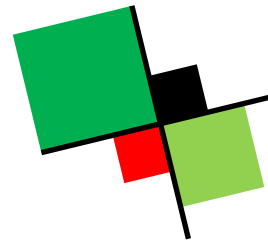




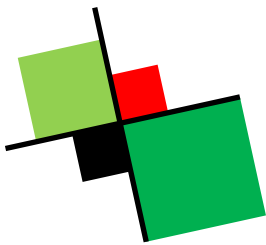
Mountain Province State Polytechnic College

**STUDENT
HANDBOOK**



MPSPC Hand Book
by
Student Services and Development Office (SSDO)

First Printing—2016



Page 2

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Mountain Province State Polytechnic College
STUDENT HANDBOOK



Republic of the Philippines
Mountain Province State Polytechnic College
OFFICE OF THE PRESIDENT
Bontoc, Mountain Province

MESSAGE

On behalf of our faculty, staff, and administration, welcome to Mountain Province State Polytechnic College (MPSPC)!

Congratulations on your decision to pursue a college education, whether for the first time or as an opportunity to advance and build upon the foundations of a college education you already started. This decision is an important one for your life and your career that demands dedication and time. Follow the most demanding academic program possible for you and use this to grow personally, intellectually, and professionally.

MPSPC offers various programs that cut across many disciplines. Wisely select courses that will give more options for you upon graduation. Your academic degree is a credential that you will have your entire life!

MPSPC faculty members are known for their commitment to providing you a rich learning experience focused on teaching excellence, curriculum quality, scholarly practice, and service. Together with the administration they are all here to support you all the way during your stay with us because your success is what MPSPC aims to accomplish.

Use the college resources available to you in the pursuit of your education. These include engaging in our challenging curriculum, using our library, visiting your department faculty, reaching out to your academic advisor and our Student Services and Development Office (SSDO) and other supportive student services available to you.

Finally, thank you for choosing to be with us and to be part of the growth and development of this institution. Just please use this Student Handbook as your guide to the policies and procedures of MPSPC. Browse the pages and acquaint yourself with the contents. Please be active in every aspect of your education. We are ready to help you realize your dreams.

REXTON F. CHAKAS, PhD
College President



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College Seal



The seal of the Polytechnic consists of the outer and middle circles. Inscribed the outer circle is the name of the institution, “Mountain Province State Polytechnic College” and “1992”, representing the year it became a state college.

Between the middle and the inner circles is a gear representing science and technology with six teeth that stand for the five provinces and one city in the Cordillera. Inside the innermost circle is a mountain chain that stands for the ten municipalities of the Mountain Province that comprise the immediate service areas of the Collge. The rice terraces represent the culture and characteristics of the people while the pine trees represent the five major tribes in the Mountain Province.

The fire represents the State College, fueled by the four pieces of wood that represent the four campuses of the College. The Chico River represents the State colleges as a solid foundation for the development in terms of its four-fold functions of instruction, research, extension and production.

About the Mountain Province State Polytechnic College (MPSPC)

The Mountain Province State Polytechnic College is the lone State-run institution of higher education in Mountain Province. Its conversion from a Community College into a State College had transformed this academic institution into a fulcrum for development in the business sector and the economic households. Mountain Province State Polytechnic was created through a bill authored by Congressman Victor S. Dominguez in Congress in 1991, signed into law by then President Corazon C. Aquino on January 17, 1992 as Republic Act No. 7182. This enabling charter paved the way for the conversion of the Mountain Province Community College, integrating therewith the tertiary programs of three secondary schools in the province, into a state college known as the Mountain Province State Polytechnic College.

According to its enabling act, the College “shall primarily provide higher professional, technical and special instructions for special purposes and promote research and extension services, advanced studies and progressive leadership in agriculture, education, forestry, engineering, arts, sciences, humanities and other fields as maybe relevant.” It is created also to offer undergraduate and graduate courses in such fields.

In 2015, the College is maintaining two satellite campuses, namely: Bontoc Campus

and Tadian Campus. MPSPC maintains facilities and landholdings located at the following: (1) Mt. Data, Bauko which serves as an Agro-forestry research facility; (2) Ba-ang, Banao, Bauko hosts the Victor S. Dominguez Center for Research and Development and the rest of the facilities being utilized by the Office for Resource Generation and Linkages; (3) Balidong, Lubon, Tadian serves as a demo-farm; and, (4) Bacarri, Paracelis where extension classes in the Diploma in Agricultural Technology (DAT) leading to Bachelor in Agricultural Technology (BAT) is being held. The latter, which is a 78 hectares property, is strategically being primed to be a full-blown campus for the College of Agriculture.

The Bontoc Campus offers degree programs in Criminology, Accountancy, Business Administration, Information Technology, Hotel and Restaurant Management, Tourism, Teacher Education, Graduate School, among others. Tadian Campus offers degree programs on Engineering (Civil, Geodetic, Electrical), Teacher Education, Industrial Education, Hotel and Restaurant Management, Agro-forestry, Forestry and Short Courses on Technical Skills.

Since MPSPC commenced as a State College, it was led by several Presidents with Dr. Marcelino T. Delson as the first College President upon the approval of the College Charter in January 1992 up to December 31, 2004. His incumbency saw new academic and administration buildings in each campus. Various new curricular programs have also been implemented. Pending the leave of absence of Dr. Delson from June 01 to July August 08, 2005, the management of the College was tendered to Dr. Rexton F. Chakas, then the College and Board Secretary and concurrently the Vice President for Administration.

On August 09, 2004, Mr. Juan B. Ngalob, then the Regional Director of the National Economic Development Authority – Cordillera Administrative Region (NEDA-CAR) and Chairman of the Administrative Committee of the Board of Trustees, was designated as the OIC-President pending the selection of a new College President by the Board of Trustees.

On March 31, 2005, Dr. Nieves A. Dacyon was elected by the Board of Trustees as the new College President. She served two-terms until she left MPSPC on November 30, 2012 to assume the Presidency at Apayao State College and leaving Dr. Geraldine L. Madjaco to fill -in the vacuum as OIC-President on December 01, 2012 to March 18, 2013. The term of Dr. Dacyon is marked with some of the pioneering efforts in the field of curriculum development and innovation particularly in Indigenous Knowledge, Skills and Practices (IKSP). Despite restrictive and tight budget allocations true to all SUCs, her fund sourcing efforts paved way to some modest infrastructure developments in the College.

Meanwhile, the hotly contested search for the top post in MPSPC saw the emergence of Dr. Eufemia Lamén as the President and which took effect on March 19, 2013 until her demise on December 01, 2013.

As MPSPC mourned for the loss of its President, the Board of Trustees placed Dr. Josephine M. Ngodcho as caretaker of the College on December 06, 2013 until July 25, 2014.

After a dramatic search for a new president, MPSPC finally had one in the person of Dr. Rexton F. Chakas on July 26, 2014. As the former College and Board Secretary, Vice President for Administration, Director for Management Information Systems, Dean of the Graduate School, the new President had weathered with MPSPC. He is no stranger to the struggles the College has gone through. Upon assumption, Dr. Chakas considerably initiated reforms across the organization. He systematically overhauled the organizational structure allowing his macro-management style to pervade and facilitate administrative innovation

improving its systems and processes. In such a short period of time, manuals of operations covering almost all its operating units were crafted and approved by the Board of Trustees (BOT), including this one.

One of the significant thrusts Dr. Chakas has fiercely staked on is the creation of the Office for Resource Generation and Linkages. This Office is expected to spawn financial and technical resources the College needs to leap-frog development in all the mandates of the College.

Dr. Chakas, through the initiative of the LGU of Paracelis, also responded to the clamor of opening and activating the Paracelis Campus as the MPSPC College of Agriculture fulfilling one of its mandates as embodied in its Charter. Preliminary operations commenced on August 3, 2015 that formally opened the offering of the Diploma in Agricultural Technology (DAT) leading to the degree Bachelor in Agriculture Technology (BAT).

Finally, to respond to the rationalization of public higher education as underscored by the Congressional Commission on Education which resulted in the SUC Modernization Law (R.A. 8292), Dr. Chakas, affirmatively supported by the different stakeholders of the College and its Board of Trustees, updated the Vision, Mission, Goals and Objectives (VMGO) of the College while retaining the spirit of the original statements. The new VMGO was approved through BOT Resolution No. 083, s. 2015 on October 13, 2015 during the 103rd Regular Meeting at CHED Central Office, and these reads to wit:

Vision

“A preferred University of developmental culture and inclusive growth”

Mission

It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship and an environment that assumes major responsibility in cultural vitality and well-being of the community.

Goals and Objectives

1. Attain and sustain quality and excellence;
2. Promote relevance and responsiveness;
3. Broaden access and equity;
4. Enhance efficiency and effectiveness;
5. Develop harmony within the College, and with stakeholders and benefactors

This, along with the Administration's thrust contained in the acronym HERITAGE will guide the College into the future.

- H** - Hearty Approach to Management and Governance and Transformational Leadership
- E** - Enriched Academic Programs
- R** - Relevant Student Services, Development and Welfare Program
- I** - International and Local Linkages
- T** - Technology, Facilities and Assets Enhancement Program
- A** - Aggressive Staff Development and Welfare Program
- G** - Gainful Resource Generation and Enterprise Development Program
- E** - Excellent Researches and Relevant Extension Programs

Core Values

Mountain Province State Polytechnic College subscribes to the following core values.

- S**-Self-discipline
- E**-Effectiveness
- R**-Responsibility
- V**-Versatility
- I**-Integrity
- C**-Commitment
- E**-Efficiency

THE STUDENT SERVICES AND DEVELOPMENT OFFICE

The Mountain Province State Polytechnic College (MPSPC), a lone state college in the province was established by virtue of Republic Act 7182 to cater the academic and other related needs of its clientele and stakeholders.

Its operation is guided by the different policies, guidelines, standards and procedures issued and released by its oversight agencies especially of the Commission on Higher Education (CHED), the Civil Service Commission (CSC), the Department of Budget and Management (DBM) and the like. The college in its aim to contribute in realizing the sincere intentions of Republic Act 7722 otherwise known as the "Higher Education Act of 1994", Batas Pambansa 232, Resolution No 321-2013 of the Commission en banc dated April 8, 2013 and subsequently of the College's Vision, Mission, Goals and Objectives institutes its Student Services and Development Office's (SSDO) Student Handbook. This Handbook covers all student related standards, policies, guidelines, and endeavors. It also includes bases of its operations, the different student services that are under the direct supervision of the SSDO and those that are not, Systems of Revisions and Amendments, Information Dissemination Procedures and Distribution, Forms, Requirements and Procedures and Communication Flow Charts. Further, it also contains information about the College, its Organizational Structure, Authority and Responsibility, and Citizen's Charter.

This SSDO Handbook anchors its Systems and Procedures to existing Policies, Standards and Guidelines issued by CHED and is further enriched by the Student Manual duly approved by the College's Board of Trustees. The Manual of Operations contains the different

student services according to CMO No 09 “Enhanced Policies and Guidelines on Student Affairs and Services” directly under the supervision of the SSDO and those that are coordinated by the same but are under the direct supervision of other offices. Primarily, the different student services of the college provided through the Student Services and Development Office includes Student Welfare wherein the following are provided: 1) Information and Orientation Services; 2) Guidance and Counseling Services; 3) Career and Job Placement Services; 4) Economic Enterprise Development; and 5) Student Handbook Development. Secondly, it also caters to Student Development through the following services; 1) Student Activities; 2) Student Organization and Activities; 3) Leadership Training; Student Council/Government; 4) Student Discipline; and 5) Student Publication/Yearbook; 6) Scholarship and Financial Assistance; 7) Student Housing and Residential Services; Multi-Faith Services; 8) Foreign/International Students Services; 9) Social and Community Involvement programs; and 10) Alumni Relations.

On the other hand, Institutional Student Programs and Services that are not directly supervised by the SSDO but coordinates instead includes the following: 1) Admission Services; 2) Food Services; 3) Health Services; 4) Safety and Security; 5) Cultural and Arts Programs; and 6) Sports Development Programs.

Further, this Handbook also includes systems and procedures in the conduct of Research on Student Affairs and Services; Monitoring and Evaluation; and Rewards and Incentives. Furthermore, it provides systematic steps and procedures being followed and requirements complied for by the clients of the Student Services and Development Office and other coordinating offices within the Mountain Province State Polytechnic College to ensure the effective and efficient provision of relevant student services.

Finally, to provide information relative to the different services of the Student Services and Development Office this Student Handbook is crafted. The handbook contains necessary information on the different policies, standards and guidelines being observed and implemented by the office that a student of MPSPC should know and abide with.

