview conducted by the Dean/ Department Chair.
- 1.4.3 He/ she executes a contract to waive any right to receive/demand unit credit/s for the course/subject enrolled in.
- 1.4.4 He/ she pays in full all the fees required.

1.5 Refresher Course for Professional Teachers

A requirement as per Republic Act 9293, An Act Amending Certain Section of Republic Act numbered Seventy-Eight and Thirty-Six (R.A. 7836), otherwise known as the “Philippine Teachers Professionalization Act of 1994” stipulates that:

Section 26, b.:

- A registered professional teacher with the National Board for Teachers under Department of Education, Culture and Sports (DECS) pursuant to Presidential Decree No. 1006.

2.1 First-year college students should submit the following:

- 2.1.1 Report Card (Form 138)
Certificate of Rating for Alternative Learning System (ALS) or its equivalent,
- 2.1.2 Certificate of Good Moral Character,
- 2.1.3 Photocopy of Birth Certificate from NSO,
- 2.1.4 Photocopy of Marriage Certificate from NSO (if applicable),
- 2.1.4 Medical Requirements (Chest X-ray (*Posterioranterior view*) result within 10 months, complete Blood Count and Medical Certificate within three months)
- 2.1.5 Stool Exam (BSHM, BSTrM, BSIT and BTTE major in Food Technology only)

For Marine Engineering applicants: (from DOH and Marine-Accredited Laboratories)

- 2.1.6 Chest x-ray
- 2.1.7 Audiometry
- 2.1.8 Eyesight (isihara/lantern or any color perception test)
- 2.1.9 Hepatitis B antigen- Qualitative (HBsAG)
- 2.1.10 **Psychological**, Urinalysis, CBC, Stool Exam, ECG and Medical Certificate

2.2 Transferees from other institutions, after passing the entrance examination and interview, should submit the following:

- 2.2.1 **Informative** copy of Transcript of Records/ Honorable Dismissal / Certificate of Transfer Credentials,
- 2.2.3 Certificate of Good Moral Character,
- 2.2.4 Photocopy of Birth Certificate from NSO,
- 2.2.5 Three (3) copies of recent 2x2 picture,
- 2.2.6 Chest x-ray (Posterioranterior view),
- 2.2.7 Complete Blood Count (CBC),

2. Requirements

- 2.2.7 Long brown envelope (10" x 15"),
- 2.2.8 Stool Exam (BSHM, BStrM, BSIT and BTTE major in Food Technology only),
- 2.2.9 Marriage Certificate (from NSO, if applicable),and
- 2.2.10 Subject Accreditation Form .

For Marine Engineering applicants, the following requirements are also required: (from DOH and Marine Accredited Laboratories)

- 2.1.11 Chest x-ray
- 2.1.12 Audiometry
- 2.1.13 Eyesight (isihara/lantern or any color perception test)
- 2.1.14 Hepatitis B antigen- Qualitative (HBsAG)
- 2.1.15 Psychological, Urinalysis, CBC, Stool Exam, ECG and Medical Certificate

2.3 For Foreign Students

The following documents should be submitted to the Registrar's Office as prerequisite for enrollment:

- 2.3.1 Enrollee's Personal History Statement (PHS) signed by him, both in English and in his **national language**, containing among others his left and right thumbprints and a 2x2 photograph on plain white background taken not more than six months prior to submission;
- 2.3.2 Transcript of Records (TOR) or scholastic records from the enrollee's country of origin duly authenticated by the Philippine Foreign Service Post;
- 2.3.3. A notarized Affidavit of Support including bank statements or a notarized notice of grant for institutions scholars to cover expenses for the students accommodation and subsistence, as well as school dues and other incidental expenses;
- 2.3.4 Photocopy of data page of the enrollee's passport, birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post;
- 2.3.5 Police Clearance/ NBI Clearance from the enrollee's country of origin;

- 2.3.6 Quarantine Medical Clearance from the National Quarantine Office; and
- 2.3.7 Other requirements from the Bureau of Immigration (BI).

A foreign student enrollee for tertiary education should be a graduate of secondary education or its equivalent. His fees should be three (3) times more than those for Filipino students.

2.4 For Old Students and Returnees of CTU

- 2.4.1 Students enrolling in the same **program** are required to present the grades of all the subjects taken in the previous semester.
- 2.4.2 Undergraduate returnees maybe allowed to enroll provided that the last semester attended is not later than three (3) years, otherwise the returnee has to retake the entrance examination.
- 2.4.3 Graduate student returnees may enroll for the rest of the remaining units in the curriculum as long as he/she is within his maximum residency (7 years for Master's and 9 years for Doctorate). In case the student is beyond his/her maximum residency requirements, he/she will be required to enroll the required residency units or 50% of the academic units

Graduate School transferees are required to enrol 50% of the academic units as residency requirement in the curriculum he/she would like to enroll regardless of the number of units credited in his/her previous studies in the Graduate School other than CTU.

2.5 For Shiftees (within the CTU System)

- 2.5.1 Students shifting to another **program** are required to present their subject accreditation form to the enrolling officer of the college concerned. The Campus Director/College Dean shall have the VP Academic's discretion to accept or to reject the student.

3. Procedures

- a. Submit all enrollment requirements to the Enrolment Committee of the respective College/Department. Fill out the enrollment form under Student Personal Data legibly.
 - a.1 For Regular Students, do not fill out the Student Load portion.
 - a.2 For Irregular Students, indicate your subjects and respective schedules.
- b. Proceed to the Clinic for physical examination and submit all needed medical requirements.
- c. Proceed to NSTP office for registration and enrollment.
- d. Proceed to PTA Office for membership and registration of Group Student Accident Insurance. Payments for PTA & Insurance will be collected by the authorized PTA officer/s. Please make sure to keep your original official receipt for verification purposes.
- e. Proceed to MIS Office for encoding of student class schedule and assessment of school fees.
- f. For scholars, proceed to Scholarship/Student Affairs Office for registration then proceed to Step i. For non-scholars, proceed to Step g.
- g. Proceed to Cashier's office for payment of school fees. Please make sure to keep your original official receipt for verification purposes.
- h. For new students, proceed to MIS office for individual photo & signature capture for Student I.D. encoding and printing. For old students, proceed to Step h.

- i. Proceed to the Office of the University Registrar and submit your duly signed and accomplished enrollment form. Present your School I.D. for validation. Ask for a validated copy of the Certificate of Registration (COR) as your proof of enrollment and guide for the start of classes. Be sure to present your COR to your respective subject teachers for verification.

3.1 Refund of Fees

A student who withdraws enrollment in any course shall be charged as follows:

- 20% of the tuition fee and other school fees/ are imposed when the subject is withdrawn within the second week of classes; and
- 100% when the subject is withdrawn after the fourth week of classes.

4. Academic Load

4.1 Undergraduate Program

4.1.1 Regular Load

It refers to the total number of units in a particular semester based on the approved curriculum.

4.1.2 Summer Load

During summer term, a student may carry 12 units for non-laboratory subjects or 6 units for laboratory subjects (or combination of laboratory and non-laboratory subjects).

4.1.3 Overload

A graduating student or any qualified student may be allowed additional subject loads of not more than six academic units in excess of the regular load prescribed in the curriculum.

4.1.4 Prerequisite and Advanced Course

Prerequisite and advanced subjects may be taken simultaneously if they warrant the following conditions:

- 4.1.4.1 when the prerequisite is a repeated subject;
- 4.1.4.2 when the student has superior scholastic standing;
- 4.1.4.3 when the student is graduating at the end of the school term;
and
- 4.1.1.4 when it is approved by the College Dean/Campus Director/VP Academics or any authorized academic official.

4.1.5 Overloading

All requests for overloading should be addressed to the respective Dean of the College in the Main Campus and shall be approved by Campus Director/ VP Academics or his authorized representative for satellite campuses with recommending approval from the Department Director/Chair. In meritorious cases, the latter may approve the request of the graduating students or any qualified student to take an additional six (6) units of academic subjects.

Overloading for the graduate school students shall be recommended by the Dean of the Graduate School and Campus Director and approved by the VP Academics.

Students intending to apply for work experience with internship or on-the-job training (OJT) should apply for overload a semester earlier.

5. Adjustment of Courses

With the approval of the College Dean/Campus Director/VP Academics, a student may add, drop or change subjects during the enrollment period.

5.1 Adding

Within one week after the opening of classes, a student may add a subject by filling out the prescribed form provided he does not carry more than the maximum load for the semester. When adding a subject, the student should secure the signature of the instructor concerned to ensure that enrollment in the course is still open. The department head recommends the approval of the request.

Changes in tuition shall be effected by means of the form for the purpose and must be recommended by the department head (The EDP or its equivalent office in the satellite campuses). The form, after being duly accomplished, shall be submitted to the University Registrar for the assessment and notation. Transfer to other sections shall be made only with the consent of the College Dean/Department Chair concerned.

5.2 Withdrawing

With the approval of the Dean/Campus Director, a student may withdraw a subject by filling out the prescribed form.

Any student who does not follow the above procedure shall be given a grade of 5.0.

5.3 Dropping/Changing/Requests for Course Offering

- 5.3.1 Changing/Adding/Dropping of subjects shall be made only for valid reasons and shall be approved by the College Dean/Director.
- 5.3.2 Changing/ Adding/ Dropping of Subjects shall be made within the specified period and is subject to corresponding fees.
- 5.3.3 Subjects changed/added unofficially or without prior approval by the Dean shall not be given credit.
- 5.3.4 Total load carried by a student including the additional subject/s must not exceed the maximum load as per academic load requirement or that which is prescribed for his curricular year during the term/semester.

5.3.5 Dropping a subject shall be allowed before the midterm examination. After the midterm, a student may be allowed to drop a subject for a valid and justifiable reason.

5.3.6 Unofficial dropping of subject after the midterm shall earn the student a failing grade or 5.0.

5.4 Request for Unscheduled Courses

Subjects unscheduled for a given term may be offered upon written request of sufficient number of students for undergraduate/graduate programs to warrant the opening of the program.

