



MCM

Malayan Colleges Mindanao
A MAPÚA SCHOOL

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**COLLEGE
HANDBOOK**



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MISSION

1. The institute shall provide a learning environment in order for its students to acquire the attributes that will make them globally competitive and locally in-demand.
2. The Institute shall engage in cutting edge and economically viable research, development and innovation that is relevant locally and beyond.
3. The Institute shall provide state-of-the-art solutions to problems of industries and communities locally and beyond.

VISION

The School

Malayan Colleges Mindanao shall be a school of global standards and of great significance locally and beyond.

The Graduates

Our graduates are well-informed, caring, responsible, and productive members of an ever-changing global profession.

CORE VALUES

- Discipline
- Excellence
- Commitment
- Integrity
- Relevance

SCHOOL MOTTO

“Excellence and Relevance”

MCM LOGO



Malayan Colleges Mindanao's logo mark was designed to represent the level of excellence that MCM is striving to make itself known for . The goal was to make it scholastic, iconic, and modern .

The coat of arms or shield is a symbol of achievement, protection, and identification . The single helix "M" is a symbol of the excellence embedded in our DNA .

HISTORY OF THE MALAYAN COLLEGES MINDANAO

In 1999 the Yuchengco Group of Companies (YGC) acquired the Mapua Institute of Technology, one of the leading engineering schools in the Philippines. Soon after, the school articulated a vision of becoming a global center of excellence in education and research. It moved quickly in the area of the local and international accreditation of its engineering programs and towards the institution of new research-based graduate degree programs. It expanded its Baccalaureate degree program offerings to strengthen its multidisciplinary character and to gain University status. It expanded its geographic reach by opening a branch in Makati in 2001, the Malayan High School of Science (MHSS) in Pandacan in 2006, and the Malayan Colleges Laguna (MCL) in Cabuyao in 2007.

ACADEMIC DEPARTMENTS/COLLEGES THE ACADEMIC DEPARTMENTS / COLLEGES

COLLEGE OF ARTS & SCIENCE

- Bachelor of Arts in Communication
- Bachelor of Multimedia Arts

COLLEGE OF COMPUTER AND INFORMATION SCIENCE

- Bachelor of Science in Computer Science
- Bachelor of Science in Entertainment and Multimedia Computing
- Bachelor of Science in Information Systems

ALFONSO T. YUCHENCO COLLEGE OF BUSINESS

- Bachelor of Science in Entrepreneurship
- * Bachelor of Science in Accountancy
- * Bachelor of Science in Management Accounting
- * Bachelor of Science in Tourism Management
- * For CHED's Approval

COLLEGE OF ENGINEERING AND ARCHITECTURE

- Bachelor of Science in Architecture
- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Industrial Engineering
- Bachelor of Science in Mechanical Engineering

ACADEMIC POLICIES AND STUDENT SERVICES

ADMISSION GUIDELINES

ADMISSION AS A FRESHMAN STUDENT

Any applicant intending to study in Malayan Colleges Mindanao as a freshman college student may be admitted on the following basis:

- Performance in the Entrance Examination
- Choice of program and quota set for a specific program
- Good Moral Character

REQUIREMENTS FOR ADMISSION EXAMINATION

To be considered for admission as freshman college student, MCM requires applicants to pass the Admission Examination, which measures knowledge and skills in Mathematics, English, Reading, and Science Reasoning.

To take the MCM Admission Examination, the following documents are required:

1. Duly accomplished Application Form
2. Proof of candidacy for graduation (photocopy of any of the following: current school identification card, current Grade 12 (Senior High School) report card, certificate of good moral character, certification from the high school principal stating that the applicant is a candidate for graduation)
3. Two(2) 1 ½" x 1 ½" recent identical photographs with printed name and signature at the back
4. Application and testing fee; and
5. The following are required for the applicants below:
 - For foreign nationals: Alien Certification of Registration (ACR) or Special Study Permit; and
 - For applicants who have graduated in high school for the previous year(s):
 - »» Photocopy of high school report card
 - »» Photocopy of a certification from high school principal stating that SF10 (Formerly Form 137-A) is still in the school file and has not been forwarded to any colleges/universities).

Examination results, with the date of and requirements for enrolment (for eligible ones), are mailed to applicants.

REQUIREMENTS FOR ENROLLMENT (FOR BACCALAUREATE PROGRAMS)

The following documents are presented to the Admissions Office for enrollment:

1. Examination Permit or Examination Result Letter
2. Original high school report card showing applicant's eligibility for admission to college duly signed by the high school principal
3. Certificate of Good Moral Character from the senior high school principal/ Guidance Counselor (with school seal)
4. Certified True Copy of Birth Certificate issued by the Philippine Statistics Authority (PSA) (original and photocopy)
5. Two pieces 1 ½ " x 1 ½ " recent identical photographs; and
6. For the following applicants, the following shall be submitted:
 - For applicants who have graduated in high school for the previous year(s): certification from the high school principal stating that SF10 (Formerly Form 137-A) is still in the school file and has not been forwarded to any colleges/universities
 - For valedictorians/rank 1 and salutatorians/rank 2 students (of duly accredited Philippine High Schools with at least 20 graduating students): Certification of Honors which includes the number of graduating students signed by the high school principal (with school seal)
 - For applicants with letter grades in the report card: Certification of the school's grading system from the principal or the registrar
 - For foreign nationals: Alien Certificate of Registration (ACR) or Study Permit

Note: Foreign nationals are advised to see the section chief in charge at the Registrar's Office for information regarding additional requirements

7. One (1) big brown envelope (Kraft/Legal Size) to contain all of the above.

An eligible applicant may defer enrolment to the succeeding terms until the third term provided that he/she has a valid reason for doing so and provided that he/ she still has his/her original high school credentials with him/her.

ADMISSION AS A TRANSFEREE

Applicants for transfer shall submit the following:

1. Duly filled out Application Form
2. Transcript of Records for Evaluation Purpose or Copy of Grades (certified true copy)
3. Application and Testing Fee
4. Course description

Once the applicant passed the admission examination, the following requirements shall be submitted for enrolment:

5. Certificate of Transfer Credential
6. Certificate of Good Moral Character (with school seal)
7. Certified true copy of birth certificate issued by the Philippine Statistics Authority (PSA) (original and photocopy)
8. Two pictures, size 1 ½" x 1 ½"
9. For foreign nationals: Photocopy of Alien Certificate of Registration (ACR) or Study Permit.

Notes:

- Course credits earned will be evaluated in accordance with the academic standards and requirements of the baccalaureate program that the student is applying for. The transfer of credit will be accepted provided that the course being assessed is substantially equivalent to its corresponding MCM course.
- Courses currently enrolled in during the time when the shifting application is filed may be considered among those courses for credit evaluation.
- Course credit evaluation will be conducted prior to admission of students to the baccalaureate program.

FOR GRADUATES OF VOCATIONAL/TECHNICAL PROGRAMS

Applicants shall submit the following:

1. Duly filled out application form
2. Transcript of Records for Evaluation Purpose or Copy of Grades (certified true copy) issued by the vocational school
3. Certified true copy of birth certificate issued by Philippine Statistics Authority (PSA)
4. Two (2) pictures, size 1 ½" x 1 ½"

5. Photocopy of Alien Certificate of Registration (ACR) or Study Permit, for foreign nationals

Note: Foreign nationals are advised to see the section chief in charge at the Registrar's Office for information regarding additional requirements.

6. Application and Testing Fee

FOR DEGREE HOLDERS

Applicants shall submit the following:

1. Duly filled out Application Form;
2. Transcript of Records for Evaluation Purpose or Copy of Grades (certified true copy);
3. Application and Testing Fee;
4. Course description

Once the applicant passed the admission examination, the following requirements shall be submitted for enrolment:

5. Certificate of good moral character issued by the vocational school (with school seal)
6. Certified true copy of birth certificate issued by Philippine Statistics Authority (PSA)

Once the applicant passed the qualifying examination, the following requirements shall be submitted for enrolment:

7. Certificate of good moral character (with school seal);
8. Certified true copy of birth certificate issued by the Philippine Statistics Authority (PSA) (original and photocopy);
9. Two pictures, size 1 ½" x 1 ½"; and
10. Photocopy of Alien Certificate of Registration (ACR) or Study Permit, for foreign nationals

Additional Notes:

- Applicants for transfer need to pass the qualifying examination.
- Graduates of vocational programs and applicants for another degree program need to pass the qualifying examinations.
- Architecture applicants must have passed the technical drawing exam administered by the Admissions Office.
- International students must submit a photocopy of passport and ACR. They will follow the requirements and procedure of the Bureau of Immigration.