COURSE OFFERINGS

Graduate Programs

- Doctor of Education
- Master in Science Education
- Master of Arts in Education
- Master in Business Administration
- Master in Public Administration
- Masters in Teaching English

Degree Programs (Bontoc Campus)

- Bachelor of Science in Criminology
- Bachelor of Science in Accountancy
- Bachelor of Science in Business Administration
- Financial Management
- Marketing Management
- Bachelor of Science in Office Administration

Bachelor in Secondary Education
Mathematics
General Science
Social Science
English
Indigenous People's Educ.
Music and Arts
Bachelor in Elementary Education
Major in Special Education
Major in Early Childhood Development
Bachelor of Science in Information Technology
Bachelor of Science in Nursing
Bachelor of Science in Hotel and Restaurants Management
Bachelor of Science in Tourism
AB Political Science

Competencies (HRMT)

Baking/Pastry
Hot and Cold Kitchen
Food and Beverage
Front Office Management
Housekeeping Management
Banquet and Catering
Commercial Cooking
Bar Management
Travel and Tour
Tour Guiding

Degree Programs (Tadian Campus)

Bachelor in Secondary Education
Mathematics
General Science
Social Science
English
Indigenous People's Education
Music and Arts
Bachelor in Elementary Education
Major in Special Education
Major in Early Childhood Development
Bachelor in Technical Teacher Education
Bachelor of Science in Electrical Engineering
Bachelor of Science in Civil engineering
Bachelor of Science in Geodetic engineering
Bachelor of Science in Business Administration

STUDENT WELFARE AND SERVICES

Scholarships and Grants

Goals and Objectives

1. To assist students who generally belong to the “poor but deserving” group to avail of scholarships/grants or financial assistance for educational purposes.
2. To scout for possible individual, agency or institutional.

Policies on Scholarship and Educational Grants of the College

1. MPSPC Sponsored Scholarships:

A. Academic Scholarships. Scholarships are granted by the College to students with excellent academic performance.

President’s List. A student who gets a general average of 100%-92% shall enjoy full tuition fee discount provided that he/she carries at least the regular load prescribed by the department where he/she is enrolled, is of good moral character and has no grade lower than 86% in any subject in the previous semester he or she attended.

Deans List. A student who gets a general average of 91%-89% shall enjoy a 75% tuition fee discount provided that he/she carries the regular load, is of good moral character and has no grade lower than 80% in any subject in the previous semester he or she attended.

Entrance Scholars. Scholarships shall be awarded to valedictorians and salutatorians from public and private schools in the country. Valedictorians shall enjoy full tuition while salutatorians enjoy 75% tuition fee for the first semester he/she enrolled in the college.

Grants-in-Aid-Service. The college shall also extend other privileges in the form of full or half tuition fee to the following as approved by the board of trustees:

Members of the MPSPC Band. The adviser shall recommend to the College President through the Director for Students Services and Development. A deserving member of the band will be granted 100% tuition fee discount. The scholar must have no failing grade, must attend regular practices as called for by the band master and participate in school and community activities whenever the school band is invited or requested to perform.

-ROTC Corp Commander. The ROTC Commandant shall recommend to the College President through the scholarship coordinator the ROTC Corp Commander. He/she will be granted 100% fee tuition privilege. The ROTC Corp Commander to be granted the scholarship must have no failing grades and must attend regular meetings when called for by higher authorities.

-Outstanding Athletes. The Sports Director shall screen and recommend to the College President through the Scholarship Coordinator the grantees to this program based on set criteria such as: a) performance in the past athletic competitions as medalist in regional or athletic competition, and b) abides by the scholarship contract that serves as the application letter. The qualified athlete will be granted 100% tuition fee discount.

-SSC President and other officers. The Adviser shall recommend to the Director of

Student Services and Development and the Chairman of the Scholarship Committee through the Scholarship Coordinator the grantees to this program.

SSC President-100% discount

- Editor-in-Chief and staff members of the school publication.** The adviser shall recommend to the College President through the Director of Student Service and Development qualified school publication staffs. He/she will be granted tuition fee privilege. To qualify for the grant, he/she must have no failing grades, must attend regular meetings when scheduled by the Adviser and the college authority and must submit monthly/quarterly reports and annual reports.
- MPSPC Minstrels (Choral Group)/Student Cultural Arts Group (SCAG).** The Adviser shall recommend to the College President through the Director of Student Services and Development and the Chairman of the Scholarship Committee the grantees to this program after a thorough audition.
- Socio-Cultural Scholarship Grants.** The adviser shall recommend to the College President through the Director of Student Services Development and the Chairman of the Scholarship Committee the grantees to this program.

Policies/Guidelines for Grants

A grantee shall be entitled to free tuition fee, miscellaneous, laboratory and other fees as billed in the assessment form.

Shall carry a minimum of 18 academic unit loads except for graduating students.

Shall enroll NSTP and PE required subjects, during the prescribed curricular period; and Shall pass all the subjects he/she is enrolled in the semester.

Service Grants. This grant is given to a working student in recognition of his/her invaluable services to the college. The supervisor (GSO Director) shall recommend to the College President through Director for Student Services and Development the grantees to this program. He/she shall be entitled to free tuition fee, miscellaneous, laboratory and other fees as billed in the assessment form.

Special Privileges. Free tuition fee is granted to employees and children of employees (Art. 76 sec. 1.g of the College Code.

-**Student Assistants.** The GSO Director shall recommend to the College President through the Director of student Service and Development qualified student assistants. The criteria in selection of student assistants include the following: a) financial need of the applicant as supported by the most recent Income Tax Return (ITR) of the Family or a Sworn Statement in the case of Non-filing of such return; b) general ability of the student to combine work and study without prejudice to one or the other, as evidenced by the academic record of the student for the past two school terms, or 4th year high school card (for entering freshmen applicants); and c) specific or special skills possessed by the applicant in relation to the job. (See handbook for student

assistants)

2. **DILG Special Privilege.** As stipulated in the Local Government Code, incumbent officers of the Sangguniang Kabataan and legitimate children of incumbent Sangguniang Kagawad shall be exempted from paying tuition fees enrolled in State Colleges and Universities.

Requirements:

Most recent certification from the DILG Officer or Municipal Mayor.

Grades in the last semester attended.

3. **Private-Sponsored Scholarships and Grants**

With the intention of giving financial assistance to the student with excellent academic performance, non- government entities or individuals have forged the Memorandum of Agreement with the College. Specific criteria, guidelines and procedures are set by the sponsors that are most applicable to their end. In most cases, the pre-screening is carried out by the Scholarship committee in accordance with the prescribed criteria. In some instances, the students personally work for the scholarship and the processing of the document is asserted by the committee.

A. INSTITUTIONAL SCHOLARS/GRANTS

SSC President	Free tuition, Misc., Lab, and other fees as billed
Editor-in-Chief & Staff - School Organ	Free tuition, Misc., Lab, and other fees as billed
Corp Commander	Free tuition, Misc., Lab, and other fees as billed
MPSPC Band members	Free tuition, Misc, Lab, and other fees as billed
MPSPC Minstrels	Free tuition, Misc., Lab, and other fees as billed
Athletes	Free tuition, Misc., Lab, and other fees as billed
Students Art Group (MPSPC SCAG)	Free tuition, Misc., Lab, and other fees as billed
Student Assistants	Free tuition, Misc., Lab, and other fees + P12.50.00/Hr. allowance
Employees' Dependents	100% Free Tuition fee only
President's Lists	100% Free Tuition fee only
Dean's Lists	75% Free Tuition fee
Valedictorian	100% Free Tuition fee only
Salutatorian	75% Free Tuition fee
Barangay Official Dependents	100% Free Tuition fee only
Critic Teachers	100% Free Tuition fee only
MPSPC Employees	100% Free Tuition fee only

EXTERNAL

B. COMMISSION ON HIGHER EDUCATION (CHED)

1	Iskolar ng Bayan Act of 2014	Free tuition, Misc, Lab, and other fees as billed for 1 School Year
2	CHED Grant-in-Aid Program - Tulong Dunong	P4,500.00/Sem (for Tuition fee and Allowance)
3	Full Merit (CHED)	P15,000/Sem (for Tuition fee as billed & Allow- ance)
4	Half Merit (CHED)	P7,500/Sem (for Tuition fee as billed & Allow- ance)
5	Expanded Students Grant-in-Aid Pro- gram for Poverty Alleviation (ESGP- PA)	P10,000.00/Sem (for Tuition fee), P3,500.00/ Month (for Allowance), P2,500.00/Sem (Book allowance)
6	CHED - OPPAP (Pamana)	P5,000.00/Sem (for Tuition Fee & Allowance)
7	One Town, One Scholarship Program	P15,000/Sem (for Tuition fee as billed & Allow- ance)

C. NATIONAL GOVERNMENT UNITS

1	Department of Science & Technology	Free tuition, Misc, Lab, and other fees as billed + allowance
2	Department of Agrarian Reform	P4,500.00 + Tuition fee as billed but not to ex- ceed P1,500.00

D. LOCAL GOVERNMENT UNITS

1	Provincial Grantees	
2	Municipal Grantees;	
	Bontoc	
	Barlig	P5,000.00/Sem (for Tuition Fee & Allowance)
	Sabangan	
	Sadanga	Free Tuition fee as billed
	Student and Youth Development Program (Quezon City)	Free tuition and other fees as billed maximum of P4,000.00 plus P1,000.00 per sem allowance

E. NCIP-EAP GRANTEES

1	NCIP-EAP (Mountain Province)	P5,000.00/Sem for Old grantees & P10,000.00/Sem for New
2	NCIP-EAP (Kalinga)	

F. NON-GOVERNMENT ORGANIZATIONS

1	Lepanto Educational Assistance Program	
	Cervantes, Ilocos Sur & Quirino	P5,000.00/Sem
	Mankayan	P6,000/Sem
2	Andres P. Tamayo Sr. Foundation, Inc.	Monthly allowance and Book allowance/Semester

G. PRIVATE GRANTS

1	Bontoc Ato Organization-Canada	Free Tuition, Misc, Lab and other fees as billed
2	JACIK	Free Tuition, Misc, Lab and other fees as billed + P1,000.00/Sem allowance

Note: For application and further information please visit the Student Services and Development Office

INTERNSHIP PROGRAM AND OFF-CAMPUS ACTIVITIES

- A. SIPP—Student Internship Program in the Philippines
 - B. SIAP—Student Internship Abroad Program
 - C. LOCA—Local Off-Campus Activities
 - D. SEP—Student Exchange Program
- } Refer to IRR

Student Organizational Development

Goals and Objectives

1. To enhance the growth of students as individuals and members of the academic community by encouraging the formation of different student clubs and organizations within the college.
2. To complement the academic and curricular growth and development of the students through various worthwhile student projects and activities such as community outreach projects, sports fest, quiz bees and the like.

Student Clubs and Organizations: Their Responsibilities.

1. Comply with the following Requirements for Accreditation of Student Clubs/ Organizations:
 - a. Letter of request for accreditation addressed to the SSDO and duly signed by the elected president of the organization and the faculty adviser.
 - b. List of officers of the club/organization with photocopy of the college identification card (I.D.) and the specimen signature of the officers.
 - c. List of at least 25 members of the club/organization. The list should include, among other things, the course each student is enrolled in.
 - d. Proposed Calendar of Activities of the organization for the School Year.
 - e. Constitution and By-laws of the Club/Organization.
 - f. Letter of acceptance of the faculty adviser chosen by the officers and members of the club/organization (appendix B).
 - g. Geographical and religious organizations may want to submit two (2) advisers (internal and external). The internal adviser of a geographical organization is preferably a faculty member who comes from the same community/municipality where the students come from.
 - h. Accomplishment Report. Accomplishment Reports shall be submitted to the SSDO every after the completion of an activity.
 - i. Financial Report. Financial reports shall be audited by the external audit team of the JPIA and duly signed by the same. All Student organization should submit

itself for external auditing. The preceding shall be a major requirement for reaccreditation.

Guidelines on the Operation of Student Clubs/Organizations

- a. The different clubs and organizations within the college are governed by the Rules and Regulations prescribed for the Organized Student Activities (RRGOSA).
- b. The accreditation process is handled by the Student Services and Development Office. It shall review the accreditation papers of student clubs and organizations and make recommendations pertaining thereto.
- c. A Certificate of Accreditation for the school year is issued to a student club/organization upon approval of its request for accreditation. Such certificate is shall be signed by the Director of Student Services and Development, Executive Dean and the Vice President for Academic Affairs.
- d. The College, through the Student Services and Development Office, has the right to revoke the certificate of accreditation granted to a Student club/organization in violation of the rules and regulations of the college, particularly the Student Code of Conduct and Discipline. As in all cases involving students, violators will be accorded due process.
- e. Fraternities and sororities must be accredited by the college. Recognition of these organizations is perceived to foster a better relationship with and among its officers and members and the college administration.
- f. All accredited fraternities and sororities shall be guided by Republic Act No.8049: An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities and Organizations and Providing Penalties (Appendix C) and CHED Order No. 4 "Preventive Measure Against Violence and Sanctions or Fraternities and Other Student Organizations."

Student Publication

1. The official student newspaper of Mountain province State Polytechnic College shall be known as TALA and may be changed subject to proper consultation and deliberation.
2. The Student Services and Development Office provides administrative and technical support to the official student publication of the college. In accordance with the issued guidelines of campus/student journalism, this office updates student journalists on the current trends in newspaper writing. It recommends to the student body and the college administration the attendance of student delegates to different symposia, seminars and lectures of same nature. It also assists the staff

in the screening of interested students wishing to take an active part in the student publication.