These courses may be offered only upon the endorsement of the College Dean/Director and the approval of the Campus Director.

5.5 Substitution of Courses

Substitution of courses is accepted only when a student is enrolled in a curriculum that has been superseded by a new one, and the substitution tends to bring the old curriculum in line with the new.

The request for course substitution is applicable under the following conditions:

- The courses have the same number of units and the substitution has been approved by the Campus Director/College Dean upon the recommendation of the Department Chair.

- An approved substitution in the summer term must be submitted to the Registrar within one week and within two weeks in the regular semester. A petition submitted beyond these regular deadlines shall be considered for the succeeding term.

- All applications for subject substitution shall be acted upon by the Campus Director/College Dean within three (3) days from submission of application. The student has the option to appeal to the

University President whose decision shall be deemed final and executory.

6. Shifting to Another Program

6.1 A student shall file an application to shift to another program to be endorsed by the Dean/Director of the College and approved approval of the Dean/Director of the College where he/she intends to shift.(repetitive)

6.2 A student is allowed to shift to a program if the Dean/Director after thorough evaluation recommends that he/she is academically suited for the other program he/she wishes to enroll.

7. Cross Enrollment

In general, cross enrolment is discouraged. However, for valid reasons as determined by and with the prior written authority of the school he is regularly enrolled in, a student may be permitted to cross-enroll in another school for up to normal subject load for that particular term.

Permission for cross enrollment is issued by the Registrar after favorable recommendation by the College Dean/Director concerned only if the applicant is a candidate for graduation during the semester he is enrolled, and the subject is not offered in CTU or is in conflict with other subjects.

The permit shall state the maximum number of units allowable for cross enrollment. Cross-enrollment is usually allowed only:

7.1 When the desired courses are not offered by the institution during the term of the requesting student's enrollment;

7.2 When the subjects are offered but the schedules conflict with the requesting student's other class schedule; and

7.3 When the student intends to spend the school term in his home province or region and enrolls in course offered by an institution located therein, provided that, such request is in accordance with the accepting institution's policy on cross enrollment.

C. Accreditation of Courses

In congruence with the terminologies used by CHED, the following words are defined as:

CURRICULUM refers to the program/s offered by the university.

COURSE refers to the subjects offered in every curriculum.

1. Guidelines

- 1.1 All courses and units taken from any SUC may be credited, provided that they are prescribed in the curriculum and have the same course content and number of units.
- 1.2 All courses and units taken from any private institutions with curriculum duly accredited by any legitimate accrediting agencies may be approved provided that they are prescribed in the curriculum.
- 1.3 Only **courses** leading to a degree program taken by transferees shall be accredited. Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical/vocational courses and in high school shall not be credited toward a degree program.
- 1.4 Accreditation should be done within the period of three (3) semesters from the date of admission to the institution.
- 1.5 Subjects to be accredited must not exceed 50% of the total number of units prescribed in the curriculum.
- 1.6 Transfer students will not be allowed to enroll in a **course** if the prerequisite/s of which, taken elsewhere, have not been validated.
- 1.7 Transfer students with major **courses** taken from other institutions having ratings lower than 2.5 may be required to take the validation examination on the said subjects to be given by the respective colleges/departments.

D. Evaluation

1. Resident Credits

These refer to all academic **courses** and units earned in the University including those earned in other institutions which are required for a particular degree being pursued, which has been validated/ accredited in the University.

- 1.1 Only resident credits are considered in evaluating **courses** for a particular curriculum.

2. Residency Requirements

2.1 Undergraduate Program

- 2.1.1 A candidate for graduation with honors should complete a minimum of 75% of the required subjects of his or her curriculum.
- 2.1.2 To qualify for graduation, the following residence requirements should be met, thus:
 - One (1) year for 2-3 year **program**
 - Two (2) years for undergraduate degrees

3. Maximum Residency Requirements

3.1 Maximum Residence Rule

Residence refers to the required number of years or terms in school for a student to finish a program.

3.1.1 Undergraduate Program

An **undergraduate student** must finish the requirements of a course within a period of actual residence equivalent to a maximum of one and one-half times the normal length prescribed by the course; otherwise he/she shall not be allowed to re-enroll further in that course.

4. Grading System

4.1 Grading Periods

- 4.1.1 There will be two grading periods.
- 4.1.2 Academic grades shall be determined using the weight assignments of the following component areas: Term examination - 40% and Class standing - 60%. Class standing may include quizzes, session appraisal, classroom participation, projects, final reports, etc.
- 4.1.3 The grade of the midterm period and the tentative final grade will

be added then divided into two (2) to get the final grade.

4.1.4 The lowest passing grade that can be given to a student after transmutation of all the components shall be 3.0.

Students who have conditional grades may be given a re-examination one week after the final exam. The list of students who are subjected to re-examination will be posted in the college department.

4.2 Rating Scale

The distribution of grades in this scale equivalent is illustrated:

| Grades | Description | Grades | Description |
|---------------------------|-------------|--------|---------------------------|
| 1.0 | Superior | 2.1 | Good |
| 1.1 | Superior | 2.2 | Good |
| 1.2 | Superior | 2.3 | Good |
| 1.3 | Superior | 2.4 | Good |
| 1.4 | Superior | 2.5 | Good |
| 1.5 | Superior | 2.6 | Fair |
| 1.6 | Very Good | 2.7 | Fair |
| 1.7 | Very Good | 2.8 | Fair |
| 1.8 | Very Good | 2.9 | Fair |
| 1.9 | Very Good | 3.0 | Fair |
| 2.0 | Very Good | 5.0 | Failure |
| Supplemental Marks | | | |
| | | Passed | |
| | | DR | Dropped |
| | | INC | Incomplete |
| | | IP | In-progress |
| | | NC | No Credit |
| | | W | Withdrawn with permission |

*INC must be completed within one academic year otherwise the course must be re-enrolled

*IP is applicable for ongoing undergraduate and graduate thesis

dissertation writing.

*NC for refresher course

4.2.1 Transmutation of Raw Scores to Ratings

The highest grade of 95 or 1.0 is equivalent to the highest possible score (the perfect score), and the lowest passing grade of 75 or 3.0. For all programs 50% is the passing percentage.

4.3 Grading System

4.3.1 Lecture Class

4.3.1.1 Class Standing- 60%

4.3.1.1.1 Quizzes – 30%

- Graded Oral Presentation – 20%
- Projects/ Assignments/ Final Reports – 10%

4.3.1.2 Term Examination – 40%

4.3.2 Laboratory Classes

4.3.2.1 Class Standing – 30%

- Quizzes – 20%
- Graded Oral Participation – 10%

4.3.2.2 Term Examination- 20%

4.3.2.3 Performance -50%

- Practical Exam/hands-on – 30%
- Projects – 20%

4.3.3 For Bachelor of Science in Marine Engineering

The basis of grading system for Marine Engineering students is stipulated and reflected in the CMO #20 series of 2015 (pages 28-30).

4.4 Computation of Grades for Midterm and Final Examinations

The components of the midterm and final term grades for lecture classes shall be the term examination (40%) and the class standing (60%)

which includes written exam, graded oral participation, and projects/ final requirements/ assignments.

For laboratory classes, the components of midterm and final term grades shall be the term examination (20%), class standing (30%) which includes quizzes, graded oral participation, and performance (50%) which includes practical exam/hands-on/ projects.

Graduate students shall complete 30 units of academic requirements in the Master's Programs, 48 units in the Doctorate Programs other than PhD TM which requires 54 units that include 6 units in foreign language before qualifying for the written Comprehensive Examinations.

To find the final rating for a semester (for 1 student in 1 subject), add the midterm grade and the final grade and divide the sum by (two) 2 to get the final rating. A remainder of 0.5 shall **be dropped** in favor to the student.

Remarks for final grades shall be limited to *Passed, Failed, INC, DR, W and NC* only. INC shall be complied with in one year.

4.5 Special Examinations

Special examinations after the final examination may be only given without fee if:

- the course which a student missed to **take during regular examination for a valid reason.**
- removal examination for the specific course is administered; and
- **it falls under meritorious cases like a student's sickness/hospitalization (supported by a medical certificate) or fortuitous events like typhoons, earthquakes, or deaths in the family may be given a special examination three (3) days upon return to classes.**

4.6 Examination Permits

No higher education institution shall deny final examinations to a

student who has outstanding financial or property obligations, including unpaid tuition and other school fees corresponding to the school term. However, the institution may withhold the final grades or may refuse re-enrollment of such student provided that in case of withholding of final grades, the final grades are duly recorded and submitted to the Registrar together with the final grades of the rest of the students in the prescribed form.

A student is allowed to take the term examination provided that his/her enrollment for the next semester is deferred pending upon settlement of his/her account.

5. Retention and Promotion

5.1 Class Attendance

In no case shall the total number for collegiate courses be less than eighteen (18) weeks, with a two-week semestral vacation.

Regular class attendance is required of every student. Habitual absences or unexcused absences shall be recorded by the **subject teacher** and referred to the Area Chairman/Dean of the College, **and if needed be referred to the Guidance Counselor.** At the same time, parents/guardians are notified by the Subject Teacher/Area Chairman or the Guidance Counselor of these incurred absences.

If the student incurred twenty percent (20%) of the total number of hours in a semester, unexcused absences in classes/laboratory/shop shall automatically drop the student from the roll. The subject teacher shall immediately notify the Department Chair/College Dean concerned. The student who incurs absences due to illness may be excused upon presentation of a *letter of excuse* prepared and signed by parents/guardians and a *recommendation or certificate* issued by the school physician (or any government physician for satellite campuses), stating that the student is fit enough to attend classes.

6. Scholastic Standing

6.1 Guidelines

- A student shall be advised to transfer or shift to another curriculum only when he/she fails in two (2) or more of his/her major **course** or one major laboratory **course**.

- A student who has a grade below 2.5 in board courses/major **courses** may undergo counseling and tutorial sessions or be advised to shift to another curriculum if there is no improvement.