- Foreign applicants with Filipino blood are required to be recognized as Filipino citizen by the Bureau of Immigration.
- Foreign nationals are advised to see the section chief in charge at the Office of the College Registrar (RO) for information regarding additional requirements.
- Applicants are required to present the original Birth Certificate issued by Philippine Statistics Authority (PSA) for verification only.
- Applicants' previous program should be CHED accredited in order for courses to be credited.
- For applicants who were absent / inactive for more than 5 years from the previous college or university, a recommendation letter shall be submitted in lieu of the good moral character certificate.
- If the foreign applicant is not a native speaker of English, the applicant has to submit TOEFL/IELTS examination results.
- Application and examination result are valid for 1 academic year
- Admission of non-freshmen will be done during regular terms only.
- Freshmen applicants who lost their report card must submit a Certificate of Eligibility to Transfer to College/Tertiary Education and Notarized Affidavit of Loss.
- Mapúa applicants with good academic standing are not required to take the MCM qualifying examination.

REGISTRATION GUIDELINES

Students are given a structured program of study (curriculum) once they enroll in the college. Students are expected to self-manage their registration of courses each term.

REGISTRATION IN A COURSE

A student is considered registered and enrolled upon receipt of the Certificate of Matriculation (CM). Subsequently, his/her name shall appear in the Official Class Lists of all his/her professors.

The following are the type of courses enrolled:

REGULAR – A course listed in the respective curriculum of the program of study and is currently offered.

TUTORIAL - A course listed in the respective curriculum of the program of study but is not offered in the particular term but was requested by less than the required number of students. Courses enrolled in tutorial are given the section "T".

AUDIT - A course that may or may not be part of the curriculum of the program of study which was enrolled by the student solely for observation purposes and not for crediting.

ENRICHMENT - A course that is not part of the student's curriculum but enrolled for purposes of her additional learning.

MAXIMUM COURSE LOAD

Under the Trimester Plus system of Malayan Colleges Mindanao, the regular academic calendar consists of three (3) regular terms of twelve (12) weeks each.

A summer term consisting of six (6) weeks is also being offered.

The maximum student load per term is prescribed by the curriculum of the student. It should, however, not exceed fifteen (15) academic units for the regular terms and nine (9) units for the summer term.

ABOLITION OF SECTIONS AND CONVERSION TO TUTORIAL SECTIONS

- If the number of students enlisted in a class/section (of a course that is not a regular offering for the term) is below the minimum set by MCM, then the course shall be abolished. The said class/section, however, can be converted to a tutorial class.
- The Dean of the College offering the course shall post a list of "Abolished Classes," which is set on the last day of the first week of classes.
- An abolished class/section may be converted to a tutorial class section on the following grounds:
 - A request emanating from the students have been filed with the college
 - There is a faculty member available to handle the class/section
 - There are facilities available

OFFERING OF TUTORIAL COURSES

- A tutorial class may be requested based on the following conditions:
 - If a student will be further delayed due to phased out courses
 - If a student will be further delayed due to seasonally offered courses
 - Student is a candidate for graduation
- Requests for creation of tutorial classes must be submitted to the Deans not later than the deadline set by the RO.

PRE-REQUISITE COURSE REGULATION

As prescribed by the Commission on Higher Education, courses taken and completed without satisfying the prescribed pre-requisites shall not be given credit.

A student who receives a grade of INC (INCOMPLETE) in a pre-requisite course shall not be allowed to take its advanced courses. The student must first complete/pass the pre-requisite course before he is allowed to take any of its advance courses.

CO-REQUISITE COURSE REGULATION

A co-requisite is a course which must be completed before or enrolled concurrently with, the course for which it is prescribed.

REVISION OF COURSE LOAD

A student who has paid his fees during enrollment but who wishes to apply for revision due to erroneous course load may do so at the Office of the Registrar during the "Revision of Load" period. Students must fill out the request form available at the Office of the Registrar.

Failure to revise the course load within the prescribed period shall mean payment of fees for dropped courses.

A student enrolled in abolished classes shall be issued a refund provided he formally applies for a revision of his course load at the Office of the Registrar during the prescribed period. Failure to revise the load shall be construed as a waiver of the right to any refund of fees paid by the student.

No student shall be allowed to add courses to her current load after the revision period.

Revision of course load should not violate the following:

ATTENDANCE

No student shall be given credit in any course unless he is enrolled in the course and attends her classes regularly.

Based on the ruling of the Commission on Higher Education, a student who accumulates absences of more than 20% of the prescribed number of meeting in one (1) term may be given a final grade of "5.00" or "F" (FAILURE).

NO. OF UNITS PER COURSE (Lecture or LFD*)	NO. OF ABSENCES
1	3 absences
2	5 absences
3	7 absences
4	9 absences
5	11 absences

* LFD stands for Laboratory, Field, Design or Drawing courses

In cases of excused absences, the student concerned must present a written explanation duly approved by the Dean or the Prefect of Students.

A student is considered excused if he:

- officially represents Malayan Colleges Mindanao in external activities; and/or,
- officially represents her college to inter-collegiate activities.
- the pre-requisite course regulation
the co-requisite course regulation

OFFICIAL DROPPING OF COURSES

Student desiring to drop a course must do so not later than the deadline set by the Office of the College Registrar. Any student who is allowed by the Registrar to drop the course for justifiable reasons shall be given a grade of “DRP”.

A student wishing to drop a course must fill out the APPLICATION FOR OFFICIAL DROPPING OF COURSE at the Office of the College Registrar and must do so not later than the 10th week of classes.

A student caught cheating during the examination shall not be allowed to drop a course; he must be reported to the Office of the Director for Student Services/POD for appropriate action.

Students who intend to drop a course shall obtain clearance from the Office of the Director for Student Services/POD and the Office of the College Registrar.

Request to Drop the course should not violate the pre-requisite course regulation.

Dropping a course that is a co-requisite of another course constitutes dropping of both courses.

In cases wherein the student fails to officially drop a course, the faculty member shall be guided by the following:

- The student shall be given a final grade of “5.00” or “F” (FAILURE); or,
- The student shall be given a final grade of “FA” (ABSENT) if he failed to show up.

The grade of “DRP” can neither be removed nor completed. It has no bearing on the rules regarding refunds or payments made as stipulated in a memorandum from the Commission on Higher Education (CHED).

SERVICES FOR STUDENTS WITH SPECIAL NEEDS AND PERSONS WITH DISABILITIES

Pursuant to CMO-No. 9 s. 2013 section 28.1 and 32, the following services are made available and accessible to persons with disabilities and with special needs:

Facilities:

- Priority lane and accommodation
- Elevators in all buildings (Administration and Academic building)
- Ramps
- Parking space/s
- Lavatories

Services:

- Teacher-student consultation
- Referral (Internal and external)
- Counseling
- Psychological testing

Programs:

- Prevention and Wellness
- Student life activities
- MCM Child Protection

ENROLLMENT PROCEDURE FOR FOREIGN STUDENTS

ADMISSION OFFICE

Before an applicant can take the Entrance Examination , we need to verify the eligibility of the applicant using photocopies of documents to confirm correctness of name , current grade or college level, and the current school being attended by the applicant.

1. Dully accomplished Application form with attached latest 1 ½ x 1 ½ ID picture with plain background.
2. Photocopy of any of the following ;

- a. Current School ID with indicated year or grade level
- b. Certificate of enrollment for the active school year or term.
3. 1 ½ x 1 ½ ID picture with plain background to be attached to the exam permit.
4. Photocopy of the following :
 - a. Passport with at least six (6) months validity
 - b. Alien Certificate of Registration
 - c. Student Visa (9F) or Student Study Permit
 - d. TOEFL/IELTS examination results (for conversant purposes)
5. For course/subjects crediting purposes.
 - a. Certified True Copy of Course Description
 - b. Photocopy of Transcript of Records , Final Grade Report , Senior High School Report Card , or Diploma Supplement as applicable.

Note : Any additional document for submission are required to be authenticated by the Philippine Embassy at the country of origin.