3. A yearly competitive examination is conducted to determine the members of the Editorial Board of the student publication. The college President through the Director of Student Services and Development creates the Selection Board/ Committee whose members shall include a faculty member, an administrative staff, a practicing journalist, and a former member of the editorial board of the student publication and a former member of the editorial board of the student publication.
4. The publication obtains its finance from the student population through the Student Publication Fee of Php. 20.00 per semester. The amount may be increased after complying with consultative requirements and other legal issuances pertaining thereto.
5. Republic Act 7079 also known as the Campus Journalism Act and the Rules and Regulations Governing Organized Student Activities shall serve as the basic guidelines of the student organ.

Student Government

1. The student government of the college shall be officially called SUPREME STUDENT COUNCIL (SSC).
2. The Supreme Student Council is governed by its own constitution and by-laws.
3. It shall exist to democratically serve as the link and bridge between the college administration and the student population; thus, it functions for the betterment of the student population of the college.
4. Election of officers of the Student Council is, on the other hand, governed by the Student Election Code which is implemented and carried out by an independent student body, the Commission on Student Elections. The Commission on Student Elections is tasked to oversee the orderly conduct of student elections and to religiously carry out the rules, regulations and guidelines specified in the Election Code.
5. All members of the student government shall finance the projects and activities of the student government through the SSC Fee of Php. 20.00 per semester which may be increased after complying with consultative requirements and other legal issuances pertaining thereto. Accounting and auditing procedures of finances is indicated in its constitution and by-Laws and the Rules and Regulations Governing Organized Student Activities.

Federation of Student Councils

1. All elected student council presidents of the different campuses of the college system shall confederate and shall form the Federation of (college) Student Councils. (RA 8292)

2. The President of the federation shall sit as the student trustee in the Board of Trustees of the College (RA 8292) upon formal endorsement by the officers of the federation of student councils.
3. This federation exists to unify all efforts of the college system student council in addressing the needs of the students through a representation in the College Board of Trustees.

Auxiliary Services

Goals and Objectives

1. Provide assistance in other student-related concerns such as identification cards, insurance and others.
2. To ensure the smooth flow of procedures for the different services offered by the office.

Procedures

1. *Obtaining Student Identification (ID) Card*

Applying for an ID Card

- Present the current registration form.
- Fill-in the application form (Identification Card Registration Form)
- Proceed to the ID Room for picture taking.
- Claim the ID card on the specified date.

Validation of ID card

- A student who is enrolled for the semester is required to have an ID card validated for the current semester. He/she must report to the Student Services and Development Office for validation stickers.
- No student will be allowed entry to the college premises without the validation sticker even when the student has officially paid his/her school fees.

Rules on the Use of ID Cards

- A student is obliged to wear his/her Identification cards at all times.
- No student is allowed to enter the college premise without wearing identification card properly signed by the Director of Student Services and Development and validated for the current semester.

Any student who violates the rules and regulation pertaining to the proper use of the college ID shall be dealt with accordingly as per the Student Code of Conduct and Discipline.

Replacing a Lost ID card

- Secures an affidavit of lost
- Fill up ID replacement form (Appendix D)
- Present the affidavit of loss (Appendix E) and replacement form, current registration form and one copy of the official ID pictures.
- Pay the required ID fee and the penalty for lost ID card.
- Claim the ID card on the specified date.

2. Student Group Insurance

The college encourages a student to avail of Student Group Insurance Package. However, any student who: a) is officially enrolled in the National Service Training Program (NSTP), b) officially enrolled in Supervised Industrial Training Program (SIT) or On-the-job Training Program (OJT) or Off Campus Student Teaching, c) will go on field/educational trips and related activities is required to get a Student Group Insurance.

3. Student Mails

- A bonafide student can have his/her mails addressed to the college.
- Mails can be claimed from the Student Service and Development Office during office hours provided that the student presents his/her ID card.
- It is recommended that mails be addressed properly as in the example below:

Ms. MA. CRISTINA CRUZ
 Mountain Province State Polytechnic College
 Bontoc Campus, Bontoc 2616
 Mountain Province, Philippines

4. School Uniform

Each Department has its own prescribed uniform. A department is authorized to sell uniform at a reasonable price as a department IGP.

5. Attendance to Seminars and trainings

Students' participation to seminars and trainings shall be determined by the SSDO and approved by the College President considering its relevance and the concept of "equal opportunity."

Grading System

The undergraduate grading system

<u>Percentage Equivalent</u>	<u>Descriptive Rating</u>
98-100	Excellent/Very Superior
95-97	Superior
92-94	Very Good/Above Average
89-91	Very Good/Above Average
86-88	Very Good/Above Average
82-85	Good/Average
79-81	Good/Average
77-78	Satisfactory/Fair
75-76	Satisfactory/Fair
50-74	Failure
DR	Dropped
INC	Incomplete
WP	Withdrawn with permit

The passing grade in the undergraduate level is 75. The Incomplete,(INC) mark is given when student whose class standing throughout the semester is passing but fails to take the examination or submit other requirements of the course due to illness or other valid reasons. If found justified, the student may be given special examinations. In cases when the class standing is not passing, and the student fails to take the final examinations for no valid reasons a grade of 70 shall be given.

If a student passes an examination for the removal of an “INC” the final grade shall be higher. If he fails grade of 70 shall be given. An In progress (Pr) shall be given for a work actually being undertaken at the time the grades are submitted. This should be written under remarks.

In progress (Pr) shall be given for a work actually being undertaken at the time the grades are submitted. This should be written under remarks.

WP (withdrawn with permit) mark is given for courses or subjects that are dropped before the mid-term examinations. A “D” marks is given for students who drop their subjects after the mid-term test with permission and 70 without permission.

The No Final Examination (NFE) mark is given to a student who has completed requirements of the course but fails to take the final examinations. The student is given one semester to take the exam; otherwise, the Registrar’s Office will automatically convert the NFE to 70.

All reports of grades must be recorded to the Office of the Registrar within one (1) week after the final examinations at the end of each semester/term.

Grades shall not be changed after they shall have been submitted to the Office of the Registrar. However, should there be a need to make a change; the Instructor concerned should notify the Department Chairman, the Executive Dean and the Registrar.

The Graduate Level Grading System

Grade	Percentage Equivalent	Descriptive Equivalent
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1.0	99 +	Excellent
1.1	98 – 99	Excellent
1.2	97	Very Satisfactory
1.3	95 – 96	Very Satisfactory
1.4	94	Satisfactory
1.5	92 – 93	Satisfactory
1.7	89 – 90	Fair
1.8	88	Fair
1.9	86 -87	Poor
2.0	85	Poor
2.25	80 -84	(Conditional)
3.0	79 and below	Failure

- The passing grade in the graduate courses is 2.0
- Other marks in use but not included in the computation of weighted general average are:
 - A. Dropped (D). This mark given when a course is officially dropped.
 - B. Incomplete (INC). This mark is given when a student whose class standing throughout the semester is passing ; passed the final examination but failed to submit other requirements of the course due to illness or valid reasons.
 - C. No Examination (NE). This mark is given when a student whose class standing throughout the semester is passing but failed to take the final exam.
 - D. In Process (IP). This mark is given for ongoing thesis / dissertation and independent research only. A numerical grade shall be given only after approval of thesis / dissertation manuscript by the Thesis / Dissertation Advisory Committee. The IP mark shall not be counted for any purpose.
 - E. Withdrawn with permit (WP). This mark is given for courses that are dropped before the midterm examinations.

2. Academic Load

2.1. Undergraduate Level

- 2.1.1. The total number of units in a regular semester for which a student may register shall be in accordance with the curricular programs the student is enrolled in.
- 2.1.2. During Summer Term, the normal load shall be six (6) units of technical or laboratory subjects provided that in justifiable cases the Executive Dean in consultation with the Department Chairman may allow a student to take nine (9) units of laboratory subjects.
A graduating student shall be allowed a higher load but not exceeding 12 units.
- 2.1.3. Only a graduating student is allowed to have an overload, subject to his/her academic standing.
- 2.1.4. A graduating student may be permitted to carry a heavier load but not to exceed 28 units subject to approval by authorities concerned.
- 2.1.5. A teacher Education student taking up Practice Teaching is not allowed to have any other subjects taken alongside with Practice Teaching.
- 2.1.6. A student who is considered as a scholastic delinquent is not allowed to have an

overload.

2.1.7. The academic load of transferee students shall be limited only to the subjects without prerequisite until such time that he/she complete the pre-requisites.

2.1.8. The agency / employer of any working student shall recommend the maximum load of the said student to be approved by the Department Chair; in any case, the load should not exceed that which is allowed of regular students.

2.2. Graduate Level

2.2.1. The number of units to be registered shall depend on the status of the student as follows:

- A full- time student on study leave, under the local Scholarship Program (LSP) of the Civil Service Commission and non-working students) may be allowed a maximum of twelve (12) units every semester and nine (9) units during summer.
- A part-time student is allowed during the regular semester a maximum of nine (9) units. During summer, he/she students can enroll six (6) units only.

3. Attendance

3.1. Student Attendance

3.1.1. The regular class attendance requirement is 54 class hours in one semester for a 3 units 'subject without laboratory and 36 class hours in one semester for a 2 unit subject. Three hours will be for every unit of laboratory. The number of class hours for any subject equivalent to number of class hours for any subject computed at eighteen (18) hours per unit.

The professor/Instructor has the prerogative to exercise classroom guidance by determining causes of his/her student's absence. If the student incurred three (3) consecutive or four (4) nonconsecutive absence, then the professor/Instructor is in the position to assess the causes of his/her student's absence and has the prerogative to decide whether to excuse or not his/her student based on the given explanation. When referring to the Guidance Office , the Professor/Instructor fills- up a guidance referral slip and indicates his/her assessments or findings as basis for referring the student for counseling services.

4. Residence

4.1. Undergraduate Level

- An undergraduate student must finish the requirements of a course within a period of actual residence equivalent to a maximum of two (2) years of the normal length prescribed for the course; otherwise he/she shall not be allowed to re-enroll further in that course or advised to take additional subjects under justifiable reasons. Exceptions to this rule may be allowed on a case to case basis. Transfer students must have taken at least 50% of the total number of required units in the curriculum at the College.

- No student shall graduate from the College unless he/she has completed at least one (1) year of residence work immediately prior to graduation.
- Requests for extension beyond the given grace period will have to be addressed to the Office of the Registrar and endorsed by the Executive Dean.
- Cases that merit consideration are usually due to health reasons. A corresponding certification from the College Health Services should be obtained and presented to the Office of the Registrar.

4.1.3. Working Students

- A working student is required to finish his/her course within the specified years as provided for in his/her curriculum plus an additional one year or two semesters.
- For reasons beyond his/her control (illness, financial difficulties, etc) he/she may be allowed a grace period of two years or four semesters.

4.2. Graduate Level

- A minimum of two semester residence is required or an equivalent of eighteen (18) units for the masters level and twenty-seven (27) units or three (3) semesters for doctoral level.

5. Cross-Enrollment

- 5.1. The College allows for the cross-enrollment of a student from another school under the following conditions:
- 5.2. The student is graduating at the end of the academic year or other justifiable reasons.
- 5.3. The subject to be cross-enrolled is not a major subject and is not being offered in the college where he/she comes from;
- 5.4. The maximum number of units allowed for cross-enrollment is six (6), unless otherwise the other subjects are already the remaining courses to be taken by the student to qualify him/her for graduation.
- 5.5. No student shall be registered in any department in the college without the permission of the Department Chairman of the department where the student will be primarily enrolled; and the rotation of the college Registrar.
- 5.6. The College shall give no credit for any subject taken by a student from another university, college, or school if his/her enrollment in such subject was not authorized in writing by the Executive Dean;
- 5.7. The requests for cross-enrollment shall be recommended by the Department Head concerned and submitted to the Office of the Executive Dean. Cross-enrollment permits will be issued by the Office of the Registrar based on the approved request from the College Dean.

6. Enrollment Procedure for freshmen and New Student

- 6.1. A student shall be accepted in the college regardless of age, sex, nationality, religious beliefs, socio-economic status or political affiliations.
- 6.2. The student must have graduated from recognized secondary schools.

6.3. A students must meet all the prescribed admission requirements of the College, to with

- Complete and valid credentials (Form 138, Certificate of Good Moral Character and a copy of Birth Certificate; Marriage Contract for married female students).
- Qualified General Weighted Average (GWA) set by the College or by CHED.
- Permit to study from the agency in cases of employed students (government or private).

6.4. A student must pledge to abide by and comply with all the rules and regulations of the College.

6.5. A student must not have enrolled in any academic or college subject/s prior to the enrollment as beginning freshmen; otherwise, he/she shall be classified as transferee.

6.6. A student enrolled in vocational courses or those not leading to a degree program are admitted as beginning freshmen.