- A student **is required to complete** eight units in Physical Education (PE) and six units in National Service Training Program (NSTP) during his/her second year level.

- **No deduction shall be made on student's scholastic ratings for acts that are not clearly manifestations of poor scholastic performance.**

6.2 Composition of the Committee on Scholastic Honors and other Awards:

6.2.1 For Latin Honors and Special Awards

- Chairman: Department Head
- Members: Class Adviser/Department Chair/ Dean/Director of Student Affairs and Registrar

6.2.2 For Dean's List and Special Awards

- Chairman: Department Head
- Members: Department Chair and/or Class Adviser, Dean/Director of Student Affairs and Registrar

6.3 Functions of the Committee:

6.3.1 Determine the Honor Students and other Special Awardees

All Department Chairs/College Deans shall ascertain and evaluate the academic performance of their prospective honor graduates and shall submit the official list to the Registrar for verification. The Registrar reviews the

Department Chair's/College Dean's computation of the grades of these students and verifies the honors given to these students.

A student who completes his/her baccalaureate course with any of the following average grades shall graduate with honors:

| | |
|---------------|-----------------|
| 1.000 -1.200 | Summa Cum Laude |
| 1.201 – 1.450 | Magna Cum Laude |
| 1.451 - 1.750 | Cum Laude |

Students who are candidates for graduation with honors in programs with prescribed length of less than four years, the English equivalent are as follows:

(NARSUC Handbook, Page 22, Graduation With Honors, Number 11)

| | |
|----------------------|----------------------------|
| 1.000 -1.200 | With Highest Honors |
| 1.201 – 1.450 | With High Honor |
| 1.451 - 1.750 | With Honors |

Candidates for graduation with honors must have completed all the requirements for graduation and must have been in residence therein for at least seventy-five percent (75%) of the courses prescribed in the curriculum.

No student will be entitled to graduation with honors if he/she has a final grade lower than 2.5 in all of the subjects, INC and DR reflected in the Transcript of Records.

Any student who has been found guilty of any misdemeanor in the school or **elsewhere** may be disqualified from graduation with honors. The determination of misdemeanor should be taken up in academic council.

6.3.2 Act on complaints

The committee will be convened when complaints are received regarding the granting of academic honors.

6.4 Undergraduate Students Vying for Honors

- A transferee must have completed in CTU at least 75% of the academic units required for graduation.
- An irregular student should have earned not less than seventy five percent (75 %) of the academic units prescribed in the curriculum during the regular semester and fifty percent (50 %) of the academic units during summer.
- He must have no record of INC and DR in the prescribed program currently pursued.
- He must carry a regular load per term as prescribed in the curriculum pursued. However, a student may qualify for honors even if he/she has been underloaded for 3 units in a semester for a maximum of two semesters provided that the College Dean concerned can justify it and the Council of Deans approves it on a case-to-case basis. The underload may also be justified if he/she is a working scholar of the University.

6.5 Special Awards

The College Dean/Director shall endorse the name(s) of Board Topnotcher(s) to the commencement committee for recognition during the Recognition Day which is before the Commencement Exercises; Latin honors and other awards are to be given only once at the end of the second semester.

The College Dean/Director may recommend to the commencement committee students who will graduate with special awards given by the college, sponsoring company or professional organization.

Outstanding Leadership Awards are given to students who exemplified good leadership during their stay in the university. Only nominees coming from recognized campus organization can qualify for this award. This is determined by the Dean/Director of Student Affairs and the members of the Commencement Committee. Other awards may be granted.

Schedule for awarding ceremonies for Dean's List are as follows:

1. November for First (1st) Semester
2. July for Second (2nd) Semester, and
3. March (on the Recognition Day) for giving of Special Awards to students including them with Latin Honors.

Note: It's up with the campus to practice.

E. On-the-Job Training/ Practice Teaching/ Industry Immersion

Rules and Policies for on- the- job training is governed by the policies of the OJT Manual.

No student will be permitted to undergo OJT if he/she has a deficiency in any of the subjects prescribed in the curriculum. For Engineering programs except Marine Engineering, students must have completed the **four-year** curriculum.

A non-graduating student with deficiency in any of the courses prescribed in the curriculum shall not be permitted to undergo OJT.

1. OJT Applicant shall report to his/her OJT Coordinator/Shipboard Training Officer (STO) for evaluation.
2. Using the permanent records/evaluated prospectus, the OJT Coordinator/STO will counter check whether or not the OJT applicant has completed all subject requirements of the **program**. In any case, an overload of six (6) units on top of enrolled OJT **courses** shall be allowed on the following conditions:
 - 2.1 that a written request for overload subject be approved by the College Dean/Director upon the recommendation by the OJT Coordinator/Chairman/STO prior to enrolment;
 - 2.2 that such overload **course** enrollment does not affect his/her regular OJT schedule; and
 - 2.3 that the overload subject be enrolled a semester before graduation.

F. Educational Tours and Field Trips

Educational Tours and Field Trips shall be governed by the CHED memorandum orders.

1. Definitions

Educational Tour – an extended educational activity involving the travel of students and supervising faculty outside the campus, which is relatively of longer duration usually lasting for more than one day and relatively includes more places of destination than those in a field trip.

Field Trip – an educational activity involving the travel of students and supervising faculty outside the campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.

2. Guidelines

- 2.1 Financial contributions must be predetermined and the program expenses shall be submitted for approval to the Office of the Campus Director duly recommended by the Student Affairs Office. Parents/guardians and students must be consulted first before SAO recommends or seeks approval from the Campus Director.
- 2.2 Consent duly signed by the parents/guardians shall be required.
- 2.3 A medical clearance shall be required for each concerned student before any tour or field trip.
- 2.4 Instructors/Professors handling the tour must be the Tour Leader and the Caretaker of the students during the tour or field trip.
- 2.5 Seminars on safety, security and proper tour behavior shall be conducted to all the participants.
- 2.6 The Student Affairs Office shall issue a Tour Certification stating that the said tour has been conducted following the scheduled date(s) of the tour or field trip.

2.7 A Narrative Report shall be prepared by the concerned instructor/professor. This report shall be submitted a day after the tour or field trip to the Campus Director through the SAO.

2.8 The Narrative Report shall include observations among others on the behaviors (demeanor/misdemeanor) of the participants shown during the tour or field trip.

2.9 The instructor/professor being the leader may recommend/suggest to the Campus Director any improvement on the conduct of the tour or field trip.

2.10 A post-activity / debriefing may be conducted to all the participants of the tour or field trip.

G. Credentials for Transfer

1. Certificate of Transfer Credentials

The Certificate of Transfer Credentials (CTC) can be obtained from the office of registrar.

2. Certification of Good Moral Character

The certification of Good Moral Character will only be issued by the Dean/Director of the Student Affairs after the settlement of **any recorded infractions**.

H. Graduation and Commencement Activities

1. Graduation Requirements

- 1.1 Candidates for graduation must have satisfied all academic and non-academic requirements prior to graduation.
- 1.2 The date of graduation in the diploma and Transcript of Records shall bear the original date of graduation.
- 1.3 No student shall be graduated from the University unless his/her name is approved as a candidate for graduation by the Academic Council and confirmed by the Board of Regents
- 1.4 All candidates for graduation must have their deficiencies **made up** and their records cleared with the exception of their currently enrolled subjects

not later than the date specified in the academic calendar.

- 1.5 All graduating students are encouraged to attend the commencement exercises as scheduled.
- 1.6 All graduating students **are required to attend** the rehearsals for the commencement exercises.
- 1.7 Attendance in the commencement exercise **is necessary**. Graduation in absentia for just and valid reason shall be allowed, provided it will be supported by valid certifications and presented to the graduation committee and to the registrar.
- 1.8 A student shall be recommended for graduation only after he/ she has fully satisfied all the academic and technology requirements for graduation prescribed in the curriculum as certified by the College Registrar.
- 1.9 The Registrar in each campus, in consultation with the Campus Director concerned, shall evaluate scholastic records of each candidate for graduation provided, however, that should any question arise regarding a candidate, his/her name should not be deleted from the list of candidates for graduation, but foot notes to that effect should be indicated. Within reasonable time after the midterm examination of the second semester, the registrar/ registrar-designate of each campus shall post on the bulletin board the official list of candidates for graduation for that year.

2. Notification from Registrar's Office

The CTU Registrar shall post on the bulletin board at least two months before the end of the semester, the complete list of candidates for graduation.

3. Approval for Graduation

The Registrar shall examine and validate the academic records of each student who shall be endorsed for graduation to the Academic Council for approval.

4. The diploma should:

- a) indicate the actual date of commencement rites;
- b) bear the signature of the University President, Campus Director and the Registrar; and
- c) be issued on or after graduation.

5. Transcript of Records (TOR) and Diploma/Certificate of Completion

A CTU graduate desiring to secure the Diploma/Certificate of Completion, Transcript of Record (TOR) should fill out the necessary form at the Office of Registrar.

A Certificate of Graduation is granted to students who have satisfactorily completed the pre- baccalaureate degree.

V. STUDENT SERVICES

A. Scholarship

The scholarship services are extended to give opportunity to qualified students to a college education. Subject to the general rules promulgated by the Administrative Council and as approved by the Board of Regents, the University shall accept scholarship grants from any private or public institutions or individuals. Scholarships in this university are classified into:

1. University-Granted Scholarship

These are scholarships funded by the university. They are the following:

1.1 Entrance Scholarship

Students who graduated as valedictorian or salutatorian from public or duly recognized private schools in the country are given 100% and 75% free tuition only respectively. The scholarship is given on a semestral basis without prejudice to renewal.

1.2 Academic Scholarship

They are undergraduate students who obtain a general weighted average of 1.0 to 1.45 for 100% tuition fee discount, while a GWA of 1.46 to 1.75 gets 50% tuition fee discount provided that the scholar:

- has no grade lower than 2.5 in any subject;
- carries a normal or regular academic load;
- and is of good moral character.