BUREAU OF IMMIGRATION APPLICATION OF DIFFERENT PERMITS WILL BE PROCESSED BY OFFICE OF REGISTRAR. THE APPLICANT MUST ACCOMPLISHED THE FOLLOWING DOCUMENTS :

BUREAU OF IMMIGRATION - APPLICATION REQUIREMENTS FOR STUDENT VISA

1. Original and Photocopy of Transcript of Record / Scholastic Records authenticated by the Philippine Foreign Service / Philippine Embassy post located in your country of origin.
2. Original and Photocopy of Certificate candidate for graduation / certificate of completion of secondary education authenticated by the Philippine Foreign Service / Philippine Embassy post located in your country of origin.
3. Original and Photocopy of Good Moral Character Certificate or Recommendation letter from high school principal authenticated by the Philippine Foreign Service Post.
4. Original and Photocopy of Passport.
5. Original and Photocopy of Police Clearance Certificate issued by the National Police Authorities in your country of origin or residence duly authenticated by the Philippine Foreign Service post Philippine Embassy having consular jurisdiction over the place; or Original and Photocopy of National Bureau of Investigation (NBI) clearance for applicant who resided in the Philippines for more than 59 days at the time he applies for the change/conversion of his admission status to that of a student.
6. Original and Photocopy of Medical Clearance from National Quarantine Office.

7. Proof of financial support /Bank certification authenticated by the Philippine Foreign Service /Philippine Embassy post located in your country of origin or residence
8. Three (3) copies Personal History Statement with signature.
9. Two (2) recent identical pictures, size 1.5" x 1.5" and two (2) 2"x 2" with plain background.

BUREAU OF IMMIGRATION - CHANGE OR CONVERSION OF STUDENT VISA

1. Scholastic record or Transcript of records duly authenticated by the Philippine Foreign Post from the country of origin.
2. Duly accomplished CGAF for Student Visa and Special Study Permit.
3. Certificate of Good Moral Character Certificate authenticated by the Philippine Foreign Service Post in the applicant's country of origin.
4. Certificate of completion of secondary education or eligibility to tertiary education authenticated by the Philippine Foreign Service Post in the applicant's country of origin or legal residence.
5. National Bureau Investigation Clearance for applicant who resided in the Philippines for more than 59 days at the time he applies for the change/conversion of his admission status.
6. Photocopy of passport, latest admissions and authorize stay.

BUREAU OF IMMIGRATION - APPLICATION OF SPECIAL STUDY PERMIT

Students less than 18 years old

1. Notarized Letter of Request from the applicant's appointed guardian or parents.
2. Duly accomplished CGAF for Student Visa and Special Study Permit.
3. Certificate of acceptance by the school with official school dry seal.
4. Photocopy of passport showing applicant's bio-page, admission stamp and authorized stay of at least 20 days from the date of filling.
5. Bureau of Immigration Clearance Certificate.

MCM GRADING SYSTEM

Colleges and institute of MCM will follow the numerical or letter grades for all courses under baccalaureate and diploma programs as indicated in the table below:

Grade	Baccalaureate Programs	Diploma Programs
1.0	Excellent	-
1.25	Superior	-
1.50	Very Good	-

1.75	Good	-
2.00	Meritorious	-
2.25	Very Satisfactory	-
2.50	Satisfactory	-
2.75	Fairly Satisfactory	-
3.00	Passed	-
5.00	Failed	-
INC	Incomplete	Incomplete
FA	Absent	Absent
DRP	Dropped	Dropped
P	Passed	Passed
C	Continuing	Continuing
F	Failed	Failed
AUD	Audit	Audit
A+	-	Excellent
A	-	Superior
-A	-	Very Good
B+		Good
B		Meritorious
-B		Very Satisfactory
NA	Not Applicable	Not Applicable
IP	In Progress	-

Numeric grades will be used for all academic and PE courses.

Letter grades will be used in non-academic, correlation and major integrative courses. The grades obtained from these courses are excluded in the computation of the student's general weighted average.

The grade of "5.00" or "F" will be given to students who exceeded the 20% of the prescribed number of classes or laboratory periods during the term, and those whose performance did not meet the minimum grade requirement prescribed by the course.

The grade "FA" will be given on the following conditions:

1. A student has exceeded more than 20% of the prescribed number of classes due to illness or other valid reasons and has no graded coursework submitted prior to class abandonment
2. A student has enrolled a course but has not attended any of the sessions

A faculty member has the discretion to give a passing mark or "FA" to a student who exceeded the maximum number of allowable absences provided he has reached the minimum grade requirement prescribed by the course.

A grade of "INC" will be given to a student who fails to take the final examination or complete other course requirements due to illness or other valid reasons, provided that the projected completion results of the deficient final course requirement/s will merit a passing grade when integrated in the final computation of the grade.

The grade of incomplete must be completed within the succeeding term; otherwise, the grade of "INC" lapses and the student shall be given a grade of "5.00" or "F".

Students who obtained a grade of "INC" in a course shall observe the following procedure within the first week of the succeeding term:

1. The student must secure and submit the accomplished REQUEST TO COMPLETE COURSE form to the Office of the College Registrar (RO).
2. Student proceeds to arrange the completion schedule with the professor concerned.
3. Student pays for the corresponding fee at the Office of the Treasurer.
4. Student submits duly filled out Request to Complete Course form to RO.
5. Student proceeds to do the completion work.
6. Faculty member secures the COMPLETION GRADE form from the RO.
7. Once the grade has been decided on, the Faculty member submits the accomplished Completion Grade form to the Office of the Dean for approval.
8. The Office of the Dean, forwards the form to the RO.
9. The RO personnel reflects the grade to the personal record of the student.
10. Student claims his copy of the Completion Grade form from the RO.

A grade of "C" will be given to a student who is enrolled in major integrative courses and is unable to finish the required coursework. A corresponding final grade is given when the deficiency has been completed and evaluated within the period determined by the instructor concerned but not to exceed the maximum completion period allowed by the RO.

A grade of "DRP" will be given to a student who officially dropped the course within the prescribed period.

The grade "AUD" is given to a student who is enrolled in audit courses.

The grade "IP" is given to a student enrolled in a course which is designed to be taken for more than one term.

The grade "NA" may be given to a student based on the following conditions:

1. courses taken as audit but has not completed the minimum 80% attendance requirement for the completion of the course; or
2. specific courses not required for foreign students.

GUIDELINES FOR SHIFTING TO ANOTHER PROGRAM

SHIFTING – voluntary transfer from one program to another program.

A student with “OKAY” readmission status may request to shift from one program to another program.

A student may shift for a number of times from one program to another.

Shifting to another program shall take effect on the succeeding term after the request to shift has been approved.

A student will be allowed to enroll in courses outside of his present curricular program only upon the advice and approval of the concerned College.

GUIDELINES FOR READMISSION TO ANOTHER PROGRAM DUE TO DISQUALIFICATION

A student disqualified from one program due to failure to comply with the academic requirements may request for transfer to another program.

A student disqualified from one program due to failure to comply with the academic requirements and who apply for transfer to another program shall not be allowed to return to the program where he was disqualified, regardless of an improved academic standing.

A student disqualified from an engineering program under the Mapúa Institute of Technology at Mindanao cannot transfer to any other engineering program. Acceptance to the new program is at the discretion of the Dean.

STATUS REVIEW (FOR BACCALAUREATE PROGRAMS)

The GENERAL WEIGHTED AVERAGE (GWA) is the weighted average of all academic courses included in the program of study of the student taken with numerical grades. The GWA is computed at the end of the third term of the academic year. This shall be the basis for the review of the academic status of the student for the succeeding academic year.

The table below shows the academic status of the student given his GWA and/ or certain conditions:

Academic Status	Condition/s
OK	$1.00 \leq \text{GWA} \leq 3.50$
Probationary	$3.50 < \text{GWA} \leq 4.50$
Out of the Program	Any of the following conditions: a. $4.50 < \text{GWA} \leq 5.00$ b. Two (2) consecutive years classified under Probationary Status; and c. while under Probationary status, a student failed for the third time any course stipulated in the first two years of his curriculum including PE, NSTP and Values Education.

A student disqualified to continue in the program may apply for readmission to another program (see Guidelines for Readmission to Another Program Due to Disqualification). Otherwise, he must secure Transfer Credentials from the Office of the College Registrar.