6.7 Student must take the guided admission

7. ADMISSION OF FOREIGN STUDENTS

- Refer to IRR on Inbound Students for a full time program.
- Admission of inbound student for student exchange.

8. Transferees

7.1. Undergraduate Level

- Validation of courses taken from non-members of PASUC is required. The regular period for validation tests shall be (2) weeks before the first day of registration for each term or semester. No validating fee shall be charged during the regular period. Validating test given after the first day of registration shall be levied a fee of Php 15.00 per subject and only upon approval of the admission office;
- All subjects and units taken from any private institution with courses duly accredited by any accrediting agency under the Federation of Accrediting Agencies in the Philippines (FAAP) may be accredited, provided that they are prescribed in the curriculum and have the same course content and number of units, and subject to residency requirement;
- Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical / vocational courses not be credited towards a degree program;
- Transferees from other private institutions with courses not yet accredited by any accrediting agency under the FAAP should undergo validation of subjects as prescribed in the accreditation process.

7.1.2. Transferees from other Schools / Universities

7.1.2.1. A student from other schools, colleges and universities wishing to transfer to MPSPC may do so provided that they undergo the same screening procedures that an entering new student undergoes.

7.1.2.2. He/she must also comply with the following admission requirements:

- Honorable dismissal from the previous university / college;
- Complete and valid credential
- Other requirements prescribed by the College and the concerned department:
 - 1) Copy of grades signed by the Registrar or OTR for reference purposes
 - 2) Certificate of Transfer Credential Interview
 - 3) Physical or Health Examination
 - 4) Certificate of Good Moral Character
 - 5) Marriage Contract for married female students
 - 6) Permit to study from the agency in cases of employed students government or private)
- Only a student who has enrolled in any course leading to a degree program is admitted as transferee.
- An Official Transcript of Record (ORT) shall be submitted prior to admission for the following semester. Otherwise, enrollment will not be allowed.
- Transferees from other SUC shall be admitted and treated as regular students in accordance with the existing policies of the College.
- Must pledge to abide by and comply with all the rules and regulations of the College.
 - 7.1.2.3. Apart from those previously mentioned, the following will have to be observed:
 - A transferee from other state universities and colleges must have an average of 2.5. or better.
 - A transferee from non-SUC must have an average of 2.5 or better and must be able to pass the validation examinations of the subjects already taken from the previous university where he/she came from.

7.2 Graduate Level

- A student who has been admitted to the Graduate School may apply for advance or transfer of credits for work done in other educational institutions upon presentation of credentials showing that courses taken are fully equivalent to those given at MPSPC.
- The course work for which transfer of credit is requested should be evaluated and hereby determined as to how much of the earned units can be transferred.
- A student transferring from institutions other than PASUC member institutions and accredited private institutions shall take a validating examination for a subject that can be credited in the degree course.
- A transferee can be granted nine (9) units as advanced or transfer credits of which six (6) units are basic subjects and three (3) units are either major or cognate subjects for the masters degree. For the doctoral level, transferee can be granted twenty four (24) units as

advanced or transfer credits of which nine (9) units are basic subjects and fifteen (15) units are either major or cognate subjects.

7.3. Request for transfer from other campus within the system.

7.3.1. A letter of request endorsed by the Campus Dean where the student came from will have to be addressed to the College President through the College Dean.

7.4. Request to shift course (to another department)

7.4.1. Ideally, a student is discouraged from shifting courses; however, approval is granted on a case-to-case basis.

7.4.2. The approval is granted by the accepting Department Chairman and endorsed by the Department Chairman of the previous course enrolled by the student and approved by the Executive Dean. The Office of the Registrar will have to be provided with a copy of the approved letter of request for record purposes.

9. Leave of Absence

8.1. A student who wishes to defer enrolment for a particular semester or school year may do so provided that he/she applies for a leave of absence from the College.

8.2. The request will have to be formally submitted to the Office of the Registrar and endorsed by the Department Head and the Executive Dean.

8.3. Before approval of the leave of absence, the student is also required to report to the Office of Guidance and Counseling to undergo the necessary interview regarding the application for leave of absence.

8.4. A student who goes on leave for a particular semester is advised to return to the college during the semester that he/she goes on leave in order for him / her to maintain his / her regular status as a student.

8.5. A student is also allowed to go on leave only for one (1) year. Approval for requests of extension of the leave of absence is made on a case-to-case basis.

8.6. A student who has not returned after 5 years of absence from the college will be accepted for enrolment provided that he/she will enroll as a freshman.

10. Incomplete Grade

9.1. Undergraduate Students

9.1.1. An undergraduate student who has incurred a grade of incomplete on a particular subject is given one semester to comply with the requirements of the subject before a grade is given.

9.1.2. Failure to do so will automatically mean a grade of 70 or failed in the

subject concerned.

9.2. Graduate Students

- 9.2.1. A graduate student who has incurred a grade of Incomplete (Inc) and no exam (NE) on a particular subject is given one (1) year to comply with the requirements for completion. Failure of a student to do so shall be a sufficient good for conversion of the “Inc” and “NE” marks to a grade of “70” by the concerned faculty or with his authorization by the Admissions Office.
- 9.2.2. The concerned graduate student will have to fill in a completion form obtained from the Office of the Registrar and have it be signed by the subject Professor and the Graduate School Dean.
- 9.2.3. In the event that the Instructor / Professor who gave the “Inc” or “NE” marks is on leave for six (6) months or more, has transferred, or was separated from the service, the student can complete the requirement under the new of the said course professor upon recommendation and approval of the Dean of the Graduate School.

11. Changing / Adding / Dropping of Subjects

- 10.1. Changing / Adding / Dropping of subjects shall be made only for valid reasons and stated in writing to be approved by the Chairman and acknowledged by the Registrar.
- 10.2. Changing / Adding / Dropping of subjects shall be made within the specified period and subject to payment of corresponding fees.
- 10.3. Changing / Adding of subjects shall be allowed only when schedules allow such.
- 10.4. Subjects changed / added unofficially or without prior approval of the Chairman shall not be given credit.
- 10.5. Total load carried by a student including the additional subject/s must not exceed the prescribed maximum load under the rule on academic load or that which is prescribed for his curriculum year during the term / semester.
- 10.6. Official dropping of a subject shall be allowed only before the mid-term. After the midterm, a student may still be allowed to drop a subject for a valid and justifiable reason determined by the Guidance Office and the Subject Teacher concern.
- 10.7. Unofficial dropping of a subject after the midterm shall earn the student a failing grade.

12. Admission Policy

1. A student shall be accepted regardless of age, sex, nationality, religious belief, socio-economic status political affiliations’.
2. A student must be a graduate of recognized secondary schools.
3. A student must pass the scholastic Aptitude test and take career preference inventory at the Guidance Office.
4. A student must meet all the prescribed admission requirements of the college.
 - a.He/she must submit the following documents:
 - b.Form 138 or its equivalent
 - c.Certificate of Health Examination issued by a government physician
 - d.Certificate of Good Moral Character as a certified by the principal of the secondary school attended.
 - e.Copy of NSO Certificate
 - f.Copy of NSO Marriage Contract for married female students.
5. He/she students must qualify in the average grade requirement set by the college or by CHED.
6. He/she must pass interviews and admission tests required by the College or its respective units.

Note: Each department may conduct admission and retention policies pursuant to its Policies Standards and Guidelines.

13. Retention Policies

12.1. Warning Status

A student who failed 25% - 49% of any number of academic units enrolled is placed on the warning status.

The student is allowed to enroll less 3 units from the normal load for the following semester.

12.2. Probationary Status

12.2.1. A student is placed on the probationary status on the following conditions:

- The student has received two (2) successive warning;
- The student failed 50-75% of the 6 academic or more units enrolled.
- The student will be allowed to enroll 15 units only for the next semester. It is expected that with the de-loading, the student will be able to cope with the academic demands of his/her course.

12.2.2. The probationary status of the student will be lifted once the student is able to pass all of the subjects he/she enrolled in during his/her probationary status.

12.3. Dismissal

12.3.1. A student is considered dismissed from the official roll of the College when:

- He/she has acquired 76% or more failing grade in 9 academic units or more enrolled in the semester;
- He/she has been placed “on probation” for two (2) semester;
- A student who is already considered dismissed from one department shall not be admitted to another department in the college, unless in the opinion of the Chairman his aptitude and interest may qualify him in another field of study, in which case, he may be allowed to enroll in the appropriate course. Such student shall be placed on probation.
- Permanent disqualification does not apply to cases, where, on recommendation of the faculty concerned, he certifies that the grades of 72 and below is due to unauthorized dropping of the student and not to poor scholarship.
- The student may apply for his/her honorable dismissal to allow him/her to enroll in other institutions of learning.
- Other approved Admission and Retention Policies shall be applied accordingly.

14. Withdrawal from the College

13.1. Any student wishing to officially withdraw from the college and transfer to another school, college or university may do so provided that he/she has already cleared himself/herself of all liabilities and responsibilities (administrative, academic and financial) in the college.

13.2. Withdrawal of registration shall be made and approved based on existing rules and regulation of the institution.

13.3. A student who withdraws his registration shall be entitled to refund except for matriculation and entrance fees.

13.4 A student who withdraws his registration shall be entitled to withdraw his credentials submitted as a requirement for enrollment. 13.5. No withdrawal of registration shall be made after the specified period. The rules for dropping shall apply.

13.6 A student who has already paid his/her school tuition fees but who intends to withdraw from the College is entitled to a refund of his/her tuition, except the miscellaneous fee, in accordance with the following schedule:

Within one week from opening of classes - 75%
Within the 2nd, 3rd, and 4th week of classes - 50%
After the fourth week of classes – No refund

13.7. Allowance Refunds:

- Any student suspended or dismissed for course is not entitled to any refund of his fees.
- In case of student's death, his tuition fees may be refunded corresponding to the remaining number of school days, upon the written request of the family.
- Tuition and laboratory fees for subjects dissolved by the college for lack of enrollees, conflict of schedule or no fault on the part of the student shall be refunded in full.
- Any student who is drafted for military training in accordance with the National Defense Act may be refunded the proportional part of the total amount he has paid for his tuition and other fees for the term in which he was drafted.

15. Replacement of Lost ID's, Permits and Class Cards

- 14.1. Aside from the Administration and regulatory fees already being charged by the college, the following shall also be collected (BOT Res. No. 727, s. 2003) unless otherwise amended, revised or revoked:
- replacement of lost ID cards – P250.00
 - Replacement of lost permit – P50.00
 - Replacement of lost class card – P50.00

16. Graduation Requirements

- 15.1. The Office of the Registrar, in accordance with the approved college calendar, announces the time specified for the application for graduation of students who have successfully completed all the course requirements (including academic and shop requirements) of their curriculum.
- 15.2. No student will be allowed to participate in the commencement activity unless all curricular requirements are completed and administrative sanctions, if any, are served.
- 15.3. No student shall be graduated from the College unless his name is approved as candidate for graduation by the Academic Council and confirmed by the Board of Trustees.
- 15.4. The list of candidates for graduation shall be prepared by the Office of Registrar and presented to the department concerned for approval, and finally to the Academic Council for endorsement to the Board of Trustees.
- 15.5. No student shall be graduated from the College unless he has completed at least one (1) year of residence work immediately prior to graduation.
- 15.6. 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 one (1) month before the end of the last semester at the Polytechnic with the exception of subjects currently enrolled (College Code).
- 15.7. All candidates for graduation shall have satisfactorily completed all the academic requirements for graduation one-week before graduation. (College Code)
- 15.8. No transfer student shall be graduated unless he has completed in the College at least 36 academic units for undergraduate studies. (College Code)
- 15.9. All graduating students shall attend the commencement exercises as scheduled.
- 15.10. Graduation in absentia for just reason shall be allowed, but must be properly supported by valid certifications and presented before the commencement program to the Office of the Registrar.

- 15.11. No student shall be graduated unless he pays the required graduation fee.
- 15.12. The date of graduation in the diploma and transcript of records shall bear the original date of graduation.

17. Thesis / Special Projects / Special Problems of Undergraduate Students

- 16.1. A student enrolled in the college is encouraged to produce thesis/special projects/special problems that are innovative in nature and are of high quality to meet world class standards as prescribed in their curriculum.
- 16.2 Undergraduate students enrolled in the technical courses are required to submit a special project for the completion of the course.
- 16.3. For those enrolled in the degree courses, a thesis has to be presented and defended before a panel.
- 16.4. If for any reason the special project or the thesis cannot be completed within the semester, the student should re-enroll the subject in the next semester.
- 16.5 A student enrolled in a degree course requiring thesis writing/project study/feasibility study/baby thesis as one of the subjects is not allowed to join the graduation rites unless the final edited copies and soft copies for the publication of his/her thesis are submitted to his/her respective Department Chairperson or subject teacher concern.