1.3 **Honorific Scholarship**

A Scholarship is given to the Editor-in-Chief, Associate Editors-in-Chief of the campus publications, ROTC Corps Commanders, Presidents of the Supreme Student Government, President of FSG and President of FSTLP. They are granted free tuition and miscellaneous fee, charged to the organization's funds. In the event that the aforementioned are already enjoying other scholarship, then the scholarship is transferable to another deserving student within the organization to be recommended by the adviser and approved by the Dean/ Director of SAO.

1.4 **Faculty and Non-Teaching Scholarship**

As per the forged Collective Negotiation Agreement Instrument among the CTU Management, Cebu Technological University System Faculty Association (CTUSFA), and the Cebu Technological University System Employees Association (CTUSEA) and registered and accredited with the Civil Service Commission in 2013, the CTU regular faculty and non-teaching, their spouses, and their dependents can avail of the scholarship.

Regular faculty and non-teaching who are single or married who do not have dependent children can assign one person for the scholarship, regardless of relationship.

Students who are sons and daughters of organic CTU Personnel/ faculty and staff are entitled to free tuition and all other fees in all programs regular and special including on-line programs.

The scholarship can be availed only once.

1.5 **BOT resolution 506**

The scholarship providing 50% tuition fee discount to hearing-impaired students is availed only once.

1.6 **BOT Resolution No. 536**

The scholarship provides 50% tuition fee discount to students enrolled in the Bachelor of Science in Fisheries and Bachelor of Science in Agriculture programs.

1.7 **Members of the Glee Club, Dance Troupe, Band, Theater Arts, Choir and Outstanding Athletes**

The University shall also extend 100% or 50 % tuition fee discount based on performance to the Glee Club, Dance Troupe, Band, Theater Arts, Choir and Outstanding Athletes. An average grade of not less than 2.5 should be maintained.

1.8 **Barangay Scholarship**

The scholarship provides 100% tuition fee discount (as provided by The Local Government Code) to incumbent barangay officials and their dependents.

1.9 **Work Study Program**

It gives bona fide students the opportunity to render a five-hour service in the university. They in turn enjoy free tuition and miscellaneous fees. This will be enjoy during:

- First Semester
- Second Semester and
- Summer

During the end of semester, Christmas break and summer, student assistants shall be paid ten pesos (P10) per hour not to exceed one thousand pesos (P 1000) per month. However, an approval on the required number of working hours must first be obtained from the University President.

1.10 Parents & Teachers Association Inc. (PTA)

A scholarship extended to CTU marginal and deserving students whose parents/guardians are members in good standing with the PTA CTU Campus, Inc. and have complied the requirements set forth by the association committee or scholarship.

These scholars enjoy free tuition and miscellaneous fees and other allowances as may be provided by the association subject to the availability of funds.

2. Externally Funded

2.1 CHED Scholarships

2.2 Cebu City Government College Scholarship

2.3 Cebu Provincial Government Scholarship which includes **Cebu Tertiary Educational Assistance Program (CTEAP), Valedictorians Scholarship Program (VSP) and Salutatorian Scholarship Program (SSP)**

2.4 Department of Science and Technology (DOST) scholars receive a stipend set by the agency.

2.5 Other scholarship grants as identified by the Scholarship Office

**Students can avail only one government scholarship grant.*

B. Dormitory/ Housing Services

If applicable, any campus within the CTU may offer housing services to students. These shall be governed and operated according to the established policies and procedures.

C. Safety and Security Services

1. Security

There should be a safe and secure environment. Buildings and facilities shall comply with government standard. Security personnel must be licensed and competent.

D. Services for Foreign Students

A liaison officer is provided to assist international students with the government agencies like CHED, DFA, and Bureau of Immigration.

E. Research and Development

The Student Affairs Office shall conduct periodic studies on the placement program and facilitates consultative meetings with stakeholders, school officials and faculty members.

F. Guidance and Counseling Services

1. Information Service

It is an organized school guidance program which provides educational, vocational/occupational, and personal/social data needed to help the students understand themselves and their environment. The guidance activities for the information service include general orientation and seminar-workshops on Study Habits Improvement, Self-awareness and Values Clarification, Human Sexuality, Personal Development and Public Relations, Interpersonal Skills with Work Ethics, and Job Hunting and others as the need arise.

2. Counseling Service

It facilitates self-understanding, self-development and change of behaviour through individual or group counselling. Counselees are either “walk-in” or referrals from the teachers.

3. Individual Inventory/Appraisal Service

Student data are gathered through tests, cumulative records, and other non-test techniques, towards better understanding of and assistance to students.

4. Follow-up Service

Students with academic difficulties are called for individual or group

counselling to help them in their studies. It also provides assistance to students who are referred by teachers because of habitual tardiness, absenteeism and for other behavioural problems.

5. Psychological Tests

- 5.1 I.Q. Test
- 5.2 Personality Test
- 5.3 E.Q. Test
- 5.4 Aptitude Test
- 5.5 Career and Vocational Guidance

G. PLACEMENT SERVICES

The various services address the pre-employment and employment needs of the students and alumni, the on-the-job training of the graduating students, and strengthen industry-academic linkages. The following services are offered:

1. Job Placement

This service is available to students and alumni through on-campus recruitment, jobs fair, pre-employment seminar, updated bulletin of job opportunities, and company orientations. The service involves developing and maintaining a directory of stakeholders compiles resumes of graduates for prospective employment and endorses graduates to various occupational fields.

2. On-the-Job Training Program/Practice Teaching

The Student Affairs Office coordinates with the faculty OJT coordinators/Shipboard Training Officer (STO), organizes orientations, prepares directory of OJTs and cooperating industries.

3. Student Welfare Program by DOLE (available upon request)

- 3.1 SPES – Special Program for Employment of Students
- 3.2 YE –YE –Youth Education –Youth Employability

3.3 SEEDS – Skills Enhancement and Educational Development for Students

3.4 Other services as may be provided

4. Income Augmentation

Students can earn a decent income while learning a trade (as their share of the income of the entrepreneurial projects) or through student labor in school. When needed, students can be hired either after their normal school hours, on Saturdays or during semestral/summer and Christmas break to serve in varied areas related to their respective fields of specialization. Compensation is in accordance with established guidelines on hourly rates and time.

H. CAMPUS MINISTRY

Pursuant to the provisions of the Philippine Constitution, Art. XIV, sec.3, par.2, the Campus Ministry Office provides activities that would strengthen spiritual formation and development among the administration, teaching staff, non-teaching personnel and students.

The following services are offered:

1. Ecumenical Service – group encounter/prayer of Catholics and Christians of different denominations
2. Sacramental Service– Eucharistic celebrations, confessions
3. Renewal Service– retreats and recollections
4. Campus Ministry Choir Formation
5. Core Group for Moral and spiritual formation for students and employees
7. Exposure and Participation to inter-school activities for spiritual development

I. LIBRARY SERVICES

The library serves as the instructional materials resource center of the

University. This includes the following services;

1. Circulation Service. It is a process of borrowing and returning library materials. In borrowing a book or any library material, the user presents the library borrower's card.

2. Reference and Information Service. It is rendered to aid reference needs for study and research. Reference service provides answers to queries requiring specific information, trains student show to use the library, provides reference assistance, helps locate materials for users, and organizes and catalogue materials for effective use.

3. Library Instruction and Orientation Service. It provides instruction on the structure, intellectual and physical access of information. The library orientation is conducted to all freshmen at the start of the first semester.

4. New Acquisitions and Current Awareness Service. It updates users on newly acquired library materials and other sources.

5. Research Assistance. It provides guidance in making citations and documentations for term papers, reports, case studies, theses and dissertations.

6. Reserved Book Service. It is a service where books and other library materials assigned for class reading are withdrawn from the shelves and placed on reserved at the circulation desk on a **restricted** basis.

7. Periodical Service. The periodicals comprise the materials serviced for the latest information.

8. Vertical File. It is basically a collection of clippings, pamphlets, brochures and other ephemerals, which are stored in a steel cabinet. They are alphabetically arranged by subjects in folders. As restricted materials, they are strictly for library use only.

9. Indexing Service. It provides the users access to periodical articles. Through indexing services, users can immediately access information needed from serials. This service helps researcher save time and effort in locating information for reports, term papers and researches.

10. On-line Service. Access of Internet connections.

J. FOOD SERVICES

The school canteen is open every day and evening services. It is operated to promote the best interests of the students and employees. It serves nutritious and affordable food items.

K. HEALTH SERVICES

To attend to the students' health needs, the following medical/ dental services are offered to all bona fide students:

- health examination once a year
- health inspection by the school nurse at least once a year to appraise students' health status, detect defects and improve their cleanliness habit
- medical attention, whether regular or emergency
- annual dental inspection and/or treatment.

L. SPORTS, WELLNESS AND CULTURAL DEVELOPMENT

Sports, wellness and cultural activities are geared towards the discovery of potential talents. Continuous involvement in different events goes on throughout the academic year.

M. STUDENT ORGANIZATION SERVICES

Student organizations provide experiences and opportunities for skills and values development of the students in support of the academic program. These will assist the student to discover their talents and enhance their potentials,

promote self-actualization and foster holistic growth and development. Participation and involvement of students to this kind of organization is highly encouraged.

The Student Affairs Office shall regularly monitor the affairs of the organizations and require submission of year-end accomplishment report, financial statement with the bank passbook and other pertaining documents as the case maybe.

Student organization shall not be allowed to function or operate in the University without having been officially recognized by the University President through accreditation from the Student Affairs Office. A copy of every ratified, amended or revised constitution and bylaws shall be furnished/ submitted within to the Student Affairs Office before its approval.

Failure to submit within the prescribe period shall deemed a violation of the said organization and can be a ground for the suspension of their officer's term of Office or the organization's operation in the University.

Renewal of recognition of organizations shall be held every June, subject to the evaluation of the organization's activities.

An organization shall be placed on Probationary Status on its initial year of operations. If it is unable to realize its objectives or has committed violation/s of the school rules and regulations, it shall be placed on temporary or permanent suspension status. The probationary status may be changed to status of RECOGNITION if, after one year of operation, the organization is able to fulfil its objectives and activities without incurring any minor or major violations of the school's rules and regulations. Recognition of organizations with major offenses shall be revoked.