A student who has only sixty (60) units or less to graduate may still be allowed to enroll.

THE FINAL GRADE REPORT

At the end of each term, Malayan Colleges Mindanao issues to the student an official FINAL GRADE REPORT or FGR.

The FGR contains the following information about the achievement of the student:

- Student Name
- Student Number
- Academic Year and Term
- All courses officially enrolled including the number of units and the official grade
- Term Weighted Average (TWA)
- General Weighted Average (GWA) (every third term of the academic year)
- Date printed

In the event that a student cannot claim her FGR, the parent or declared guardian may claim the FGR provided that the MCM ID of the student is presented together with any of the following valid proof of identification of the parent/ guardian:

- PRC ID
- SSS/GSIS/PAGIBIG/TIN ID
- Passport
- Driver's License
- Voter's ID
- Postal ID

THE DEAN'S LISTS (FOR BACCALAUREATE PROGRAMS)

Every end of each regular term, all colleges of Malayan Colleges Mindanao shall recognize the exemplary academic achievement of all its students through a DEAN'S LIST.

Qualifications to become a DEAN'S LISTER are as follows:

1. Must not have any grade of "5.00", "FA" or "F"; "INC", or "C"
2. Must have a TWA of 1.75 or better;
3. Must have taken at least
18 academic units of course load for semester /
15 academic units of course load for night curriculum
4. Must not have received any major disciplinary action/sanction.

A Certificate of Recognition shall be awarded to the student belonging to the DEAN'S LIST.

THE PRESIDENT'S LISTS (FOR BACCALAUREATE PROGRAMS)

Every end of each academic year, Malayan Colleges Mindanao shall recognize the exemplary academic achievement of all its students through a PRESIDENT'S LIST.

Qualifications to become a PRESIDENT'S LISTER are as follows:

1. Must not have any grade of "5.00", "FA" or "F", in any course required by the program;
2. Must have a GWA of 1.50 or better;
3. Must have taken at least twelve (12) academic units of course load;
4. Must not have received any major disciplinary action/sanction.

A Certificate of Recognition shall be awarded to the student belonging to the PRESIDENT'S LIST.

CORRECTION OF NAMES/DATES OR PLACE OF BIRTH

A student whose record contains incorrect information must apply for REQUEST FOR CORRECTION OF PERSONAL INFORMATION to the Office of the College Registrar.

The following documents must be attached to the form prior to submission to the Office of the College Registrar:

1. The Certified True Copy of the Certificate of Live Birth from the Philippine Statistics Authority (PSA) placed in a security paper or the Alien Certificate of Registration (ACR);
2. A personal affidavit, if of legal age or the affidavit of parents; and
3. A joint affidavit of two (2) disinterested parties.

CANCELLATION OF ENROLLMENT

Any student who wishes to discontinue his studies during the term must notify the Office of the College Registrar in writing not later than the 10th week of the term. The cancellation shall take effect only upon receipt of his application for cancellation by the College Registrar.

A student who filed for cancellation of enrolment within two (2) weeks from the beginning of classes is entitled for refund in accordance with the following regardless of whether or not he has actually attended the classes, to wit:

- a. 10% charge of the total amount due for the school term if he/she withdraws or cancels within the first of classes; and
- b. 20% charge if within the second week of classes.

Should the withdrawal or cancellation made any time after the second week of classes, the student may be charged for all the school fees.

Non-compliance with two-week cancellation period shall result in the forfeiture of the student's right to any refund of fees paid by him.

A student shall not be allowed to cancel his enrollment without the written consent of his parents or guardian. Together with the APPLICATION FOR CANCELLATION OF ENROLLMENT, the following documents must be submitted to the Office of the Registrar on or before the deadline set by the Office of the College Registrar:

1. A certificate of matriculation (CM)
2. A letter from parents or guardian
3. A clearance from the Office of the Treasurer

A student who wishes to return in the following term after his cancellation of enrollment need not apply for reactivation.

LEAVE OF ABSENCE

A student who needs to go on leave of absence (LOA) for a period of more than one term should file a written petition to the Dean. The petition should state the reason for the leave and should specify the duration of the leave. The college, through the Dean or his duly authorized representative, shall inform the College Registrar of every student granted the leave of absence indicating the reasons for such leave. No leave of absence shall be granted later than two weeks before the last day of classes during the term it was filed. Failure to file for an LOA shall impinge on scholarships, awards, and honors that a student may enjoy as it affects the student's residency.

GRADUATION

Upon satisfactory compliance with all requirements as prescribed in the program, a student may be granted a degree subject to the recommendation of the Dean and the faculty members of the College under the following conditions:

The candidate must have completed the prescribed program, provided that at least 60 units shall have been taken in Malayan Colleges Mindanao.

1. All requirements of the program shall have been submitted on or before the deadline set by the Office of the College Registrar.
2. The candidate must have settled all obligations with Malayan Colleges Mindanao.
3. The candidate must not have any pending disciplinary case with the Office of Student Services

A student who is expecting to complete the coursework of his degree program within the next two terms has to file his candidacy for graduation, accompanied by the appropriate fee, by the deadline set by the Office of the College Registrar. Students who apply for graduation and who do not complete the degree requirements within the prescribed deadline may reapply for graduation and pay the corresponding fee on the succeeding term.

REQUEST FOR DIPLOMA

A graduate from Malayan Colleges Mindanao is eligible for the issuance of a Diploma.

The diploma is issued only once. For a duplicate copy, a letter addressed to the Registrar stating the reason for the request must be submitted.

A letter of authorization to request for or to claim the diploma must be presented if the applicant is not able to do so.

REQUEST FOR TRANSCRIPT OF RECORDS

Any student may request for an official TRANSCRIPT OF RECORDS at the Office of the College Registrar.

The Transcript of Records shall be issued only to the student or to his authorized representative and/or the college or university where the student transferred. Please note that an OFFICIAL REQUEST FORM from the college or university is required together with the RETURN SLIP OF THE TRANSFER CREDENTIALS prior to the release of the Transcript of Records.

The following are required prior to the release of the transcript of records:

1. Duly accomplished REQUEST FOR TRANSCRIPT OF RECORDS
2. Official Receipt of payment of TRANSCRIPT FEE issued by the Office of the Treasurer

REQUIREMENTS FOR CHED CERTIFICATION, AUTHENTICATION AND VERIFICATION (FOR BACCALAUREATE PROGRAMS)

A student requesting for CHED CERTIFICATION, AUTHENTICATION AND VERIFICATION (CAV) must submit the following documents to the Office of the College Registrar:

1. Duly accomplished REQUEST FOR VARIOUS DOCUMENTS
2. A clear duplicate copy of the Official Transcript of Records
3. A clear duplicate copy of the Diploma
4. A CERTIFICATION OF ENROLLMENT (for undergraduates only)
5. A letter of authorization to transact and/or to claim (if the student is not available)
6. Official Receipt of payment of CAV from of the Office of the Treasurer

REQUIREMENTS FOR DIPLOMA/TRANSCRIPT OF RECORDS AUTHENTICATION (LOCAL)

A student requesting for CERTIFICATION OF DIPLOMA/TRANSCRIPT OF RECORDS for local use must submit the following documents to the Office of the College Registrar:

1. A clear duplicate copy of the Diploma and /or Transcript of Records.
2. A letter of authorization to transact and/or to claim (if the student is not available)
3. Official Receipt of payment of DIPLOMA/TOR CERTIFICATION from of the Office of the Treasurer.

MAILING OF TRANSCRIPT OF RECORDS TO OTHER ENTITIES OTHER THAN THE STUDENT ABROAD

A student may request for the Official Transcript of Records of a student of Malayan Colleges Mindanao and release the document either through facsimile, electronic mail or postal mail services. The student must follow the requirements for REQUEST FOR TRANSCRIPT OF RECORDS with a letter containing the details of the addressee (Contact Person and Designation, Name of Organization, Complete Address).

The Official Transcript of Records shall be sent to the addressee within twenty-one (21) working days from receipt of request and payment of transcript and mailing fees.

The CERTIFICATION shall be available for release one (1) week from the time of submission of complete documents.

TRANSFER CREDENTIALS (HONORABLE DISMISSAL)

All inactive students/graduates who shall transfer to another Higher Educational Institution should apply for her Transfer Credentials (Honorable Dismissal).