18. The Special Project/Thesis/Dissertation of Graduate Students (refer to Graduate School Policies and Guidelines)

- 17.1. The special project (for those enrolled in the master’s program of a technology-based curriculum), the thesis (for those enrolled in the master’s program of a non-technology-based curriculum) or the dissertation (for those enrolled in the doctoral program) is a major requirement before a graduate degree can be conferred on a student enrolled in the graduate programs of the College.
- 17.2. No graduate student will be allowed to join the graduation rites without the submission of the approved hardbound copies of his/ her thesis/dissertation to the Office of the Graduate School Dean.

19. Graduation with Honors

Undergraduate students, who have completed their courses with the following weighted averages, shall be graduated with honors to be inscribed in their diplomas and transcript of records.

18.1. Four-Year Courses

Summa Cum Laude. This honor is granted to a graduate whose general average is 97.1% to 100% without a grade lower than 89% in any subject and provided that all credits have been earned at MPSPC.

Magna Cum Laude. This honor is granted to a graduate whose general weighted averages

of 94.1% to 97%, without a grade lower than 86% in any subject taken in the College. He/she must have minimum residence of three (3) academic years with full academic loads immediately preceding graduation. Also the graduate must not have received a grade lower than 896% in another institution prior to the College.

Cum Laude. This honor is granted to a graduate with a general weighted average of 89% to 94% in subjects taken in the College; provided that he/she has not incurred a grade lower than 80% in any subject. He/she should have at least two years of residence with full academic loads.

Furthermore, he/she must have not received a grade lower than 80% in any subject taken in another institution.

Computation of the weighted average shall be carried to the third decimal place and rounded up to the second decimal place; provided that all the grades in the academic courses which are prescribed in the curriculum and taken in the college shall be included in the computation of the average excluding the advance ROTC only

The candidate for graduation with honors must not have incurred a grade of INC (even if it is completed) taken within or outside MPSPC.

Candidate for graduation with honors shall have finished his/her course within the prescribed curriculum. For candidates for graduation who meets the average qualification but exceeds the number of semesters or years prescribed in the curriculum shall be granted "Certificate of Academic Distinction."

18.2. Two-Year Courses

Honors are also given to deserving graduates from two-year courses. The following honors may be granted with the corresponding requirements for such honors:

In any case, the maximum residence of a graduate to be granted honors should not be longer than what is indicated or evident in the curricular program. Furthermore, he should not have shunned extra-curricular activities although he may not have been active in all, and not have intentionally violated any law, ordinance or regulation enforced in the College.

- In the final result of the computation of grade of candidates for honors, rounding off of final grades shall not be allowed.
- Only final grades shall be considered in the computation of the general average.
- In the computation of the final average of students who are candidates for graduation with honors, only resident credits shall be included.

Honor	General Weighted Average	Lowest Grade in any Subject	Residence (in years)
With Highest Honors	92 or better	89 or better	2
With High Honors	91 or better	86 or better	2
With Honors	88 or better	86 or better	2

- The candidate for graduation with honors should not have any grade lower than 3.0 and /or an unresolved “Incomplete” or “Inc” in any academic or non-academic or non-academic subject, whether prescribed or not in his/her curriculum, taken in the College or any other educational institution.
- Students who are candidates for graduation with honors must not have repeated a subject in another educational institution.
- Students who are candidates for graduation with honors must have completed in the College at least 75% of the total number of academic units for graduation and must have been in residence therein for at least 2 years immediately prior to graduation.
- Students who are candidates for graduation with honors must have taken during each semester not less than 18 units of credit or in the normal/regular load prescribed in the curriculum. In case where such normal load is less than 18 units but not lower than 15 units, it shall be the responsibility of the student to establish the reason for overloading within the semester in which it takes place, subject to the consideration and approval of the Department Chairman, Registrar and VP for Academic Affairs.
- A candidate for graduation with honors on all courses whether baccalaureate or two year courses who meet the prescribed grade average but failed to satisfy any of the requirements shall be awarded the “Certificate of Graduation with Academic Distinction”.

20. Dean’s List/President’s List

19.1. The college recognizes the performance and excellence of students in the academics by coming up with a semestral list of top achievers.

19.2. Qualification standards of the President’s List.

- He/she has obtained a GPA of 92 and above.
- He/she has no marks of “Dropped” (whether official or unofficial), “Incomplete” or “Failed” in any of his/her subjects including NSTP during the previous semester.
- He/she has enrolled as a regular student He/she is of good moral character.
- President’s Lists are given full scholarships on tuition discounts for the coming semester.

19.3. Qualification standards of the Dean’s List.

- He/she has obtained a GPA of 89 and above.
- He/she has no marks of “Dropped” (whether official or unofficial), “Incomplete” or “Failed” in any of his/her subjects including NSTP during the previous semester.
- He/she has enrolled as a regular student who carries the prescribed academic load of not less than 18 units.
- He/she is of good moral character.
- Dean’s lists are given 75% scholarship on tuition fees for the coming semester.
- The dean’s List and President’s List are posted within strategic places in the college. Students included in the list are encouraged to report to the Office of Scholarships and student assistantships during the enrolment period for the probable notation on the tuition

fee discounts.

21. Student Awards

The College holds the Annual Recognition Program for students before the end of the school year. A committee for this purpose is created to set guidelines, screen and deliberate on the possible student awardees. Members of the committee include the College Dean, Department Chairpersons, the Registrar, the Sports Director and the Director for Student Services and Development as Chairman.

20.1. Scholastic Awards

20.1.1. Students graduating with honors will be awarded certificates of recognition by the college.

20.1.2. Graduating and non-graduating students who are President's and Dean's Lister in their respective end who carries the prescribed department will be receiving Scholastic Awards in recognition of their academic excellence.

20.2. Special Awards

20.2.1. Students who won in local, regional, national or international competitions would be awarded Certificates of Recognition in appreciation of their efforts in making the College above par with the other colleges and universities in the country.

20.3. Outstanding Student Leader Award

20.3.1. The college recognizes the leadership of students who have contributed to the mission / vision of the College in the total development of the student population.

20.3.2. Candidates to this Search should be graduating students who had at least, during their stay in the College, served as officer of any student club/organization including the Supreme Student Council.

20.3.3. Candidates are subjected to interviews and peer and subordinate evaluation. Proofs of leadership are required for deliberation purposes.

20.3.4. Candidates are evaluated in terms of their accomplishments from first year to fourth year.

General Guidelines

Must be of good moral character

Must have a residency of 2 years (last 2 consecutive years in school)

Must be a member of an accredited organization

Should be nominated by the department chair or the organization adviser or the SSDO director in writing with a description of his achievements

20.3.5. Criteria

Varsity (maximum 100pts.)

Officer of an Organization duly recognized by the College (40 pts.)

As president or secretary (10 pts.)

As a minor officer (5 pts).

Note: One is an officer in more than one organization, multiply the points by the number of organizations.

Member in other Organizations (20 pts.)

In more than 3 organizations (5 pts.)

In 2 organization (4 pts.)

In 1 organization (2 pts.)

Year level officer (President or Secretary) (1 pt.)

Awards Received (40 pts.)

International (5 pts.)

National (4 pts.)

- Supporting document: In the event of no certificate of participation/appreciation/ recommendation, narrative report or certification signed by the sponsoring agency/office shall be honored.

⇒ Participation in Seminars, workshops, etc.

- Supporting documents: Certification of participation issued by the sponsoring agency or office.

Grades. The average grade will be computed from first to fourth year and fifth year for BS Accountancy.

- ⇒ Must have no failing grade including PE and NSTP
- ⇒ Must have no ‘drop’ mark
- ⇒ Must have no INC/Conditional grades before graduation

The following will be the point system to be used based on the ration and proportion.

Grade	Point	Grade	Point
75	58	88	80
76	60	89	81
77	61	90	83
78	63	91	85
79	65	92	86
80	66	93	88
81	68	94	90
82	71	95	91
83	73	96	93
84	75	97	95
85	75	98	96
86	76	99	98
87	78	100	100

.Outstanding Student Club/Organization Award

20.4.1. The prospective recipient of the Outstanding Student Club/Organization will be selected from among the accredited student clubs/organizations of the College for the current school year.

20.4.2. Criteria

Accomplishment – based from annual reports (60%)

Compliance to requirements – 40%

20.4.3. Proofs of accomplishments are required for deliberation and members of the organization are required to evaluate their own organization’s effectiveness.

20.5 Journalism Award – to be given to graduating and non-graduating members of the Ap-apaway who has shown exemplary performance as a journalist.

20.5.1. Criteria

- Must be an outstanding reporter
- Must have held the position of editor-in-chief, associate editor, or its equivalent
- Must have a minimum residency of two years at MPSPC
- Must be of good moral character

- Must not have a failing grade in any of the subjects enrolled in for the last two years and
- Must be highly recommended by the Ap-apaway
- That he/she should receive award once

20.6. Departmental Awards

20.6.1. Year's best. The different department will select from among their awardees

20.6.2. General Guidelines

- Must be a graduating student.
- Must be of good moral character.
- Must have a residency of 2 years (last 2 consecutive years in school, except for two year courses)
- Must have no failing grade for the last two years.
- Must have no "drop" mark within the last two years.
- Must have no Inc. /conditional grades before graduation.

20.6.3. Criteria:

- Rating of supervisor / critic teacher (60%)
- Rating of instructor / coordinator (20%)
- Grades (20%)

20.7. Athletic Awards – Graduating and non-graduating

20.7.1. General Guidelines

- Must be an active athlete and must have competed in regional meets for two (2) consecutive years.
- Must be of good moral character; and
- Must be recommended by the coaches through the sports director
- Medals earned in athletic meets participated in: (70%)
- National (3 pts.)
- Regional (2 pts.)
- Local (1 pts.)
- Must have passed all subjects enrolled while an active athlete (30%)

22. Application for Clearance

21.1. Students who have already graduated and those who wish to transfer to another school must submit a duly accomplishment clearance form before he/she is allowed to apply for any of the following documents: transcript of records, certificate of good moral character, honorable dismissal and others.

21.2. Clearance forms are available at the Office of the Registrar.

21.3. No student will be issued his/her credentials unless he/she has been cleared of all accountabilities.

22. Procedures for the approval of Student Activities/ Projects.

All Accredited student organizations, whenever wishing to pursue an activity/ project, should express their intention to do so in writing, and should submit a list of project/activities to the office of the Student Services and Development as part of the requirement for accreditation. The Student Services and Development Office will then prepare a semestral calendar of student activities based on the list submitted by the accredited student organizations. This calendar will include the date, time, and venue and the required budget of the project/activity, and will be forwarded to the Vice President for Academic Affairs for recommendation to the president who will approve the calendar. No accredited student club/organization can carry out or implement a project if it is not included in the calendar of student activities as prepared by the Office of Student Services and Development Office.

1. *Report of Activities*

The officers of the accredited student organizations, through their respective presidents, shall render a report to the Director of Student Services and Development Office ten days before the end of the semester. The officers shall likewise render an annual report at the end of the school year.

2. *Certificate of Clearance*

- Whether the dissolution of the organization is deliberate and voluntary or otherwise, it should be the right of the college to require the officers of such organization to secure a clearance from money and property responsibilities from the college authorities concerned, through the Student Services and Development Office, as may be called for under existing college rules.
- The accredited student organization, upon reaching the end of the school year and after submitting its accomplishment and financial reports, will be issued a clearance by the Student Services and Development Office. Such certification will be needed should the organization apply for reaccreditation the following school year.
- Graduating officers of the accredited student organization will not be issued clearance if the required reports have not yet been submitted to the Student Services and Development Office.

3. *Operation of the Supreme Student Council*

a. The Supreme Student Council

The Supreme Student Council is the highest governing body of students. This body is created as a link between the administration, the faculty and the students. This body shall have the power to decide on matters concerning their hierarchy and their constituents/members- the students

b. Membership

The membership to the student council shall be limited to the bonafide students of the college. Every student officially enrolled in the college automatically becomes a member of the student government.

c. Constitution and By-laws.

The student council shall have a Constitution and By-laws drafted and ratified by the members which shall be approved by the College President. This will guide the

operation of the student council, through its set of duly elected officers. The Supreme Student Council is not allowed to function in the college without prior approval of the Constitution as required by these Rules and Regulations.

2. Election of Officers, Induction, and Assumption of Office

The officers of the Supreme Student Council, as provided for in the Constitution and By-laws, shall be elected by the members thereof, provided that every election of officers of the supreme student council shall be under the Commission on Student Election and provided further that such has satisfactorily met the criteria in selecting its members and its operation according to and as provided for in the Constitution and By-laws of the student council.

The election of officers of the Supreme Student Council shall be held every last Friday of February of every School Year. They shall be inducted during the Second Monday of March of the same School Year and shall assume office during the First Day of enrollment of the next School Year.

Outgoing officers are mandated to turn-over all responsibilities and necessary documents to the newly elected officers prior to the enrolment for the next school year. In the case of graduating outgoing officers, turn-over shall be done prior to the signing of the clearance of the officer concern by the SSDO.