All student organization must have a Faculty Adviser. Only regular/ plantilla faculty member from the Official List of Qualified Adviser prepared by the

Student Affairs Office can be an organization Faculty Adviser provided that the said Faculty has employed in CTU for at least one (1) year or more prior the effectivity of his/her appointment as adviser. The faculty adviser should have the specialization, training, experience or interest in the objectives of the organization. Likewise, no faculty adviser shall serve more than two (2) student organization in the same year and also, he/she is not allowed to serve for more than two (2) years as an adviser in any organization.

Student organization officers must submit a waiver statement that he/she waive his/her right to secure Transcript of Record/Permanent Record from the University Registrar without securing the special clearance from Student Affairs Office. No clearance will be issued if the said Officer has unliquidated cash advance/s and/or failed to return the property issued to him/her duly owned by the organization. Furthermore, no student shall be allowed to be an officer of more than two (2) student organizations in the same year or term of office.

1. Duties and Responsibilities of the Faculty Adviser

- 1.1 To guide and advise the student organization officers and members
- 1.2 To attest to all documents, resolution, projects, or proposal of the organization
- 1.3 To attend and monitor all meetings and activities of the organization
- 1.4 To accompany members of the organization during attendance to official out-of campus-activities like seminars, conferences, convention, fieldtrips, sports competitions, etc.
- 1.5 To perform such duties and functions as may be deemed necessary and desirable to achieve the aims, objectives and purpose of the organization or as directed by the Student Affairs Office.

No meeting shall be conducted by the organization without the approval by the adviser.

2. Privileges of a Recognized Organization

Only recognized organizations may enjoy the following privileges:

- 2.1 Use of school facilities
- 2.2 Posting of advertisements
- 2.3 Sponsoring activities
- 2.4 Representation of school in external activities
- 2.5 Other related activities

Suspension of the organization is made if it is found to have violated the school's rules and regulations or is unable to function according to its objectives.

3. Establishment of Student Organization

The proponent shall submit to the Student Affairs Office the following documents;

- 3.1 Letter of intent duly signed by the organization president.
- 3.2 Duly filled-out organization profile (Form available from SAO)
- 3.3 Copy of approved constitution and bylaws.
- 3.4 Complete list of officers with ID picture, school ID number, address and contact number
- 3.5 Officers of the organization must submit the photocopy of Certificate of Registration (COR) for the current semester duly validated by CTU Registrar.
- 3.6 List of members with corresponding student ID number (except SSG, FSTLP, FSG and Student Publication)
- 3.7 Calendar of activities with the specific purpose/s for the whole year with corresponding budget.
- 3.8 Endorsement letter from the Dean/Director/Chairman where the organization President's/Chairman's course belongs.
- 3.9 Temporary appointment of faculty adviser signed by the organization president by virtue of organization approved resolution for the said purpose. Faculty adviser should be taken from the official list of qualified advisers prepared by the Student Affairs Office
- 3.10 List of properties owned by the organization (if there is any)

3.11 Other pertaining documents that the Student Affairs Office may require.

4. Renewal of Recognition and Permit to Operate

The following documents are to be submitted to the Student Affairs Office for the renewal of the annual student organization recognition and permit to operate:

- 4.1 Letter of intent to renew duly signed by the Organization President and Faculty Adviser
- 4.2 Complete list of officers with ID picture, school ID number, address and contact number
- 4.3 Officers of the organization must submit the photocopy of Certificate of Registration (COR) of the current semester duly validated by CTU Registrar
- 4.4 Updated list of members with corresponding student ID number (except SSG, FSTLP, FSG and Student Publication)
- 4.5 Accomplishment report based on the calendar of activities set by the organization
- 4.6 Calendar of activities with the specific purpose/s for the whole year with corresponding budget for the upcoming year of operation
- 4.7 Financial Statement (source of funds, expenses, liquidations, etc) is required to submit every end of the semester.
- 4.8 Bank passbook with photocopy of the latest cash balance shall submit every end of the semester.
- 4.9 Inventory of properties owned by the organization
- 4.10 Copy of faculty adviser's appointment duly signed by the Campus Director/University President
- 4.11 Other pertaining document that Student Affairs Office may required.

5. Basic/Minimum Qualifications of Student Organization Officer

The following are the basic/minimum requirements of officer in every student organization;

- 5.1 Must be a bona fide student of the year he/she has been elected or appointed as officer
- 5.2 Must not fail in any subject from the year of entry up to the time he/she has been elected/appointed as officer
- 5.3 Must not have derogatory records (pending or implemented)
- 5.4 Must carry a regular subject load requirement of his/her course
- 5.5 Other qualifications may be set by the Student Affairs Office and/or the student organization Constitution and Bylaws.

6. The following are some of the recognized student organizations;

6.1 Federation of Student Governments

This is an organization composed by all the Supreme Student Government/Council of every CTU Campus.

The Members of the Board of the Federation of Student Governments are the president of the local SSG of each satellite campus.

The president of the Federation of Student Governments will represent the students of CTU system to the Board of Regents.

6.2 Supreme Student Government

This is the highest governing body of students of every satellite campus of CTU.

The organization exists to cater the concerns of the student. This is the voice of the student body to the administration, faculty and staff. All students and student organization/club in the different campuses are members of their respective student council/government organization.

6.3 Future Scientists & Technology Leaders of the Philippines

This is an organization of the different shop students whose aim is to train members for positive leadership in research, scientific, technical and vocational endeavour. The organization is governed by student body through the Board of Directors of at least seven (7) but not more than fifteen (15)

students selected by fair and competitive examinations. Fees collected from students shall be paid directly to the cashier. The Board of Director must present a duly accomplished and pending project/s during the annual local convention hosted by the respective campus every end of the school year. The pre-orientation seminar must be conducted at least once in every semester. No student shall be called “Student Scientist” or become member of the Board without attending the pre-orientation seminar.

7. Student Activities

All Student Organizations must secure an approval from Student Affairs Office/ Campus Director/University President. A letter request of approval should be submitted and addressed to the Campus Director/University President duly signed by the organization President and Faculty adviser and recommended by the Director/Dean of Student Affairs before conducting any activities.

8. Posting of Notices and Announcements

- 8.1 All posting of notices inside the campus should bear the approval from Student Affairs Office and their respective expiration dates.
- 8.2 The standard duration of posting is one (1) month. It is the responsibility of the organization to remove their posters after the expiration date.
- 8.3 Postings should only be placed in prescribed areas and bulletin boards.
- 8.4 Students caught defacing; mutilating or removing posters within the prescribed period of posting shall be subject to disciplinary action.

9. Printing of Souvenir Materials Using the Name of the University

Before printing any souvenir items such as shirts, mugs, pens, slings, pins and other items bearing the name of the University, the proponent must secure an approval and submit a hard copy of the design to the Student Affairs Office.

N. Student Publication

Each campus of the University shall have at least one student publication. All student publication shall be governed by MECS Order No. 62, s. 1981 unless otherwise rescinded, and Republic Act 7079, an Act Providing for the Development and Promotion of Campus Journalism and Other Purposes. A student publication is published by the student body through an editorial board and publication staff composed of the students selected by fair and competitive examinations. Fees collected from students shall be paid directly to the cashier. The editorial board must release at least once every semester the school paper/publication in magazine or newspaper.

VI. USE OF SCHOOL FACILITIES

A. Student Activity Center

During their free periods and noon intermissions, students are encouraged to stay at the Students' Activity Center, if they opt not to go to the library. However, benches shall not be used for sleeping. Students are not allowed to loiter outside the classrooms or in the lobbies and corridors.

B. Roco Hall

C. Gym/ Covered Court

D. Viewing Room

E. Audio-Visual Room

F. Classrooms and Premises

No students or visitors shall be allowed inside the school building after the last class period.

G. Comfort Rooms

For students' convenience, every building in all floor areas is provided with comfort rooms. Cleanliness in these rooms and proper utilization of the facilities are expected at all times.

H. Availability of Drinking Fountains and Faucets

The school has provided the students with drinking fountains. These are not meant for washing hands or other objects. Everyone is expected to save, instead of waste water.

I. Water and Lights

Proper use of water and avoidance of wastage should be observed. Leaking faucets should be immediately reported to the General Services Office and/or the College Dean of the building concerned.

Proper use of electric facilities should also be observed. Electric lights should be used only whenever necessary, and damages to switches or wire connections should be reported immediately and/or the College Dean of the building concerned.

VII. GENERAL UNIVERSITY POLICIES

A. Student Activities

Classrooms are to be used for academic purposes only. No group actions like boycott of classes/demonstrations against any issue, person or teacher will be allowed.

Co-curricular define activities shall be subject to prior approval of the **school head/Campus Director**. Meetings, assemblies, conversations and activities shall be held in the presence and with **knowledge of the Campus Director, Deans/Chairmen or Guidance Counselor, Teacher or Class/Organization/Club Adviser/Coach.**

B. Flag Ceremonies

To help inculcate and sustain love of country the following should be observed:

All students who are inside the campus are required to attend both Flag Raising and Flag Retreat.

- Flag Raising is held every Monday or first working day of the week.
- After the singing of the National Anthem, students are required to recite the “Pledge of Loyalty” with a raised right hand.
- Flag Retreat is held every Friday or last working day of the week.

C. School Uniform

The school uniform is the symbol of loyalty and respect for the school.

1. Prescribed School Uniform

All students are expected to wear the official school uniform from Monday to Friday within the school campus, except on a specified wash day when students may come in civilian but appropriate attire. Laboratory and shop uniforms shall be worn only during laboratory and shop periods: and P.E., NSTP uniforms on their scheduled days. Considered inappropriate are clothes with spaghetti sleeves, mini-skirts, shorts, pants and shirts/blouses that are too transparent, revealing or distracting to the onlookers, or considered unbecoming for a decent individual.

All students are required to wear appropriate black shoes and male students are expected to have a proper haircut. Haircut should be at least one (1) inch above the collar line. Wearing earrings (nose ring/lip ring/eye lid ring) and tattoos on exposed part of the body are prohibited inside campus.