The student must submit the following documents to the Office of the College Registrar:

1. Duly accomplished REQUEST FOR TRANSFER CREDENTIALS
2. Official Receipt of payment of TRANSFER CREDENTIALS FEE from the Office of the Treasurer

Upon request for the transfer credentials, a student may also apply for the following:

1. Certified True Copy of Grades
2. Certification of Course Description
3. Certified Copy of F-137a and/or F-138
4. Certificate of Attendance/Number of Units Earned

CERTIFICATIONS

Other academic record-related certifications may be issued upon request of the student from the Office of the College Registrar.

Graduating students in each baccalaureate program are entitled to LATIN HONORS. The LATIN HONORS are awarded to members of the graduating class who have satisfied the following requirements:

- a. Must have completed a minimum of 80% of the required academic units for a degree in MCM.
- b. Must have finished the program within the c. length of time prescribed by his curriculum or program of study.
- c. Must not have obtained any grade of "5.00", "FA", or "F" in all courses prescribed in his curriculum or program of study.

- c. The credit grade average shall be based on grades in the student's program only and only resident units will be considered. This includes courses that are qualified as electives as well as courses that were officially filed as equivalent courses. Courses filed for credit only will not be included in the computation.
- d. Must be of good moral character and must not have a record of any disciplinary action meted out to him during his stay in MCM.

The following Latin Honors shall apply:

LATIN HONOR		GWA
SUMMA CUM LAUDE	1.00	$\leq \text{GWA} \leq 1.25$
MAGNA CUM LAUDE	1.25	$< \text{GWA} \leq 1.50$
CUM LAUDE	1.50	$< \text{GWA} \leq 1.75$

AWARD FOR TWO YEAR PROGRAMS

The ACADEMIC ACHIEVEMENT AWARD is awarded to a graduating student under a two-year program who has satisfied the following requirements:

- a. Must have obtained the highest general weighted average but not lower than "1.75".
- b. Must have completed a minimum of 80% of the required courses for a degree in MCM.
- c. Must have finished the program within the length of time prescribed by his curriculum or program of study.
- d. Must not have obtained any grade of "5.00", "FA", or "FA" in all courses prescribed in his curriculum or program of study.
- e. The credit grade average shall be based on grades in the student's program only.
- f. Must be of good moral character and must not have a record of any disciplinary action meted out to him during his stay in MCM.

Jose Rizal Award for Excellence and Relevance in Community Service (JRAERCS)

Center for Service-Learning and Community Engagement's (CSCE) mission is to provide integrated learning opportunities for MCM students through community service to foster civic responsibility toward the pursuit of academic excellence. CSCE's mission can be supported by giving the Jose Rizal Award for Excellence and Relevance in

Community Service (JRAERCS) to the student during the commencement exercises of the academic institution. It is an institutional award granted by the Malayan Colleges Mindanao to deserving students who exemplify civic responsibility through excellence, and relevance in extending voluntary services for community organizing and development.

The following are the qualifications for eligibility:

- Graduating MCM students;
- Must have led or currently in a program, project, advocacy campaign related to community organizing and development;
- Must have good academic standing (GWA 2.50 or better); and
- Must have no derogatory records against standard ethical practices and procedures set by the academic institution and mandatory laws or policies set by the local government

TUITION FEES & OTHER CHARGES

GENERAL INFORMATION

Matriculation Fees and other charges prescribed by Malayan Colleges Mindanao are with approval from the Commission on Higher Education. All fees are itemized and posted on bulletin boards. Notice of any increase in fees is announced in advance.

All fees are payable upon admission of the student to Malayan Colleges Mindanao. For the convenience of the students, procedures have been formulated by the administration allowing payments in full or under the installment plan. All such fees must be paid in full whether the student completes his studies or not during a given term.

A student, upon enrollment, is considered enrolled for the whole term, and therefore, fees paid in full or under the installment plan are not refundable, except in specified cases.

No deposit fees are required for the use of laboratory facilities, instruments or materials. However, students shall be held responsible for their loss or damage due to unreasonable wear and tear and shall be required to replace them.

STUDENT SERVICES

The **Office for Student Services** serves as a conduit between the students and the various student services of Malayan Colleges Mindanao.

The Office for Student Services shall be the vanguard of student rights and at the same time the enforcer of student discipline.

The OSS Objectives:

1. To support the vision and mission of MCM by providing high quality services to students;
2. To enhance and deepen the students' commitment to positive values by inculcating in them a strong sense of honesty, compassion, personal responsibility and respect for others;
3. To actively partner with the faculty members in conducting student enrichment activities; and,
4. To use all resources available in providing comprehensive programs and services integral to the educational process.

The following are the responsibilities of the OSS:

1. Create a campus environment that is conducive to the learning process;
2. Identify, monitor and act upon the specific needs of students through its programs and projects.
3. Provide an atmosphere for a wholesome student life and development;
4. Safeguard the welfare of students;
5. Establish and maintain a productive communication among students, faculty members, personnel and the administration; and,
6. Inform students about MCM's vision and mission, its core values, and relevant policies and procedures.

Centers under the Office for Student Services are the following:

- Center for Student Activities and Discipline (CSAD)
- Center for Guidance and Counseling (CGC)
- Center for Scholarships and Financial Assistance (CSFA)
- Center for Student Advising (CSA)
- Center for Athletics and Sociocultural
- Help Center
- Gender and Development (GAD)

CENTER FOR STUDENTS ACTIVITIES AND DISCIPLINE (CSAD)

The ***Center for Students Activities and Discipline*** promotes student empowerment by encouraging and supporting activities that cater to the diverse needs and interests of students/student organizations and breed a sense of social responsibility, spirited citizenship, leadership skills, creativity and true self-expression among the studentry.

POD is also responsible for monitoring the discipline of all students and for handling student related complaints, cases and investigations. Functions and responsibilities of POD:

On student activities:

1. Informs students of their rights and responsibilities;
2. Appraises students of the rules/codes on student discipline, and proper decorum and behavior in their association with fellow students, teaching and non-teaching employees and administrative and academic officers;
3. Organizes various activities for students/student organizations in coordination with the other centers;
4. Supervises, regulates and facilitates the co-curricular and extra-curricular activities of accredited/recognized student organizations and student councils; and,
5. Ensures access to auxiliary facilities as meeting places for recognized student organizations, and student lounges where they can interact and socialize.

IN-CAMPUS AND OFF-CAMPUS STUDENT ACTIVITY GUIDELINES

1. Permission to hold an off-campus activity must be requested from mcm through the POD at least one (1) week before the event takes place and before notices of the activity are posted or published.
2. The college/department, upon the advice of the pod reserves the right to cancel for cause any authority previously granted to any student organization, student council, teaching employee, or class to hold an off-campus activity.
3. An off-campus activity shall require the students or participants to fill-out a parental consent form signed by the parent or guardian. A “no parent’s (guardian) signature, no outside trip” policy shall be implemented. The organizer shall provide the pod with a complete list of participants for the off-campus activity.
4. The students must be accompanied by their adviser or an mcm employee through-out the off-campus activity.
5. Co-curricular/extra-curricular off-campus activities must be endorsed by the college dean/principal and approved by the VPAA.

6. The organizer (adviser/moderator or officers) shall conduct a post-evaluation of the activity. The post-evaluation forms are available at the POD.
7. No major extra-curricular activities of any kind shall be allowed one (1) week before the final examinations and
8. During the final examination week.

On student discipline:

1. Informs students of the proper decorum inside the campus;
2. Orients students of the MCM dress code and the No ID, No Entry Policy.
3. Monitors student infractions and implement their penalties; and,
4. Executes procedures on student discipline, and monitors progress and compliance of students with sanctions.

CENTER FOR GUIDANCE AND COUNSELING (CGC)

The ***Center for Guidance and Counseling*** aims to assist and guide students in the process of self-evaluation, maintaining a balanced and healthy personality, achieving academic efficiency and enhancing fundamental life skills needed to be well adjusted and highly functional persons.

CENTER FOR SCHOLARSHIP AND FINANCIAL ASSISTANCE (CSFA)

The ***Center for Scholarships and Financial Assistance*** ensures that scholarships, academic grants, financial aids and all other services offered by the Center are made available to deserving and needy students.