3. The Commission on Student Election shall be non-partisan

Political Partisan Activity refers to an act designed to promote the election or defeat of a particular candidate or candidates to a public office which shall include:

- Forming organizations, associations, clubs, committees or other group of persons for the purpose of soliciting votes and/ or undertaking any campaign for or against a candidate;
- Holding political caucuses, conferences, meetings, rallies, parades or other similar assemblies, for the purpose of soliciting votes and/ or undertaking any other campaign for or against a candidate;
- Making speeches, announcements or commentaries, or holding interviews for or against the election of any candidate for public office;
- Publishing or distributing campaign literature or materials designed to support or oppose the election of any candidate; or
- Directly or indirectly soliciting vote's pledges or support for or against a candidate.

Note: The provisions stipulated in this Student Manual will prevail in case of inconsistencies with the student Election Code.

A. Criteria in Selecting Candidates to the Supreme Student Council

Any student who wishes to run for any position in the Supreme Student Council must have the following qualifications:

- He/she must be a legitimate student of MPSPC;
- He/he must possess outstanding leadership performance, good moral character as certified by the SSDO ;
- He/she must be resident of MPSPC for at least (2) consecutive semesters immediately preceding the general election, a first year student aspiring for the year level representative position is exemption in this provision

- He/she has enrolled at least 18 units
- He/she is not a president of any accredited organization if he/she is aspiring for a position in Executive Body
- He/she must have no failing grades during the previous semester and summer term preceding the election
- He/she is not a graduating student for the school year in which the student election is being held
- He/she must have no criminal records nor records on offenses involving violation of the Student Handbook on Discipline, the existing CBL of the SSC and other laws;
- He/she must preferably be a 3rd and 4th year (for LA and Accountancy) student if he/she is aspiring for SSC President;
- A student deployed in an On-Job-Training (OJT) who is aspiring for executive and legislative positions shall not be allowed to run for office in the SSC;

Additional Criteria for screening the Candidates:

- Scholastic standing (grades on the previous semester)-30%
- Achievements (participation and awards during trainings, seminars and the like)-20%
- Character, Public relation and experience as an officer/leader-25%
 - ⇒Character-10%
 - ⇒Public relation-5%
 - ⇒Experience-10%
- Interview (to be conducted by the CSE)-25%
- Non submission of Certificate of Good Moral Character is a ground for disqualification.

B. Failure of Election

If, on account of violence such as terrorism, fraud, force majeure or other analogous cases, the election in any polling place has not been held on the date fixed, or had been suspended before the hour fixed for the closing of the voting and during the preparation and the transmission of the election returns or in the custody or canvass thereof, such election results in a failure to elect.

1. Channel of Communications

All activities to be pursued/sponsored by the Supreme Student Council and the different college organizations will have to be coursed through the Student Services and Development Office and finally to the college President.

2. Report of Activities

The officers of the Supreme Student Council, school paper and the different departmental organizations are vested with the responsibility of reporting to the student body their accomplishments for the school year that they had been elected to their respected posts. Likewise, they are required to report to the student body their financial standing with regard to the use of the Student Trust Fund one month before the end of the school year.

3. Accomplishment Report

The Supreme Student Council and the different accredited organizations including the school paper are required to submit to the Student Services and Development Office an accomplishment report which will be posted on bulletin boards for the information of the entire student body.

4. Financial Report

A financial report is likewise required from the Supreme Student Council, Ap-apaway and accredited student organizations. This will have to be reported by the Supreme Student Council treasurer and audited by the Auditor and JPIA students and noted by the SSC President and advisers. This same financial report will have to be posted on college bulletin boards for the information of the entire student body.

5. Deadline for Submission of Reports

The Supreme Student Council, Ap-apaway and all accredited student organizations are required to submit the reports a month before the end of the school year.

6. Certificate of Clearance

An officer of the Supreme Student Council and Ap-apaway and all accredited organizations, graduating or non-graduating, will not be granted a Certificate of Clearance by the Student Services and Development Office if the accomplishment and financial reports have not yet been duly submitted a month before the end of the school year.

7. Financial Accountability

Only the President, Treasurer and Auditor of the Supreme Student Council, club or organization and the editor-in-chief of the school organization will be held liable to the college administration and student body with regard to the required financial report . In the same manner, all other persons who are proven to be directly involved in the handling of the finances of the student government, club or organizations are also to be held liable. No clearance unless the required report has been duly submitted.

8. Constitution and By-laws of Student Government

The supreme student council has its own constitution and by-laws duly ratified by the majority of its members. The Supreme Student Council Constitution and By-laws contain the following:

- Preamble
- Name, Domicile and Nature
- Principles and Objectives of the SSC
- Power and Duties of the SSC
- Duties and Obligations of the students

- Bill of Rights
- Composition of the SSC
- Duties and Responsibilities of the officers of the SSC
- The College Student Councils
- The Accredited Students Clubs and Organizations
- The Commission on Student Elections
- Accountability of Officers
- Funds and Fiscal Control
- Transitory Provision
- General Provision / Amendments
- Affectivity

Co-Curricular and Extra-Curricular Activities

2.1. Specific Activities

All meetings, field trips, industrial visits or social functions of students held inside or outside the campus shall have prior recommendation by the Director for Student Services and Development and approved by duly constituted authorities.

2.2. Socialization Activities

Any organized accredited student group and curricular student group may be permitted to have socializing activities within the semester provided that such activities are under the supervision of the adviser/s. No activity shall be conducted without the approved activity permit. Activity permit is to be accomplished 1 week before the scheduled activity. (Appendix J)

2.3. Socio-cultural Activities

The Supreme Student Council and other accredited student organizations can hold a literary, musical or socio-cultural program or debate or discussion of some public issues, provided however, that such request shall follow the calendar of college activities.

2.4. College Calendar of Student Activities

All accredited student clubs and organizations and the Supreme Student Council will have to submit to the college through the Student Services and Development Office an annual calendar of student activities. This calendar of student activities should follow strictly the rules pertaining to the conduct of student activities by the students.

Such calendar will have to be approved by the President through the Office of the Vice President for Academic Affairs as endorsed by the Director for Student Services and Development.

2.5. Use of College Premises and Facilities

The use of the College premises and facilities shall have prior approval from the President of the College or any of his/her representative in an activity permit through the Director for Student Services and Development.

2.5.1 Only accredited students clubs and/or organizations are entitled to the use of all available facilities.

2.5.2. The officers of the concerned student organizations shall be responsible for the damages to college properties and facilities incurred during such student activities.

2.5.3. The officers of the concerned student organization shall submit an activity accomplishment report 1 week after the activity. (Appendix G)

2.6. Chaperonage

All dances, picnics, excursions, student group activities and other social functions shall be properly chaperoned. The class advisers and/or student club/organization adviser/s have the responsibility of chaperoning such activities of students. A waiver or parental consent should be presented to the Director for Student Services and Development when activities are to be conducted outside of the College.

2.7 Faculty Adviser/s

All curricular, co-curricular and extra-curricular activities of the students shall be under the supervision of the faculty adviser/s.

All designated faculty adviser/s shall be present in all affairs of the student organization they supervise. All decisions affecting the conduct of the activity shall bear the approval of the faculty adviser/s.

2.8. Field Trips

Field trips are supplemental activities designated to translate classroom instruction and organizational objectives into concrete experience for the student. They are allowed subject to the following requisites:

2.8.1. Field trips are conducted but not compulsory to all students enrolled in the subject or members of the organization.

2.8.2. The students together with the teacher-in-charge must plan the proposed field trip at least ten (10) weeks in advance.

2.8.3. A coordinator, chosen by the students among themselves or the faculty member / adviser, should file an application for a permit, containing the following information:

- Number of participants;
- Amount of contribution of each student;
- Purpose of the contribution;
- Purpose/s of the field trip;
- Areas or places to be visited;
- Mode of transportation;
- Schedule of departure and arrival;
- Equipment or materials needed;
- Precautions and contingency measures adopted;

- Names of instructors who will supervise the students, at a ratio of one instructor per twenty-five (25) students.

2.8.4. The application is to be signed by the coordinator and the teacher-in-charge.

2.8.5. The application is submitted to be endorsed by the Director for Student Services and Development to the Executive Dean at least eight (8) weeks prior to the field trip dates.

2.8.6. The Dean acts on the application within five (5) days of its receipt. If he is convinced that the field trip is necessary or irrelevant, he shall deny the application.

Due to the serious nature of responsibility assumed by the institution for the safety and well-being of its students, any decision by the Dean disapproving an application for a field trip shall be final and un-appealable.

2.8.7. If however, the Dean is convinced that the field trip is necessary and relevant, he shall forward the application to the VP for Academic Affairs with his favorable recommendation.

2.8.8. The VP Academic Affairs has five (5) days after receiving the application to grant or deny the application. The disapproval of the application by the VP Academic Affairs is final and un-appealable.

If the same is approved, the approved application is NOT to be considered as the permit in itself, but merely an authorization for the teacher-in-charge, and the coordinator and the students to complete the other requirements for the holding of the field trip.

2.8.9. Upon the receipt of the approved application, the Dean immediately notifies the teacher-in-charge of the action of the VP Academic Affairs.

2.8.10. Notified, the teacher-in-charge requires the student to submit to him not later than three (3) weeks prior to the intended date the field trip, the affidavits of waiver executed separately and individually by the students and acknowledge by their parents or guardians.

2.8.11. Student Waiver and Guardian's Consent

The affidavit of waiver shall state that the student participating in the field trip is aware of the nature of the activity, its benefit to him, and any risks it may entail. In addition, he undertakes to inform his parents or guardian about the activity well in advance and obtains their permission for him to voluntarily participate. The waiver shall also contain an express stipulation that the student and guardian shall not hold the institution liable for damages due to death or injury suffered by any student during the field trip. The teacher-in-charge shall ascertain that the affidavits are executed properly. (Appendix K)

2.8.12 Within two (2) weeks, the teacher-in-charge submits these affidavits of waiver to the Director of Student Services and Development Office who, in turn, informs the Dean and VP Academic Affairs that such affidavits have already been submitted and are found to be in order after being reviewed by the College Legal Officer.

2.8.13. Upon being so informed and within one (1) week, the VP Academic Affairs issues the permit for the holding of the field trip. The VP Academic Affairs, in issuing the permit, may impose other conditions to be complied with by the students during the field trip. Such conditions should be written on the face of the permit itself.

2.8.14. Any field trip conducted without the requisite permit is deemed unauthorized and shall subject the teacher and the students to appropriate disciplinary action.

2.8.15. During the field trip, no student or teacher can go to places other than those designated in the permit. Violation of this rule is a ground for disciplinary action against the erring student and teacher.

2.8.16. During the field trip students must observe the code of conduct prescribed by the college.

2.8.17. No student is allowed to separate himself/herself from the group during the field trip. The teacher-in-charge must see to it that those whose names are in the pre-departure list must be at the arrival area upon return.

2.8.18. Within ten (10) days from the completion of the field trip, the coordinator prepares a statement of expenses and submits the same to the Dean, furnishing the Director Of Student Services and Development Office and VP Academic Affairs with a copy thereof. The statement of the expenses bears the signature of the teacher-in-charge who certifies to the correctness of every item therein. Any unspent amount is returned to the students.

2.9. Fund Raising Activities

The College may allow recognized student organizations to raise funds for the realization of legitimate projects, subject to the following guidelines:

2.9.1. Duly recognized student organizations may be allowed to sponsor only one major fund-raising activity per school year, provided however, that no fund raising activity shall be scheduled one week before the final examinations of each semester.

2.9.2. Application to hold a fund raising activity duly signed by the president and faculty adviser of the organization and endorsed by the Director for Student Services and Development to be submitted to the Executive Dean for approval at least 30 days before the scheduled date of activity. Such application shall include the following:

Objective of the fund raising;

Nature of the fund-raising activity, i.e., musical show, personality search, whether or not it involves sale of tickets, etc.;

Beneficiaries of funds expected to be realized.

2.9.3. The Director for Student Services and Development may require the student organization concerned to secure a permit from the Department of Social Welfare and Development (DSWD) or the Commission on Higher Education as the case may be.

2.9.4 A financial report duly certified by the president and the adviser shall be submitted to the Student Services and Development Office within 10 days after the activity. Failure to do so shall be a ground for withdrawal of recognition of the organization.

2.9.5. No student or group or student may engage in any activity involving collection of cash or kind for whatever purpose, such as souvenir programs and other media materials. All monetary solicitations should be duly authorized by the Office of the VP for Academic Affairs endorsed by the Director for Student Services and Development and the College Dean.

2.10. Conduct and Discipline of Organized Student Groups

2.10.1. Acceptable Behavior

All organized student groups shall observe the laws of the land, the rules and regulations of the College and the standards of good society.

The general behavior of its officers and members shall be courteous and considerate on all occasions as befitting men and women of refined moral values; and shall always act with prudence, moderation and respect for the opinions and feelings of others, as are necessary to promote goodwill and educated philosophy of life and values.

2.10.2. Prohibited Activities

Campus activities which are deemed unlawful, without prescribed permits and/ or in violation of the existing legislations, rules and regulations shall be strictly prohibited, disallowed, and shall not be acknowledged by the school.