2. Practicum/ practice teaching w/ OJT uniform must be worn during their practicum or OJT period only

Students not in school uniform shall be denied entry to the school premises and to their respective classes.

3. P.E uniform must be worn during P.E period only.

For students, who have first period P.E. class, they will be allowed to enter the school premises wearing P.E. uniform and they have to change to their prescribed school uniform.

4. Exemption of Wearing the Prescribed School Uniform

The following may be exempted from wearing the official school uniform:

- . Pregnant students; she must secure a letter of intent
- . Employed but not in CTU with insufficient time of changing the school uniform from their company uniform, the following requirements should be complied:
 - Letter of Intent
 - Recent Certificate of Employment
 - Photocopy of COR
- . Graduate School students
- . Students under special programs

Note: They should wear decent attire.



- A. Female School Uniform;
- B. Male School Uniform;
- C. PE Uniform



Note: P.E. Uniform may vary per campuses

- Hair must be short
- The back of the hair must be slope
- Hair must not touch the eyebrow with 2 x 3 x 3 sides
- **Heavy makeup is not allowed except on occasions**
- No striking hair colors like burgundy, green, yellow, orange and other luminous color



- Hair must be neatly combed and held back using black/dark hair bands or hair clips
- Fringe must not touch the eyebrows
- Short hair must be maintained at collar length
- Long hair must be tied up neatly w/ black/dark rubber band
- No striking hair colors like burgundy, green, yellow, orange and other luminous color

Proper Haircut

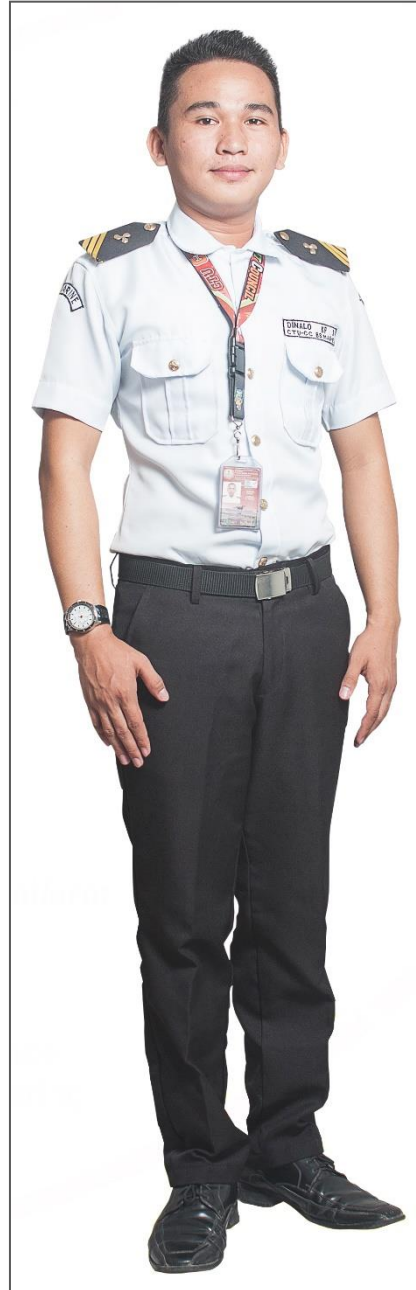


MARINE ENGINEERING UNIFORM

TYPE A



TYPE B



D. Identification Card

Each student is required to wear his/her ID card within school premises. This is obtained immediately after enrolment, and should be validated every semester thereafter.

A student who loses his/her ID should obtain an affidavit of loss from the Student Affairs Office and pay the required fees to the cashier.

E. Media Interviews

These shall be allowed regarding educational matters such as current trends, issues, events, and matters on school program, but only with the written approval of the University President. For specified matters, the President **can assign** the University Public Information Officer to speak on behalf of the University.

- a. No Media is allowed to enter the school premise without the approval from the Public Information Officer
- b. Unless authorized, students should not attempt to represent the viewpoint of the school especially outside the school campus, **including social media.**

F. Convocations

University convocations shall be under the auspices of the different departments/colleges upon the recommending approval by the concerned College Dean/Director and shall be approved by the Campus Director of that campus.

Any invited speaker may address student groups or organizations of the college or campus, provided that each time, a written permission has been obtained from the Campus Director.

G. Research, Monitoring and Evaluation of Student Affairs and Services.

To conduct research on Student Assistance Services Programs and evaluation, results and research outputs shall be disseminated and utilized.

VII. STUDENT CONDUCT AND DISCIPLINE

This section refers to the implementation of university rules and regulations governing student behaviour and conduct.

A. STATEMENT OF POLICIES

1. CTU strives to develop individuals to become responsible and productive members of the society. Its responsibility is not only confined to teaching and developing technical skills but also in inculcating values and discipline to its students.
2. The students' enjoyment of their rights shall be balanced by the exercise of accountability and social responsibility, that is, for every right enjoyed, there is a corresponding duty and accountability.
3. The rules and regulations define appropriate student conduct and prescribe for sanctions for offenses/misconducts that endanger life, threaten peace and order inside the campuses and its premises, or damage university or personal property.
4. Due process shall be indispensable in dealing with student offenses/misconduct.

B. SCOPE

These rules and regulations apply to all students officially enrolled in the University.

C. CLASSIFICATIONS OF STUDENT OFFENSES AND SANCTIONS

1. LIGHT OFFENSE

| Offenses | SANCTIONS | | | | |
|--|--------------------------------------|--|--|---|-------------------------------|
| | 1st | 2nd | 3rd | 4th | 5th |
| 1.1 Non-wearing of prescribed school uniform, prescribed hair cut and/or hair style, and/or ID. Wearing of earrings (for Male students). | Oral Reprimand/ Written Reprimand | Ten (10) – Twenty (20) hours Community Service within two (2) – Four (4) weeks without affecting his/her class schedule | Forty (40) – Eighty (80) hours Community Service within eight (8) – eighteen (18) weeks without affecting his/her class schedule. | Suspension for one semester – two semesters | Expulsion from the University |
| 1.2 Sitting on the ledge/railings and/or sleeping on a bench or table. | Oral Reprimand/ Written Reprimand | Ten (10) – Twenty (20) hours Community Service within two (2) – Four (4) weeks without affecting his/her class schedule | Forty (40) – Eighty (80) hours Community Service within eight (8) – eighteen (18) weeks without affecting his/her class schedule. | Suspension for one semester – two semesters | Expulsion from the University |
| 1.3 Using of cell phones and/ or smart phones and/ or other similar electronic gadgets inside the classroom while classes are going on. | Oral Reprimand/ Written Reprimand | Ten (10) – Twenty (20) hours Community Service within two (2) – Four (4) weeks without affecting his/her class schedule | Forty (40) – Eighty (80) hours Community Service within eight (8) – eighteen (18) weeks without affecting his/her class schedule. | Suspension for one semester – two semesters | Expulsion from the University |
| 1.4 Making noise and/ or other acts that disturb classes, academic-related activities, and/or school functions. | Oral Reprimand/ Written Reprimand | Ten (10) – Twenty (20) hours Community Service within two (2) – Four (4) weeks without affecting his/her class schedule | Forty (40) – Eighty (80) hours Community Service within eight (8) – eighteen (18) weeks without affecting his/her class schedule. | Suspension for one semester – two semesters | Expulsion from the University |
| 1.5 Simple acts of disrespect in words and/or in deed committed against any administration official, faculty | Oral Reprimand/ Written Reprimand | Ten (10) – Twenty (20) hours Community Service within two (2) – Four (4) weeks without | Forty (40) – Eighty (80) hours Community Service within eight (8) – eighteen (18) weeks without | Suspension for one semester – two semesters | Expulsion from the University |

**2.
SERIOUS
OFFENSE**

| Offenses | 1st | 2nd | 3rd | 4th | 5th |
|--|-------------------|--|--|---|-------------------------------|
| 2.1 Unauthorized removing of approved posters of organizations and other posts on bulletin boards. | Written Reprimand | Ten (10) – twenty (20) hours Community Service within two (2) – four (4) weeks without affecting his/her class schedule | Forty (40) – eighty (80) hours Community Service within eight (8) – eighteen (18) weeks without affecting his/her class schedule. | Suspension for one semester – two semesters | Expulsion from the University |
| 2.2 Uprooting of plants, breaking of tree branches/ trunks and breaking of pots. | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule. | Suspension for one semester | Expulsion from the University |
| 2.3 Writing or spraying graffiti on walls, ceilings, classroom chairs or tables. | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule. | Suspension for one semester | Expulsion from the University |
| 2.4 Spitting on floors, walls, stairways, or pathways | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule. | Suspension for one semester | Expulsion from the University |
| 2.5 Littering or improper disposal of garbage and/ or non- | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her | Forty (40) hours Community Service within eight (8) weeks without affecting his/her | Suspension for one semester | Expulsion from the University |

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|--|-------------------|---|--|-----------------------------|-------------------------------|
| cleaning of toilet/urinal. | | class schedule | class schedule. | | |
| 2.6 Lending of school uniform or ID to other students for purposes of gaining entry into the campus, school building, hall, office or library. | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule. | Suspension for one semester | Expulsion from the University |
| 2.7 Using abusive language and/or bad word/s and/or expression/s inside the campus | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule. | Suspension for one semester | Expulsion from the University |
| 2.8 Intentionally leaving the water faucet/s open | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule. | Suspension for one semester | Expulsion from the University |
| 2.9 Use of classrooms and other school facilities for any purpose without any proper authorization. | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule. | Suspension for one semester | Expulsion from the University |

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| 2.10 Gambling in any form inside the campus | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule. | Suspension for one semester | Expulsion from the University |
| 2.11 Smoking inside the campus | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule. | Suspension for one semester | Expulsion from the University |
| 2.12 Getting in or out of the campus by going over the campus perimeter fence | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule. | Suspension for one semester | Expulsion from the University |
| 2.13 Possession or causing the explosion of fire crackers inside the campus or during academic functions or school activities held outside the campus, unless authorized by the Campus Director | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule. | Suspension for one semester | Expulsion from the University |