Functions and responsibilities of CSFA:

Administers the scholarship and financial assistance programs for students; and, Coordinates Third Party Scholarship Grants, i.e., scholarships offered by companies, associations, private individuals, government, and other non-MCM entities for the financially challenged yet academically deserving students of MCM.

SCHOLARSHIPS (FOR BACCALAUREATE PROGRAMS)

After each term, students may avail of a scholarship program upon application at the Center for Scholarships and Financial Assistance (CSFA) based on their academic standing in the previous term.

CSFA sets the deadline for application and validation of scholarship programs that will be awarded only to eligible students. Eligibility applies to students enrolled full-time in degree-granting programs unless otherwise specified in the criteria. Only applicants with complete submitted documents will be processed. All academic scholars must comply with the requirements of the scholarship program.

Note: Any scholarship granted by the college shall be cancelled for any misconduct on the part of the student during the term.

SCHOLARSHIP OFFERINGS

A. E. T. YUCHENGCO INSTITUTIONAL SCHOLARSHIP

Sponsor: Malayan College Mindanao (A Mapua School), Inc.

Description: The scholarship is given to incoming students who have remarkably performed well in the Malayan Colleges Mindanao Admissions Examination (MCMAE) and have passed the validation exam and interview. The scholarship is subject to availability of slots.

Benefits:

Free full tuition, L/F/D and miscellaneous fees
Learning materials worth P2,000 per term

Retention Policy:

For Semestral:

18 units minimum load for a scholar in a regular curriculum.

15 units minimum load for a scholar in night curriculum.

Qualifications: Income of (both) parent/s must not exceed P300,000

Requirements: ITR or any proof of annual income (without tax)

B. ACADEMIC EXCELLENCE AWARD SCHOLARSHIP

Sponsor: Malayan College Mindanao (A Mapua School), Inc.

Description: The scholarship grants are given to applicants who are granted with Highest Honors, High Honors, and Honors in a school class of at least 20

Grade 12 graduates. The basis for bracketing will be in accordance to DepEd Order no. 36, s. 2016. MCM will only accept two (2) students of any ranking from different schools.

Benefits:

With Highest Honor – 100% on tuition and L/F/D fee discount for one academic year; Average grade upon graduation from SHS: 98-100

With High Honors – 50% on tuition and L/F/D fee discount for one academic year; Average grade upon graduation from SHS: 95-97

With Honor – 25% on tuition and L/F/D fee discount for one academic year; Average grade upon graduation from SHS: 90-94

Retention Policy: The student must not have failing grades and obtain a credit term average of 2.00 or better at the end of each term for one academic year.

Requirements: Original certificate of ranking with school seal.

C. **EARLY BIRD DISCOUNT**

Sponsor: Malayan College Mindanao (A Mapua School), Inc.

Description: The discount is granted to applicants who are MCM Grade 12 graduates that enroll in a certain period of time (to be announced by the Admissions office).

For AY 2020-2021, the enrollment period with 10% discount will be March 30 to April 30, 2020.

This scholarship is applicable on top of other MCM scholarship offerings.

Benefits: 10% discount on tuition fee only

Retention Policy: The discount is good for one term only.

D. **REFERRAL DISCOUNT**

Sponsor: Malayan College Mindanao (A Mapua School), Inc.

Description: The discount is given to a ‘Referrer’, who is part of the MCM Community, specifically a student who was enrolled in the previous

semester/term (SY2019-2020). Referrals can be those who are incoming College students, Transferees, and another degree student. *This scholarship is applicable on top of other MCM scholarship offerings.*

Benefits:

- 5% discount on Tuition fee only for 1-2 referrals
- 10% discount on Tuition fee only for 3-4 referrals
- 15% discount on Tuition fee only for 5-6 referrals
- 20% discount on Tuition fee only for 7 and more referrals

Retention Policy: The discount is good for one semester/term only

Qualifications:

- The Referrer is part of the MCM Community – a student who was enrolled in the previous semester/term (SY2019-2020)
- The Referral is an incoming College Student, Transferee, and another degree student; Referrals can be multiple (more than one)
- Current MCM Grade 12 students who will proceed as College Freshmen in MCM are not qualified as Referrals

Requirements:

Submit the Referral's Name for validation purposes through this link:

<https://bit.ly/TakePrideMalayansMCMReferralSystem>

Note: The Admissions Office will forward a message of confirmation to the mobile number provided in the link. This message also confirms if the Referral is qualified/accepted. Admissions Office will notify the Referrer entitled for the reward through the submitted contact details.

E. YGC & AYALA PROMOTIONAL DISCOUNT

Sponsor: Malayan College Mindanao (A Mapua School), Inc.

Description: Either parent must be a regular employee with good standing of any YGC/Ayala company. Applications must be submitted to the Human Resources office of MCM *every term* and must meet the deadline set by the HR and CSFA.

Benefits: 25% discount on tuition and L/F/D fees.

Requirements:

- Certificate of Employment of parent (every term)
- YGC/Ayala form and waiver (provided by MCM) signed by the HR of the company (every term)
- PSA Marriage certificate (photocopy)
- PSA Birth certificate (photocopy)

F. SIBLING DISCOUNT

Sponsor: Malayan College Mindanao (A Mapua School), Inc.

Description: The sibling discount may be availed by a college student with at least one sibling currently enrolled at MCM. The students should be full siblings (not step/half-siblings).

(In case the older sibling drops out and/or transfers, the discount will be pro-rated accordingly.)

Benefits:

Younger of two – 10% discount on tuition fee

Youngest of three – 25% discount on tuition fee

Youngest of four – 40% discount on tuition fee

Requirements:

- Duly accomplished application form
- PSA Birth certificate of student and sibling/s currently enrolled in MCM (photocopy)

G. DEAN'S LIST

Sponsor: Malayan College Mindanao (A Mapua School), Inc.

Description: Every end of each regular term, all colleges of MCM will recognize the exemplary academic achievement of all its students through DEAN'S LIST.

Qualification to become a DEAN'S LISTER are as follows:

1. Must have a Term-Weighted Average (TWA) of 1.75 or better;
2. Must not have any grade of "5.00", "FA", "F", "INC", or "C"
3. Must have taken at least:
18 academic units of course load for semester /
15 academic units of course load for night curriculum;
4. Must not have received any disciplinary action/sanction

Category and Benefits:

Partial Academic Scholarship

Dean's Lister with TWA of 1.75 to 1.51 and belonging to the top 5% of his/her Program's total population will be entitled to 50% discount on tuition and laboratory fees for the succeeding regular term.

Full Academic Scholarship

Dean's Lister with TWA of 1.50 to 1.00 and belonging to the top 5% of his/her Program's total population will be entitled to full discount on tuition and laboratory fees for the succeeding regular term.

H. JOSE RIZAL SCHOLARSHIP

Sponsor: Center for Service-Learning and Community Engagement (CSCE)

Description: The *Jose Rizal Award for Excellence and Relevance in Community Service (JRAERCS)* is awarded to any applicant that has the passion for community service and adheres to the core advocacies of the institution. The program aims to impart the spirit of nationalism, volunteerism, environmental and socio-economic awareness amongst its grantees. Applications must be submitted to the Center for Service Learning and Community Engagement office *every term* and must meet the deadline set by the CSCE and Scholarship offices.

Benefits: 50% Discount on tuition and laboratory fees and may avail of the scholarship for a maximum of two (2) terms.

Retention Policy: First NSTP term should have at least a TWA of 2.5

Qualifications:

1. Must be a Filipino citizen
2. Must be enrolled to an NSTP course
3. Annual family income (combined income of parents and/or guardians) must not exceed P500,000

I. STUDY AID

Sponsor: Malayan College Mindanao (A Mapua School), Inc.

Description: The grant is applicable up to 3 legitimate children of regular employees (teaching and non-teaching). It is applicable up to total number of units prescribed by the program. In case the student transfers from one program to another, the grant is applicable to the total number of units of the program with lesser number of units.

Benefits: 50% Discount on tuition fees on all MCM programs for up to 3 legitimate children. The remaining 50% plus other fees relevant to the enrollment of the child may be paid thru salary deduction but must be fully paid within the term.

Retention Policy: Regular employment of the employee.