2.10.3. Disciplinary Action

In addition to the revocation of the authority to operate the student organization, the violators, as well as the officers and faculty adviser/s of the organization, may either be reprimanded, suspended in the case of a student, dropped from the rolls of students of the college, or expelled from the school or barred from enrolment in all government or non-government schools, depending on the seriousness of the violation or offense committed. Each action of the administration shall conform to the prescribed rules of the Commission on Higher Education.

Any student facing administrative charges involving prohibited activities may be prevented or suspended from attending his/her classes, or from entering from the President of the college, provided, however, that the evidence of guilt of the student is strong to warrant his/her dismissal from the school.

2.10.4. Amendments

In the interest of the common good and in accordance with the needs of the present day situation, amendments to existing Rules and Regulations shall be made, provided, however, that such amendments are the consensus of the members of the committee created for the purpose, and provided, further, that such amendments are recommended by the Director for Student Services and Development for the approval of the Board of Trustees through the President of the College.

2.11. Students' Complaint against a Faculty

students may air their complaints against faculty members to the Dean.

2.1.1. The student puts in writing his/her complaints and submits it to the Dean copy furnish the Director for Student Services and Development. In case a complaint comes from Supreme Student Council (SSC), the letter of complaint is submitted to the VP Academic Affairs and forwarded to the concerned Dean or Department Chairperson.

- 2.11.2. The Dean makes an initial evaluation of the merits of the case within two (2) days.
- 2.11.3. If it should be evident that there is prima facie merit in the complaint, the dean confers with both complainant and defendant within three (3) days after receipt of the complaint.
- 2.11.4. The concerned faculty members must answer the complaint also in writing within three (3) days.
- 2.11.5. The Dean resolves the complaint using his/her best discretion and renders a decision in writing, copies of which shall be furnished to both complainant and defendant and the Director for Student Services and Development, without prejudice to higher administrative recourses should either or both party decide to pursue the matter further.

STUDENT CODE OF CONDUCT AND DISCIPLINE

1. Social Norms

To ensure an atmosphere conducive to the pursuit of academic excellence and to the formation of responsible and productive Filipino citizens, as well as to maintain the order necessary for the common good, the college prescribes the following norms:

- Every MPSPC student is urged to adhere to the convention of proper grooming for school.
- Every MPSPC student shall, in word and in deed, observe the usual norms of courtesy and etiquette in all areas on interpersonal relationships with any member of the college community.
- Every MPSPC student is expected to show respect to every member of the college community and to all visitors in the campus.
- Every MPSPC student is expected to cooperate in regular classroom procedures as well as to help in keeping classrooms and corridors clean, bearing in mind that:

- ⇒A decent, clean and orderly classroom is conducive to learning;
- ⇒Chalkboard and pieces of chalk are for instructional purposes only;
- ⇒Feet should be kept off furniture and walls ; and
- ⇒Pieces of equipment should be handled with responsible care and stored properly after use
- Every MPSPC student shall refrain from boisterous conduct; unbecoming behavior and actions that tend to disrupt and disturb the teaching-learning process. He/she should pass through corridors with minimum noise so as not to distract on-going classes;
- Every MPSPC student shall refrain from smoking in classrooms, libraries, laboratories, shops and other places in the campus except in the smoking areas provided, if any;
- Students are encouraged to use school facilities for their meetings, seminars, conferences, cultural presentations, athletic activities, and the like, but with prior permits from the authorities concerned;
- Any student who wishes to participate in any activity outside the campus as a representative of the college shall first get a written clearance from the Director for Student Services and Development or from authorized representative. Without written authority, the student's participation shall be unofficial;
- Students who invite guests from outside (e.g. guest lectures, speakers, seminar participants, viewers of exhibits) are required to obtain prior approval from the Director for Student Services and Development and to submit to him/her a Visitor's List, including the names of campus visitors, purpose of their visit, and their expected time of arrival. This will be forwarded to the security-on-detail for proper information;

2. Norms of Conduct

2.1. Dress Code for students.

All students must subscribe to the prescribed dress code of the College especially during non-uniform days (wash days).

2.2. Wearing of Prescribed Uniform

Every student shall wear the prescribed uniform on the days specified by the department; student is likewise required to wear the shop/laboratory uniforms during shop/laboratory periods, the prescribed P.E. uniform during P.E. classes and the NSTP uniform during NSTP classes.

2.3. I.D. Requirements

Every student shall wear the official identification card (I.D.) at all times inside the College.

2.4. Hair Cut for Male Students

Male students shall sport a clean and decent haircut regardless of whether the student is enrolled in the ROTC or not.

2.5. Attendance to College Activities

A student is likewise encouraged to attend and participate in college activities such as General orientation Convocation, College intramural, College Foundation / Charter day programs, Recognition programs and the like. A Graduating student, on the other hand is required to attend the Commencement Exercises including the Baccalaureate Mass and other activities.

3. Disciplinary Standards

3.1. Categorization of Behavior Based on Gravity of Offenses Committed

Offensive behavior is categorized as either major or minor offenses.

3.1.1. Major offenses include those behaviors which seriously violate the preservation of life and property and the dignity of the College student.

3.1.2. Minor offenses include all other offensive behaviors not listed under the major offenses.

3.2. Categorization of Behavior Based on Locus of Responsibility For clarification as to the locus of responsibility for disciplinary action, offensive behaviors are classified into: College, academic and personal offenses.

3.2.1. College Offenses

These offenses are to be handled by the Director for Students Services and Development in coordination with the College Dean of the erring student. Any administrative personnel or faculty member or student who has observed a violation of the Student Code of Conduct and Discipline classified as college offenses can report such violation to Civil Security Office or directly to the Director for Student Services and Development, who coordinates with the College Dean in discussing the case of the student with the College Discipline Board.

3.2.2. Academic Offenses

Academic offenses are to be handled by the teacher concerned, the head of the Department, and the College Dean. Based on preliminary investigation conducted, the student shall be given the corresponding penalty for the violation committed, as discussed by the College Discipline and Grievance Committee.

3.2.3. Personal Offenses

The eclectic approach depending on the situation and circumstances is to be used in the discussion of the offense committed by the student against his/her co-student.

3.3. Behavior Subject to Disciplinary Action

The student's right to exercise the freedom to learn involves freedom from disciplinary action except through due process. Disciplinary action against a student should be taken only for violation of institutional standards of behavior and regulations, which are as clearly defined as possible, and which represent a reasonable degree of control over students.

3.4. Fair Procedure in Applying Disciplinary Sanctions

On all occasions, the college official shall exercise fairness in applying disciplinary measures to the erring students. Any erring student must be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to disprove them, and the right to appeal the decision if he desires.

3.5. The Student's Right to Appeal a Decision

When the misconduct of a student may necessitate serious penalties and when the student questions the fairness of disciplinary action taken against him/her, he/she should be granted upon request, a student must be given the right to be heard before a Hearing Committee duly constituted by the College

President (and approved by the Board of Trustees).

3.5.1. The Hearing Committee should include the Vice President for Academic Affairs, the Director for Student Services and Development, the Executive Dean, the Chairman of the department concerned, the student, and an adviser of his/her choice. No other person/s who may be interested in the particular case may sit in judgment during the proceeding.

3.5.2. The student shall be informed in writing of the proposed disciplinary action taken against him/her, with specific and sufficient time to give the student a chance to prepare for the hearing.

3.5.3. The student shall have the right to be assisted in his/her defense, by an adviser of his/her choice.

3.5.4. The burden of proof shall rest upon the College Officials bringing the charge.

3.5.5. The student shall be given the opportunity to testify and to present evidence and witnesses. The student has the right to question adverse witnesses and to rebut unfavorable remarks/judgment made against him/her and to be told of the names of those who made them.

3.5.6. All pertinent information or evidence must be presented before the Hearing Committee and the decisions shall be properly recorded or taped or documented in verbatim.

3.5.7. The decision of the Hearing Committee shall be final, subject to the right of the student to appeal to the College President through the Vice President for Academic Affairs or finally to the College Board of Trustees.

3.5.8. Offenses committed by the college students outside of the college and against outsiders are considered beyond the locus of responsibility of the college. The case will then be dealt with in accordance with the usual procedure.

4. Locus of Responsibility for Disciplinary Action.

4.1. For purposes of clarifying as to who is responsible for determining disciplinary action to be given to the erring student, offensive behavior is classified into: college, academic and personal.

4.1.1. The Teacher

The faculty member has the sole responsibility to discipline any student judged guilty of the offenses classified as academic (behavior whose locus of occurrence is inside the classroom or school corridors). Should the offensive behavior merit a penalty, a recommendation for disciplinary action is made by the teacher concerned in coordination with the Department Head and the College Dean.

4.1.2 The Department Head

The Department Head conducts his/her investigation of the case and recommends re-trial, as the case may be, to the college Dean.

4.1.3 The College Dean

The College Dean is the next higher body who decides on the gravity or seriousness of the offense as reported by the teacher and as determined through due process of investigating the case by the Department Head. Offenses within the jurisdiction of the College Dean are those which fall under the category of Academic Offenses. In cases wherein the student has committed a college offense, the Dean of the College, together with the Director of Student Services and Development Office, determines the gravity or seriousness of the offense.

4.1.4 The Director for Student Services and Development

The Director of Student Services and Development has the sole responsibility to determine the violation committed by any organized group of students in connection with activities conducted outside the classroom but within the college campus and outside the campus. Likewise, college offenses are also handled by the Director of Student Services and Development in coordination with the College Dean.

4.1.5. The College Discipline and Grievance Committee

The Discipline and Grievance Committee of the respective college conducts a case conference to discuss the case presented by the Department Head.

4.1.6. The College Discipline Board

The is composed of the President or Head of the School (as Honorary Chairman), Vice President for Academic Affairs, the College Deans, the Registrar, the legal counsel, and the Director of Student Services and Development (as Secretary General) who shall constitute the highest governing body for the discipline of behavior problems of students and is therefore empowered to pass the ultimate decision on the case. The student, however has the freedom to appeal for the sanction to the Board of Trustees of the college.

5. Guidelines for Disciplinary Administration

5.1 The College Discipline Board shall have the responsibility of passing ultimate decisions on the case presented by either the College Dean (for academic offenses) and/or the Director for Student Services and Development (for college offenses).

5.2. The College Discipline and Grievance Committee, composed of the Dean of the college, the Head of the Department and the concerned faculty advisers, conducts preliminary investigation of the case involved and presents its findings to the College Discipline Board for appropriate action. It shall include in its report the initial findings of the Civil Security Department and the committee's endorsement of disciplinary measures on the case.

5.3. The Civil Security Office shall have the primary responsibility to apprehend any person inside the college premises caught violating the Student Code of Conduct and Discipline of the college. The CSO shall cause the preliminary investigation of the case as reported and submits its findings to the College Dean (for academic offenses) or the Director of Student Services and Development Office (for college offenses). The report of the CSO shall form part

of the documents necessary in the litigation of the case.

5.4. The parents shall be involved in the affairs of their children particularly in the cases of misbehavior. They shall be immediately notified about the case by either the Head of the Department, the Executive Dean or the Director for Student Services and Development. During the scheduled meeting or case conferences, the parents shall be invited to be physically present to show interest in the case of their son/daughter.