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| 2.14 Disrespect for the flag during a flag-raising or flag-retreat ceremony | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule. | Suspension for one semester | Expulsion from the University |
| 2.15 Cheating in any form during an examination, test, or in written reports such as reaction papers, case analysis, experiments or assignments. The act of cheating includes, but is not limited to the following: - Unauthorized possession of notes (codigo) or any material related to the examination, test or quiz whether the student actually used them or not. | Written Reprimand | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule. | Suspension for one semester | Expulsion from the University |

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| <p>- Copying, looking or allowing other person to copy from one's examination papers. In the latter case, both parties are liable.</p> <p>- Communicating with another student or any person in any form during an examination or test without permission from the professor. This includes leaking examination questions to another or other student(s).</p> <p>- Having somebody else take an examination or test for one's self. Both</p> | | | | | |
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| <p>students are liable.</p> <p>- Plagiarism and other forms of academic dishonesty.</p> | | | | | |
| <p>2.16 Placing intentionally obstructions on corridors, alleys and stairways</p> | <p>Written Reprimand</p> | <p>Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule</p> | <p>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.</p> | <p>Suspension for one semester</p> | <p>Expulsion from the University</p> |

3. Very Serious Offenses

| | | | | | |
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| <p>3.1 Possession or use of prohibited drugs without proper prescription inside the campus or during an academic function or school activity held outside the university premises and any other violation of the provisions of Republic Act 9165,</p> | <p>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks As to the failure to submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character,</p> | <p>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</p> | <p>Suspension for one semester</p> | <p>Suspension for two semesters</p> | <p>Expulsion from the University</p> |
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| <p>otherwise known as the "Comprehensive Dangerous Drugs Act of 2002." Entering the campus premises or attending academic functions or school activities under the influence of drugs.</p> | TOR and other school credentials. | | | | |
| <p>3.2 Unauthorized bringing in, possession or drinking of alcoholic beverages inside the campus, or during an academic function or school activity held outside the university premises. Entering the campus premises or attending academic functions or school activities under the</p> | <p>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks. As to the failure to submit financial report, or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials.</p> | <p>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</p> | Suspension for one semester | Suspension for two semesters | Expulsion from the University |

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| <p>influence of liquor.</p> | | | | | |
| <p>3.3 Reckless or intentional destruction or damage of property belonging to the university, or to any person including officials, faculty, staff, student or visitor inside the campus. This includes, but is not limited to tearing off or defacing any library book, magazine, or periodicals, or scratching the paint of cars and other vehicles parked inside the campus.</p> | <p>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks. As to the failure to submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials.</p> | <p>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</p> | Suspension for one semester | Suspension for two semesters | Expulsion from the University |
| <p>3.4 Deliberate disruption of the academic function or a school activity that tends to create disorder, chaos, breach of peace or</p> | <p>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks. As to the failure to</p> | <p>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</p> | Suspension for one semester | Suspension for two semesters | Expulsion from the University |

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| serious disturbance not necessarily connected with any academic function or school activity. | submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials. | | | | |
| 3.5 Hazing or initiation rites as a pre-requisite for admission into a membership in a fraternity, sorority, or organization by placing the recruit neophyte or applicant in some embarrassing or humiliating situations, such as forcing him to do menial, silly, foolish, and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury (RA No. 8049 or the | Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks As to the failure to submit financial report, or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials. | Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks | Suspension for one semester | Suspension for two semesters | Expulsion from the University |

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|--|---|--|-----------------------------|------------------------------|-------------------------------|
| Anti-Hazing Law). | | | | | |
| 3.6 Gross acts of disrespect in words or in deed that tend to put the University or any Administration official, faculty member, staff, student and visitor in ridicule or contempt. | Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks As to the failure to submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials | Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks | Suspension for one semester | Suspension for two semesters | Expulsion from the University |
| 3.7 Carrying or possession of deadly weapon inside the campus or during an academic function or school activity held outside the campus | Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks As to the failure to submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials. | Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks | Suspension for one semester | Suspension for two semesters | Expulsion from the University |

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| 3.8 Any kind of provocation that results to physical violence between students or groups of students. | Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks As to the failure to submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials. | Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks | Suspension for one semester | Suspension for two semesters | Expulsion from the University |
| 3.9 Threatening another with any act amounting to a crime, delict or wrong, or with the infliction of any injury or harm upon his person, honor or integrity. | Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks As to the failure to submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials. | Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks | Suspension for one semester | Suspension for two semesters | Expulsion from the University |
| 3.10 Assault or inflicting physical | Written Reprimand with community | Community Service of at least forty-one (41) hours but | Suspension for one semester | Suspension for two semesters | Expulsion from the University |

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|--|---|--|-----------------------------|------------------------------|-------------------------------|
| injuries on any person inside the campus, or during an academic function or school activity held outside the campus | service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks As to the failure to submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials. | not more than eight (80) hours within nine (9) to eighteen (18) weeks | | | |
| 3.11 Acts of lewdness or commission of any act of immorality; viewing, reading, display or distribution of pornographic materials inside the campus. | Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks As to the failure to submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials. | Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks | Suspension for one semester | Suspension for two semesters | Expulsion from the University |
| 3.12 Any act, omission, condition, status or circumstance, tending to | Written Reprimand with community service of at least twenty (20) hours but not more than | Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to | Suspension for one semester | Suspension for two semesters | Expulsion from the University |

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| cause dishonor, discredit or contempt to the name of the University. | forty (40) hours within two (2) to eight (8) weeks As to the failure to submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials. | eighteen (18) weeks | | | |
| 3.13 Forging, falsifying or tampering with academic or official records or documents of any kind; or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the University. | Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks As to the failure to submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials. | Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks | Suspension for one semester | Suspension for two semesters | Expulsion from the University |
| 3.14 Accessing any University computer network without authority or beyond authorized | Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within | Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks | Suspension for one semester | Suspension for two semesters | Expulsion from the University |

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| access including unauthorized use of another's account and/or password for purposes of altering or destroying information or file(s), introducing false information, preventing normal operation, or preventing authorized access to information. Preventing normal operation includes altering the configuration or infecting the network with any form of malicious code. | two (2) to eight (8) weeks As to the failure to submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials. | | | | |
| 3.15 Stealing personal or University property like books, tools, laboratory equipments, office supplies, | Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within | Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks | Suspension for one semester | Suspension for two semesters | Expulsion from the University |

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|--|---|--|-----------------------------|------------------------------|-------------------------------|
| building fixtures, materials, cash and banknotes. | two (2) to eight (8) weeks As to the failure to submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials. | | | | |
| 3.16 Collecting money from fellow students such as selling T-shirts, ID-slings, etc. without approval from the Campus Director | Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks As to the failure to submit financial report or failure to pay the deficit incurred during the activity, non-releasing of Certification of Good Moral Character, TOR and other school credentials. | Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks | Suspension for one semester | Suspension for two semesters | Expulsion from the University |
| 3.17 Not submitting financial report and payment of any cash deficit thirty (30) days after the income generating project | Not allowed to enrol, non-releasing of Certification of Good Moral Character, TOR and other school credentials. | | | | |

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| activities to the Office of Student Affairs. | | | | | |
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The sanctions are for administrative cases; criminal offenses/cases shall be dealt with separately.

Other violations not listed here but which directly affect the interest of the CTU, its employees, students, stakeholders and cooperating agencies (for OJT) will be dealt with by the Discipline Committee on a case-by-case basis. The Discipline Committee likewise reserves the right of discretion to either reduce or increase established penalties depending on the gravity of the offense. Due process will be conducted.

Failure to comply with each sanction shall be subject for non-releasing of *Certification of Good Moral Character* and other school credentials (TOR, Diploma, and the like).

D. LIST OF PENALTIES

1. **Oral Reprimand – the appropriate office called the student offender for counselling.**
2. **Written Reprimand** – student offender and a parent/guardian must sign and attest that they have read the reprimand.
3. **Community Service** – shall be performed in the campus premises where the student is enrolled.
4. **Suspension** – shall be performed with curricular assignments and shall not exceed forty-five calendar days.
5. **Expulsion from the University** – a penalty wherein the institution declares all erring student disqualified for admission to any public or private higher education institution in the Philippines.

University officials, faculty, and security guards may confiscate student IDs for violation of any provision stated in the student manual. Confiscated student ID/s shall be turned over within the first four hours from the time of confiscation **stating the**

violation(not necessary) to the college concerned for light offenses and to the Student Affairs Office for the serious and very serious offenses. In the case of the University officials and/or faculty who have the difficulty of confiscating the said IDs, security guards on duty may assist.

E. COMMITTEE ON STUDENT DISCIPLINE

The Committee on Student Discipline is composed of the Dean/Director of Student Affairs as its ex-officio chairman, two officers/members of the Faculty and Personnel Association, the President of the Supreme Student Government and one representative from the non-teaching personnel as members. Except for the Dean/Director of Student Affairs, all members are appointed by the President upon the recommendation of the Campus Director for a period of two (2) years or co-terminus with their respective terms in the organizations they represent, as the case may be.

F. JURISDICTION OVER DISCIPLINE-RELATED CASES

1. The Committee on Student Discipline shall have jurisdiction over all complaints pertaining to serious and very serious offenses. The respondent is required to report to the Dean/Director of the Student Affairs who is the ex officio chairman of the said committee.
2. The Dean/Director of the College where the student offender belongs shall have jurisdiction over all light offenses. Ad Hoc Committee may be created by the College Dean. Copy of the minutes of meeting, proceedings, decisions and other related documents to the case acted upon shall be furnished to the Student Affairs Office (SAO).