CENTER FOR STUDENT ADVISING (CSA)

The ***Center for Student Advising*** provides an integrated advising experience for all students in Malayan Colleges Mindanao. CSA provides general academic advising and Academic Success Programs, in partnership with academic departments and the Center for Guidance and Counseling. The Center works collaboratively with the faculty and other offices and resources to help create student success.

CENTER FOR CAREER AND PLACEMENT (CCP)

The ***Center for Career and Placement*** aims to help students and alumni in planning, preparing, and promoting their careers. The Center partners with local employers to bring a variety and opulence of internships and jobs to our pool of qualified applicants.

CENTER FOR ATHLETICS AND SOCIOCULTURAL

The ***Center for Athletics and Sociocultural*** aims to enhance and encourage students' interest in sports and other socio-cultural activities. The center provides life-skill learning to students through creating and participating in events related to sports and socio cultural.

MCM HELP CENTER

The ***Help Desk Center*** aims to assist student, parents and other stakeholders' inquiries. The center aims to deliver assistance by coordinating inquiries and concern to the department that caters the specific concern.

GENDER AND DEVELOPMENT

The ***Gender and Development*** upholds equality in all academic and non-academic endeavors of the institution. It promotes and implement gender equality, empowerment, free from violence institution, community that is respectful from human rights, supportive of self-determination and actualization of human potentials (R.A. 9710).

CENTER FOR SERVICE-LEARNING AND COMMUNITY ENGAGEMENT (CSCE)

Center for Service-Learning and Community Engagement administers the social responsibility programs of Malayan Colleges Mindanao. In its mission, MCM commits to help solve industry's and society's problems by the expert application of existing knowledge as it strives for its vision of being 'a global steeple of excellence in professional education and research'. This commitment of MCM is geared to extending its mission not only to the academic community but also to the entire Filipino nation through community service and corporate citizenship that is aligned to help promote the welfare of the Filipino people in these fast-changing times.

NATIONAL SERVICE TRAINING PROGRAM (NSTP)

The Center for ***National Service Training Program*** is created in compliance with the provisions of Republic Act 9163, otherwise known as the NSTP Law of 2001. The Center is the servicing unit of all NSTP courses being taken by the students of different colleges. The Center is under the supervision and control of the Community Service and Relations Office. The CSRO and the Center for NSTP work together to ensure that NSTP civic engagements are aligned with MCM's social responsibility program.

THE ADMINISTRATIVE OFFICE

The Administrative Office is responsible for implementing MCM's administrative policies, strategies, programs and procedures.

Functions and Responsibilities of the Office:

1. Provides students, faculty members and employees with the necessary facilities and equipment that shall enable them to effectively discharge their duties and responsibilities
2. Implements rules and procedures defining tasks and activities for the CDMO, Security Department and Janitorial Services;
3. Keeps track on records keeping regarding inventory, maintenance and repair of MCM equipment/furniture, infrastructure projects and housekeeping services in coordination with the CDMO;

4. Interacts with unit heads and staff of various departments to provide support for each department's requirement concerning logistics, room reservations, equipment / furniture transfer, and other matters concerning operations;
5. Implements and controls the efficient and effective flow of dispatching MCM Company Service Vehicles between the point of origin and destination and vice versa, in order to meet each department's needs;
6. Coordinates with the CDMO in overseeing the safe and secure operation and maintenance of all MCM assets in a cost-effective manner aimed at long-term preservation of the asset value;
7. Supervises the Security Department in providing physical security for MCM officers, employees, staff, students, visitors, personnel, buildings, property and installations
8. Supervises the Janitorial Services for the cleanliness and overall housekeeping of buildings and grounds;

To uphold MCM's Quality Policy and support its mission and vision, the **Quality Management Office** ensures that necessary processes that comprise MCM's Quality Management System (QMS) are adequately defined, effectively implemented, and continually improved.

LABORATORY MANAGEMENT OFFICE (LMO)

The **Laboratory Management Office** is the institutionalized administrative center for all laboratories in Malayan Colleges Mindanao.

The office has the following objectives:

1. Aims to guarantee that qualified laboratory personnel, appropriate facilities, equipment, and materials are available as required in the program curricula offered by Malayan Colleges Mindanao.
2. Aims to develop, manage, and ensure implementation of policies, procedures, and programs for good laboratory practice in each laboratory of Malayan Colleges Mindanao.
3. Aims to secure that all facilities, equipment, and materials in the laboratory are provided with their corresponding safety guidelines that will protect the students, faculty members, and staff from potential health hazards and accidents.

MCM CENTER FOR LEARNING AND INFORMATION RESOURCES (CLIR)

The **MCM Center for Learning and Information Resources** exists in support of the teaching, research and extension functions of MCM. It shall serve the needs of the

academic community, specifically the students and the faculty members through equitable access to high quality information resources and services.

The center is open to all MCM students, academic and administrative officers, teaching and non-teaching employees, and outside researchers with referral letters from their respective colleges/universities. Library Hours: 7AM - 6PM; Monday to Saturday.

CENTER FOR HEALTH SERVICES AND WELLNESS (CHSW)

In accordance with the present policy of the government requiring a yearly medical examination of all students enrolled in all private schools, colleges and universities, MCM has maintained a **Center for Health Services and Wellness** for that purpose. The services of a medical director and a staff of physicians together with a staff of nurses have been engaged by MCM to take charge of the protection health maintenance of the MCM population especially the students.

SECURITY OFFICE

The Security Office is entrusted with the responsibility of keeping peace and protecting persons and property within the College, thus:

- Spot and random verification of ID shall be regularly done by MCM security officers.
- Doers of wrongful acts causing physical injuries, damage to property, vandalism, theft and other criminal acts within the MCM compound shall be apprehended and brought to the Center for Student Activities and Discipline (CSAD) for investigation and proper action.
- Violation of other misdemeanors by the student shall also be reported by the apprehending officers to the Prefect and the department where the student belongs.
- Bags, bundles, knapsacks, etc. of students entering the MCM premises shall be inspected by MCM security officers in order to prevent entry of prohibited or dangerous materials within the premises.
- Any unauthorized person, intruder or outsider found or apprehended within the premises must be duly identified; his name recorded in the MCM Security Service Logbook and brought directly to the nearest police precinct for investigation and proper action.
- Severe disciplinary measures and legal action, if proper, shall be brought against any person or persons participating or involved in hazing.
- Strict prohibitions must be enforced against the carrying of firearms or other weapons within the campus. The weapons may be turned over to the police.

MCM 1900 STORE

The **MCM Bookstore** is open from 8:00 AM to 5:00 PM, Monday to Friday. It offers the following services:

- Supplies uniforms for PE and NSTP
- Sells textbooks and laboratory manuals
- Offers photocopying services
- Sells school supplies

FOOD SERVICES

The MCM cafeteria is located on the ground floor of the Administration Building

Breakfast, lunch and early dinner as well as snacks are served. The cafeteria is open from six in the morning until five in the afternoon (6:00 AM - 5:00 PM).

Campus Development and Maintenance Office (CDMO)

The **Campus Development and Maintenance Office** carry out the following functions:

- Maintains a campus environment that is conducive to learning through a regular upkeep of buildings and grounds and all facilities and equipment therein.
- Provides students, faculty members and employees with the necessary facilities and equipment that shall enable them to effectively discharge their duties and responsibilities.
- Implements corrective measures for the improvement of student and personnel services.
- Maintains a clean and safe environment through sanitation and waste management.

CORPORATE COMMUNICATIONS OFFICE

The **Corporate Communications Office** is responsible for handling the creation of materials for MCM's internal and external communications. CCO also handles the official documentation of school events and activities.

Functions and Responsibilities of the Office:

1. Conceptualizes and designs creative materials for the release of information to internal and external audiences;
2. Handles the documentation of school events and activities;
3. Provides creative communications support to the various departments and colleges.

Embarking on the excellent and state of the art Information Technology infrastructure of Malayan Colleges Mindanao, students enrolled in Malayan Colleges Mindanao enjoy these privileges once enrolled under the administration of the **IT Office**.

THE MCM WEBSITE

Students, applicants and other interested parties may visit the official website of Malayan Colleges Mindanao for the latest news articles, announcements, and important dates to remember among other relevant and pertinent information pertaining to Malayan Colleges Mindanao and all its colleges. The site's URL is www.mcm.edu.ph

WI-FI ACCESS ANYTIME AND ANYWHERE

Anywhere in the campus, be it in the cafeteria, student lounges, the Center for Learning and Information Resources, Auditorium, the gardens, and elsewhere in the MCM premise, you can access the Internet using your personal laptop computers and cellular phones.