OFFENSES AND SANCTION

MINOR ACADEMIC OFFENSES

Offenses	Sanctions		
	1 st offense	2 nd offense	3 rd offense
1. Loitering during class hours, making unnecessary noise such as singing or boisterous conversation causing disturbance	Warning/ Reprimand	Summon of parents or guardian	15 school days suspension
2. Improper uniform during uniform days or wearing an attire not befitting a college student	Warning/ Reprimand	Summon of parents or guardian	15 school days suspension
3. Leaving the room without permission from the instructor while the class is going on	Warning/ Reprimand	Summon of parents or guardian	15 days suspension
4. Entering the room without permission from the instructor	Warning/ Reprimand	Referral to Guidance office	Summon of Parents
5. Not wearing of School ID while inside the school campus	Warning/ Reprimand	Confiscation of ID	1 day suspension

MAJOR ACADEMIC OFFENSES

Offenses	Sanctions		
	1 st offense	2 nd offense	3 rd offense
1. Violence and physical assault/ injury fighting inside the classroom or in the lobby or corridor	Suspension for the rest of the semester	Expulsion	N/A
2. Slander/libel/ Rumor Mongering a. uttering defamatory, slanderous and libelous statements/ remarks against any faculty member/staff b. disrespect or molesting faculty members or staff by ridiculing, mocking or instigating a quarrel.	30 school days suspension	Suspension for the rest of the semester	Expulsion
	30 school days suspension	Suspension for the rest of the semester	Expulsion
3. Vandalism- committing acts of vandalism, writing, drawing on walls and pieces of furniture, breaking of glass windows, showcases, cabinets, electrical devices, improper use of tables and chairs, tools and machines	Clean/paint wall, windows, etc.	15 days and clean/paint wall, windows, etc.	30 school days and clean/paint wall, windows, etc.
4. Cheating a. cheating during examinations and or quizzes; and taking exams by proxy	Score of 0 or failure in the exam/quiz where the student cheated	Failure for the subject where the student cheated	

MINOR COLLEGE OFFENSES

Offense	Sanctions		
	1 st offense	2 nd offense	3 rd offense
1. Smoking within the college premises except in an area provided, if any.	Warning	Summon of parents/ guardian	30 days suspension
2. Littering in the campus including spitting of momma	Clean the area.	Summon of parents/ guardian and pay the amount of PHP 300.00 for spitting and chewing momma	30 days suspension
3. Posting printed materials in the college without the approval of the college officials	Remove posters/notices and confiscate leaflets and summon of parents	15 school days suspension	30 school days suspension
4. Viewing, reading objects, pictures or literature that are pornographic in nature	Confiscate materials	Summon of parents/ guardian	30 school days suspension
5. Entering the campus without the ID card	Warning/ Reprimand	Summon of parents/ guardian	30 school days suspension
6. Failure to use the ID card exclusively for himself/herself, or use of other student's, or non-validated School ID cards	Warning/ Reprimand	Summon of parents/ guardian	30 school days suspension
7. Misrepresentation of the college	Warning/ Reprimand	Summon of parents/ guardian	30 school days suspension
8. Disturbing the peace and order of the school, unless properly classified as major offense	Summon of parents/ Guardian	30 school days suspension	Suspension for the rest of the semester
9. Unauthorized use of college facilities	Warning/ Reprimand	Summon of parents/ guardian	30 school days suspension

10. Unauthorized assembly of students within the college during class hours.	Summon of parents/ guardian	30 school days suspension for leaders of assembly	Expulsion
11. Entering the campus not wearing the uniform on uniform days	Warning/ Reprimand	Summon of parents/ guardian	30 school days suspension

MAJOR PERSONAL OFFENSES

Offense	Sanctions		
	1 st offense	2 nd offense	3 rd offense
1. Violence and physical Assault/injury a. intentionally hitting students b. gross misconduct, unruly behavior, etc.	15 days school days suspension	Suspension for the rest of the semester	Expulsion
2. Slander/ Libel/Rumor/ Mongering a. uttering defamatory, slanderous and libelous statements/ remarks against any students b. gossiping or rumor-mongering with the malicious intention of destroying the reputation of another person	15 days school days suspension 15 days school days suspension	Suspension for the rest of the semester Suspension for the rest of the semester	Expulsion Expulsion
3. Stealing Stealing any property of co-students, and any college personnel	Replacement of stolen item or payment of the value thereof and summon of parents	15 school days suspension and replacement of stolen item or payment of the value thereof	Expulsion and replacement of stolen item or payment of the value thereof
4. Immorality including but not limited to act of lasciviousness, petting and similar immoral acts within the school campus	15 days of suspension	Suspension for the rest of the semester	Expulsion

COLLEGE OFFENSES AND SANCTIONS

Offense	Sanctions		
	1 st offense	2 nd offense	3 rd of- fense
1. Liquor and Prohibited drugs. a. entering the college in a drunken state	The student will be sent home during the time he was caught drunk and summon to parents/guardian	15 school days suspension	Non-readmission
b. Processing, selling, using or taking prohibited drugs, intoxicating liquor or chemicals in any form within the campus	Suspension for the rest of the semester	Expulsion	N/A
c. Bringing in liquor in the college premises	15 school days suspension and summon to parents	Expulsion	N/A
2. Mass action and subversive activities. a. joining, instigating or leading rallies, demonstrations and other forms of unapproved group actions which create disorder	30 school days suspension	Expulsion	N/A
b. Posting distributing, disseminating and circulating leaflets and other printed matters that tend to instigate subversion towards the government and cause chaos to the college.	30 school days suspension	Expulsion	N/A
c. Organizing and joining any fraternity, sorority and other unauthorized student organizations in the college which may create disorder and disciplinary problems in the college	Suspension for the rest of the semester	Expulsion	
3. Carrying deadly and dangerous weapons, including explosives and incendiary materials within the premises of the college.	Expulsion	N/A	N/A
4. Extortion Forcibly asking money from anybody	30 school days suspension and payment of the same amount	Suspension For the rest of the semester and payment of the amount	Expulsion and payment of amount

5. Violence and physical assault/ injury Restoring to any acts of violence that results to physical bodily harm whether individually done or during student activity/program	Suspension for the rest of the semester	Expulsion	N/A
6. Slander/ Libel/ Rumoring a. uttering defamatory, slanderous and libelous statements/ remarks against any college officials or his authorized representative b. disrespect or molesting faculty members, employees or officials of the administration by ridiculing, mocking or instigating a quarrel.	30 school days suspension. 30 school days suspension	Expulsion Expulsion	N/A N/A
7. Falsification of documents, records and credentials a. forging, falsifying or tampering college records, documents or credentials or knowingly furnishing the college with false or fraudulent information in connection with an official document b. forging signatures of authorities. c. entering school with fake, tampered or borrowed ID	30 school days suspension 30 school days suspension ID card will be confiscated and summon of parents	Suspension for the rest of the semester Suspension for the rest of the semester 15 school days suspension	Expulsion Expulsion Suspension for the rest of the semester
8. Malversation of funds a. Php 2,000.00 and below b. Php 2,000.00 and above	30 school days suspension and payment Suspension for the rest of the semester and payment	Suspension for the rest of the semester and payment Expulsion and payment	Expulsion and payment N/A
9. Illegal or unauthorized possession of college property , illegally picking fruits, flowers and any other produce which are within the premise of the college	Replace tree/plant by planting 5 trees/plants	Replace tree/ plant by planting 10 trees/plants and 15 days suspension	Replace tree/plant by planting 10 trees/ plants and 30 days suspension

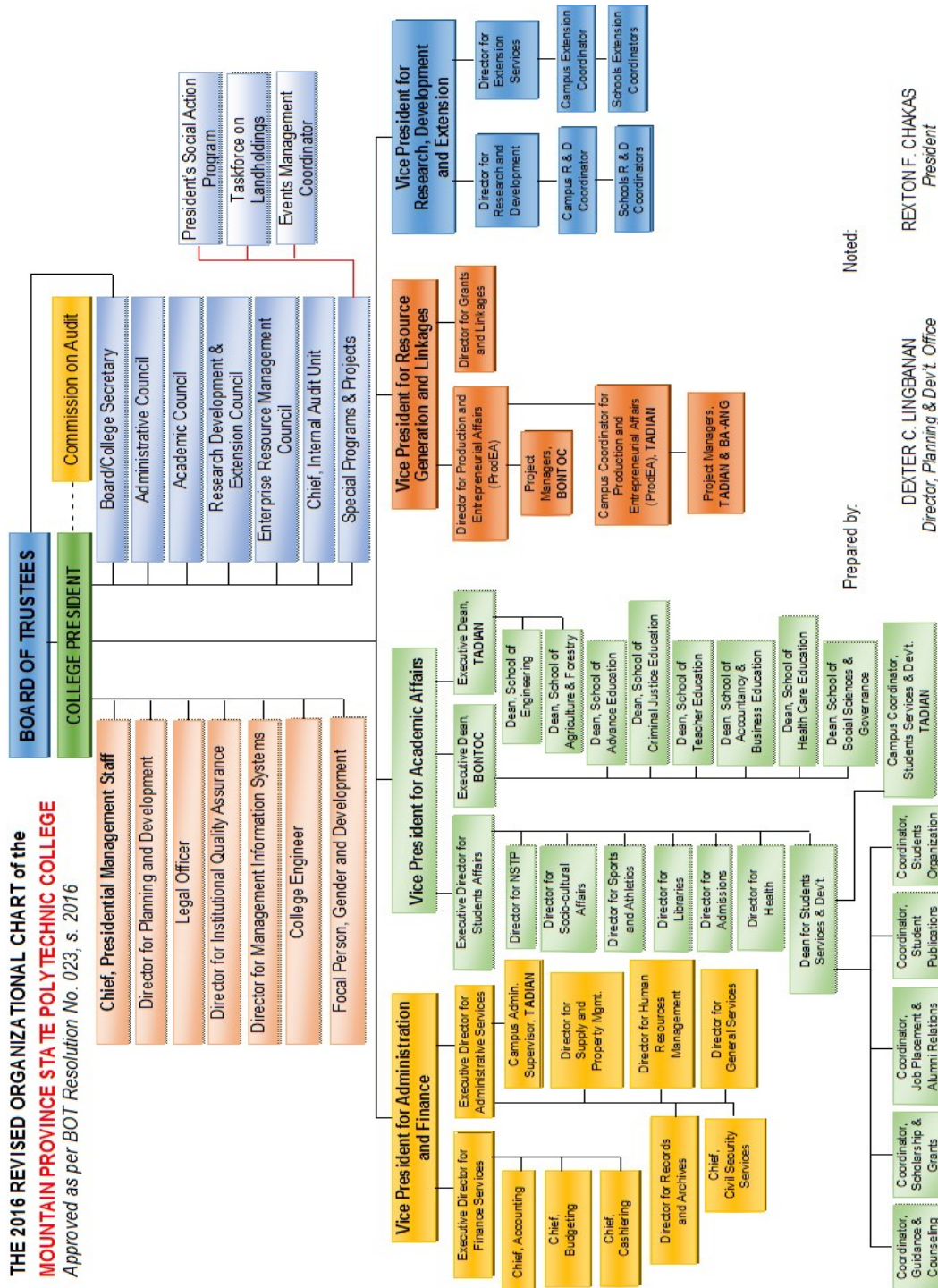
10. CSE members engage in political partisan activity/ies	15 days suspension; and removal as CSE member		
11. Ballot snatching. Bringing out ballot box outside the precinct by anybody not authorized by the CSE	15 days suspension and ballot box/es will not be considered for canvassing.		
12. Violation of any rule and regulation promulgated by the CHED	As stated in CHED Memorandum		

Conduct Outside the School

While outside the campus, an MPSPC student should observe generally accepted rules of conduct and norms of behavior.

- 7.1. The student who has identified himself with MPSPC must reflect the good image of the college. He has the responsibility to uphold the image under any circumstance.
- 7.2. The student has the responsibility to exercise decency and self-discipline. He has to respect the rights of his fellow student, the faculty, and the administration. When acting as an official representative of the college he has the responsibility to abide with the written and oral instructions of the competent college authorities. He has the responsibility to conduct himself with dignity and deportment.
- 7.3. A student shows civic consciousness by participating in community projects, parades, meetings, civic programs and the like. The college encourages students to participate in such organized activities as long as the activities will not be contrary to the aims and purposes of the college and the community.
- 7.4. The student is expected to perform his civic duties by cooperating with local government officials in the implementation of ordinances, rules and regulations.
- 7.5. The student is enjoined to keep away from indecent night clubs, drinking bars gambling joints and other places of ill repute and to shun the company of men and women of questionable moral character and mean conduct.
- 7.6. Any student caught violating any written or unwritten moral laws will be subject to disciplinary actions by duly constituted authorities of the college.
- 7.7. A student staying in boarding should follow the rules and regulations set by the landlord/landlady.

**THE 2016 REVISED ORGANIZATIONAL CHART of the
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE**
Approved as per BOT Resolution No. 023, s. 2016



Noted:

Prepared by:

DEXTER C. LINGBANAN
Director, Planning & Dev't. Office

REXTON F. CHAKAS
President

REGISTRATION PROCEDURE

1. Pay SSC and School Paper "Tala" Fees at Room 208.
2. Get Enrolment and Guidance Forms upon payment of Departmental Fee in your respective room assignments:

<i>Cluster 1</i>	
<ul style="list-style-type: none"> • Business Administration • Criminology • Liberal Arts • Nursing 	Room 408 Faculty Room Room 407 Faculty Room Room 410
<i>Cluster 2</i>	
<ul style="list-style-type: none"> • Accountancy • HRM/Tourism • Information Technology • Teacher Education 	Room 403 Room 210 Room 301 Room 302

*Schedule is posted in departmental room assignments

1. Accomplish or fill-out the details of the Enrolment Form clearly and legibly.
2. Proceed to the auditorium for the Enrolment Form signing and approval of the Department Chair. (Each department is assigned a table.)
3. Submit the Enrolment Form to Registrar staff for encoding.
4. Wait for your Assessment/Student Copy.
5. Submit accomplished Guidance Form to Guidance staff before leaving the auditorium.
6. Proceed to Cashier's Office for payment (2nd floor, Science Building)

MSPC HYMN

Lyrics: Josephine M. Ngodcho

Music: Daniel P. Cariño

**Mountain Province State Polytechnic College,
Noble seat of wisdom and knowledge;
Blesses gift from God's gracious hand,
To our dear and blest Igorot homeland.**

Refrain:

**Hail to thee, MPSPC
We all love thee, we honor thee;
And thy quest for truth will always be
For God and all humanity.**

**OH, hail! Our dear Alma Mater,
All our minds, heart and hands we offer;
We will always rally round thee,
May the good Lord ever bless thee.**

Refrain:

**Hail to thee, MPSPC
We all love thee, we honor thee;
And thy quest for truth will always be
For God and all humanity.**