H. PROCEEDINGS BEFORE THE DEAN/DIRECTOR OF THE COLLEGE

1. The Dean/Director may proceed summarily against any student of the College in the following cases:
 - 1.1 acts in violation of rules and regulations issued by his/her office;
 - 1.2 acts falling under Light Offenses;

- 1.3 any misconduct of such nature, as enumerated in 1.1 and 1.2, committed in the presence of a faculty member or any official of the University inside the classroom, in the campus premises, or during an academic function or school activity held outside the campus, and subsequently reported to the Dean's/Director's Office concerned either orally or in writing.

2. Procedure

- 2.1 The student is summoned to appear before the Dean/Director, informed of the charge against him or he, and afforded the opportunity to present his/her side.
- 2.2 Should the student refuse, without cause, to appear before the Dean/Director despite being summoned, this is taken into account in imposing the penalty corresponding to the offense committed.

3. Decision

- 3.1 Any decision taken under this section should be in writing, stating the grounds for which disciplinary action is taken. The decision is final and immediately executory upon the issuance of the order.
- 3.2 A penalty of suspension, if imposed, shall not exceed one (1) academic year.

4. Records

A record of the entire proceeding is taken and filed as part of the record of the case kept under the custody of the concerned Dean/Director of the College. This would serve as basis for further sanctions should subsequent violations occurs. Such record is confidential in nature and may only be available to authorized persons or parties involved upon written request.

I. PROCEEDINGS BEFORE THE COMMITTEE ON STUDENT DISCIPLINE

1. Complaint

A disciplinary proceeding may be instituted upon the filing of a written complaint specifying the acts constituting the offense/misconduct subscribed by the complainant. It may also be instituted by an appropriate authority, on its own initiative, upon submission of an official report of any violation of existing rules and regulations.

Upon the filing of the said charge or report with the Committee on Student Discipline, an entry shall be made in an official entry book kept for the purpose, specifying the person or persons charged in the complaint, the witnesses, if any, the date of filing and substance of the charge.

Upon receipt of the complaint or report, the Committee on Student Discipline shall determine whether such complaint or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, a formal charge shall be drawn up and served upon the respondent. In every case, the parent(s) or guardian(s) of the respondent shall be furnished with a copy of the same.

2. Answer

The Committee shall conduct an initial investigation of the complaint by requiring the respondent to answer in writing, explaining his/her side within five working days from receipt of such request. Failure of the respondent to answer the complaint within the period specified is deemed an admission of the act or acts complained of.

3. Notice of Hearing

Upon receipt of the answer, or if no answer is filed, the case is scheduled for hearing. The corresponding notice is issued to the parties (complainant and respondent) and to the parent or guardian of the respondent at least two days before the date of the hearing. The issuance of the *Notice of Hearing* is mandatory.

Should complainant fail to appear at the hearing after due notice and without just cause, the complaint is dismissed. On the other hand, should the respondent fail to appear for the hearing after notice and without sufficient cause, this fact is placed on record and the hearing shall proceed taking into account the complainant's side only. Respondent still has to appear in subsequent hearings.

4. Hearing

A hearing before the Committee shall be summary in nature and cross examination is not essential. However, the Committee should ensure that the following standards required by due process in discipline cases are satisfied:

4.1 The respondent should have been informed in writing of the nature and cause of the accusation.

4.2 The respondent should have been granted the right to answer the charges against him or her.

4.3 The respondent should be informed of the evidences against him or her.

4.4 The respondent is given the right to present evidence on his/her own behalf.

4.5 The evidence should be considered by the Committee.

Evidence, testimonial or documentary, is limited to allegations in the complaint or answer.

As a general rule, hearings are continuous the moment they begin. No hearing should last beyond two months from the date of initial hearing except for highly justifiable reasons with each party allowed only two postponements.

5. Summary Proceeding

If during the initial investigation respondent appears and admits guilt in writing, the case may be acted upon by the Committee summarily. This is entered into the record and the Dean/Director of Student Affairs

recommends that a hearing be dispensed with. The action is terminated as soon as the Committee is through with its clarificatory questions.

Any penalty imposed in a summary proceeding is final and immediately executory unless the Campus Director defers the imposition of the penalty for meritorious reasons.

6. Decision

The Committee renders its decision within five (5) days after the termination of the hearing. The decision shall be in writing stating the reasons therefore and transmitted to the Campus Director, **copy furnished the Dean/Director of the college to which the respondent belongs, the aggrieved party, as well as the respondent and his/her parents or guardian.**

A decision of the Committee, other than expulsion or suspension for more than thirty days, shall become final and executory fifteen (15) days after receipt thereof unless an appeal is filed.

7. Appeal

A party not satisfied with the decision of the Committee may appeal the decision in writing to the Campus Director within fifteen (15) days from receipt of the decision, stating the grounds for the appeal.

If appeal is denied, the decision becomes final and executory unless the Campus Director defers the imposition of penalty for meritorious reasons.

A decision of the Committee involving expulsion or suspension for more than thirty (30) days may be appealed to the University President who shall render his decision, upon consultation with the Board of Management, within ten (10) days after the receipt of the appeal.

In expulsion cases, the decision of the University President may be appealed to the Board of Regents within fifteen (15) days after receipt of the decision by the respondent-appellant.

8. Effectivity of Final Decisions Given Days Prior to Final Examinations

Final decisions with penalties involving suspension or expulsion rendered within thirty (30) days prior to any final examination shall take effect during the semester immediately subsequent to the semester/term in which such decision is rendered. If the respondent is graduating, the penalty shall take effect immediately.

9. Records

A record of the entire proceedings is taken and filed as part of the record of the case kept under the custody of the Dean/Director of Student Affairs. This would serve as basis for further sanctions should subsequent violations occur. Such a record is confidential in nature and may only be available to authorized persons or parties involved upon written request.

ACKNOWLEDGMENT



ID No: _____

Name: _____

(Family Name), (First Name) (M.I.)

Degree and Year: _____ Major: _____

Gender: _____ Civil Status: _____

Maiden Name (If Married): _____

Provincial Address: _____

City Address: _____

Tel. No.: _____ Email: _____

Campus Address: _____

Parent's Name:

Father: _____

Mother: _____

Address: _____

Tel. No.: _____ Email: _____

I have read and thoroughly understood the content of this Manual; thus, I commit myself to abide by all the University policies.

IN WITNESS HEREOF, I am affixing my signature together with that of my parent/guardian.

Name and Signature

Parent's Signature

MEMORANDUM OF AGREEMENT
(Student Pledge Seeking Admission to this University)

I, _____ with the acknowledgment of
(Name of Student)
_____ and _____,
(Name of Parent/Guardian) (Campus Director)

as to my admission to the CTU, do hereby agree to the following terms and conditions:

1. That I shall conduct myself in accordance with the provisions as stated in the Student Manual in such a manner as not to bring disgrace or dishonor to myself and to this institution;
2. That I shall submit to the authority and to the Philippine National Police authorities without questions asked if found possessing, using, distributing, or peddling narcotics or dangerous drugs or being involved in hazing or initiation in any form or manner, as provided for in the Revised Penal Code of the Philippines, and showing similar misbehaviors contrary to law and of the regulations of the University;
3. That I shall renounce my membership in any fraternity/sorority or any organization not authorized by the University, and that I will be dismissed or not allowed to enroll if proven to be a member of a fraternity/sorority or any organization not authorized by the University;
4. That I shall not smoke and drink alcohol in any place in the campus or enter the campus under the influence of liquor;
5. That I shall not be given a good moral character certification if I violate any of the rules and regulations stated in this agreement and in the policies stipulated in the Student Manual.
6. That above all I agree to uphold, obey and follow the school policies, rules and regulations stated and authorized by the University; and
7. That I will express in word and in deed the CTU way of greeting "*Malipayong Adlaw.*"

IN WITNESS HEREOF, I have hereunder set my hands this _____ day of _____, 20_____, at CTU _____.

Student's Signature over
Printed Name

Parent's/Guardian's Signature Printed Name over

MEMORANDUM OF AGREEMENT
(Student Pledge Seeking Admission to this University)

I, _____ with the acknowledgment of
(Name of Student)
_____ and _____,
(Name of Parent/Guardian) (Campus Director)

as to my admission to the CTU, do hereby agree to the following terms and conditions:

1. That I shall conduct myself in accordance with the provisions as stated in the Student Manual in such a manner as not to bring disgrace or dishonor to myself and to this institution;
2. That I shall submit to the **authority** and to the Philippine National Police authorities without questions asked if found possessing, using, distributing, or peddling narcotics or dangerous drugs or being involved in hazing or initiation in any form or manner ,as provided for in the Revised Penal Code of the Philippines, and showing similar misbehaviors contrary to law and of the regulations of the University;
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4. That I shall not smoke and drink alcohol in any place in the campus or enter the campus under the influence of liquor;
5. That I shall not be given a good moral character certification if I violate any of the rules and regulations stated in this agreement and in the policies stipulated in the Student Manual.
6. That above all I agree to uphold, obey and follow the school policies, rules and regulations stated and **authorized** by the University; and
7. That I will express in word and in deed the CTU way of greeting “*Malipayong Adlaw.*”

IN WITNESS HEREOF, I have hereunder set my hands this _____ day of _____, 20_____, at CTU _____.

Student's Signature over
Printed Name

Parent's/Guardian's Signature Printed Name over

CTU Hymn

Composer: Msgr. Rudy Villanueva

You weathered all the long years
 And now with us you still abide
 From a simple, solitary root
 Your great arms opened wide
 And each time the brave heart
 Remembers your humble story it fills with pride
 And we pledge that in our hearts and spirit
 That same spirit will survive

Home and mother of our searching soul
 Beloved university!
 Though humble our goals
 Your earnest way ensures

Our means to be truly free
 Through our reverent force
 To harness earth's resource
 And your patient technology

We will march at the front in the war against wants
 And may kind heaven let this be
 And may kind heaven let this be

And onwards though uncertain
 With boldness, we set our course
 From a simple, ordinary folk
 You bring forth an active force
 Learning ever yearning
 To set out in new directions
 Ambitious goals!
 For the generations that are yet to be
 Fullness of life and dignity

It's our once and future legacy
 For country and for...university