STUDENT RULES AND REGULATIONS

OVERVIEW

For MCM to achieve its educational goals, it is imperative that its entire academic community is committed not only to the fundamental principles that govern the provision of a safe, supportive, and effective learning environment, but also to the development of moral character expected of enlightened men and women.

The authority of MCM to instill discipline is based on the Manual of Regulations for Private Higher Education (MORPHE) which states the following:

“Every higher education institution shall maintain discipline inside its campus as well as within the immediate surroundings of the school premises.” (Article XXI, Section 102)

“Every higher education institution shall have the right to promulgate reasonable norms, rules, and regulations it may deem necessary and consistent with the provisions of this Manual (MORPHE) for the maintenance of school discipline and class attendance.” (Article XXI, Section 103)

MCM students, therefore, are expected to conduct themselves as responsible members of the academic community. Students who commit misconduct as defined by MCM in accordance with its rules and regulation will be subject to disciplinary action, provided such conduct takes place on MCM premises/ vicinity or in the course of an MCM-sponsored or MCM-supervised activity, or if such conduct otherwise results directly from membership in the academic community. Hence, conduct off-campus may be subject to necessary disciplinary action by MCM if that conduct:

1. Seriously violated school policies, rules and regulations;
2. Is considered to be grossly immoral and would negatively reflect upon the student’s character and fitness as a member of the student body;
3. Constitutes a serious violation of local and national laws (including alcohol and drug violations); and
4. Besmirches the good name or reputation of MCM.

Compliance with rules and regulations is not the sole responsibility of the student but also of the parents. Hence, the refusal of parents to follow the rules and regulations of MCM may be a legal ground for denying a student’s readmission.

All students are enjoined to abide by and observe the rules and regulations herein set forth. They are urged to refrain from committing any offense which is detrimental to the good of the students in particular and the whole academic community in general.

The set of rules and regulations herein revises the existing policies of MCM on student discipline and supersedes provisions in all previously issued Student Catalogues. It applies to all current MCM students regardless of year of entry to MCM.

RIGHTS AND RESPONSIBILITIES IN THE CLASSROOM

A. Freedom of Expression

Each faculty member has the responsibility to provide a learning atmosphere that is conducive to freedom of expression by encouraging discussion and permitting exception to the views he/she has presented. Moreover, it is the responsibility of the faculty member to guide and direct such discussion and inquiry in a scholarly manner and it is in his/her authority to determine the scope and duration of discussion.

Students have the right of expression in the classroom and the responsibility to learn from the course of study based on the standards of performance established by the faculty. Student behavior and performance in the classroom should contribute to the learning process.

B. Instructional, Assessment and Grading Procedures

The faculty determines the character of the courses which includes content, instructional, assessment and grading procedures. Students should be informed of these matters during the course orientation meeting.

Each student has the right to a course grade based upon an objective basis of assessment and evaluation of his/her performance and the specified grading procedure. A student has the right to ask for clarification of the basis for his/ her grade.

C. Faculty-Student Consultation

Faculty members should make themselves available on a regular basis for consultation with students. Students may request for their class standing during the progress of the course. If a student conveys information of a confidential nature to a member of the faculty, his/her confidence should be respected.

MCM STUDENTS CODE OF CONDUCT AND DISCIPLINE RATIONALE

The right of MCM to impose sanctions against improper student conduct is derived from, and is inherent in its primary obligation to:

- a. exemplify moral values, ethics and ideals
- b. protect its property and the property of the members of the community
- c. protect the health of persons in the academic community and ensure their safety

- d. preserve peace and ensure orderly procedures
- e. protect its good name as an educational institution
- f. respect human rights
- g. maintain and strengthen student morale

The students of MCM shall at all times abide by all the laws of the land, all memoranda issued by the Commission on Higher Education (CHED) and all rules and regulations of MCM.

THE PREFECT OF DISCIPLINE

The Prefect of Discipline (POD) as such, he is the chief student discipline officer of MCM and thus, has jurisdiction over the following disciplinary cases.

1. The Prefect has the authority to decide and impose sanctions on minor offenses. He has the same authority with respect to major offenses where the corresponding sanction is probation.
2. The Prefect shall secure the prior written approval of the OVPAA for the disposition of cases involving major offenses where the corresponding sanction is suspension of one (1) term.
3. The Prefect shall convene a Committee on Decorum (COD) for cases involving major offenses where the corresponding sanction is heavier than probation as defined in the MCM Student Rules and Regulations. The COD shall then have jurisdiction to handle cases involving major offenses as defined in this Student Rules and Regulations.

The COD is ideally composed of, but not limited to, the following:

- a. Prefect of Discipline
- b. Director for Student Services
- c. Faculty Member (by recommendation of POD)
- d. Student Council Officer or Student Leader
- e. Center for Guidance and Counseling
- f. Non-Teaching Personnel
- g. Legal Counsel

TYPES OF DISCIPLINARY ACTION

Acts of misconduct are meted with any or combination of the following disciplinary actions:

Ref. No.	Disciplinary Action (DA)	
1	Notice of Warning	
	1.a	Verbal Notice of Warning
	1.b	Written Notice of Warning
2	Disciplinary Sanction	
	2.a	Probation – written reprimand with probationary discipline status. An erring student must not commit the same misconduct again for a designated period of time.
	2.b	Suspension – separation of the student from MCM for a definite period of time. After serving the suspension, he is eligible to return. Conditions for return maybe specified.
	2.b.0	Suspension for less than one term
	2.b.1	Suspension for one term
	2.b.2	Suspension for two or more terms
	2.c	Dismissal – immediate exclusion or dropping of the name of the erring student from the roll of students upon promulgation of sanction.
	2.d	Expulsion – as defined in MORPHE
3	Academic Sanctions (for academic offenses only)	
	3.a	Zero in the Graded Activity
	3.b	Failure in the Course
4	Supplemental Sanctions – reflection paper, any of community service, academic integrity seminar, service-learning, CSAD engagements, restitution, etc.	

TABLE OF OFFENSES AND CORRESPONDING DISCIPLINARY ACTIONS

MAJOR OFFENSES			Occurrence and Disciplinary Actions			
			1st	2nd	3rd	4th
1. Academic Dishonesty Offenses such as but not limited to the following:						
1.1	Any form of cheating in assessment activities or graded course works whether in-class or off-class for the purpose of improving one's academic standing	2.a; 3.a or 3.b; 4	2.b.1; 3.b; 4	2.b.2; 3.b; 4	2.c	
1.2	Student Co-Responsibility through unauthorized assisting or receiving assistance in assessment activities or graded course works.	2.a; 3.a or 3.b; 4	2.b.1; 3.b; 4	2.b.2; 3.b; 4	2.c	
1.3	Plagiarism or the act of presenting ideas, words, or organization of a source material as one's own.	2.a; 3.a or 3.b; 4	2.b.1; 3.b; 4	2.b.2; 3.b; 4	2.c	
1.4	Misuse or actual or attempted falsification, theft, misrepresentation, or alteration of any official academic record of MCM	2.b.1; 3.b; 4	2.b.2; 3.b; 4	2.c		
2. Offense related to person(s) in the MCM Academic Community such as but not limited to:						
2.1	Threatens to physically assault/injure or actual physical assault/injury committed against any member or visitors of the MCM academic community.	2.b.2 or 2.c or 2.d; 4	2.c or 2.d			
2.2	Defamation, abusive behavior, or gross discourtesy	2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c	

		(physical/oral, written) by means of any medium of communication, committed against any member or visitors of the MCM academic community or his authorized representative.				
2.3		Hazing or the infliction of any physical or mental harm or ordeal, which act injures, degrades or disgraces or that tends to injure, degrade or disgrace any fellow student or member of the MCM academic community.	2.c or 2.d			
2.4		Engaging in lewd, obscene or immoral conduct within MCM premises and its vicinity	2.c			
2.5		Public display of intimacy which offends the sensibilities of the academic community, and which may be deemed or perceived as vulgar or repulsive.	2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
2.6		Any acts of threat either physical or by means of any medium of communications including but not limited to: oral, through social media, and using any electronic gadgets against any school officials, faculty member, employee, student and or any visitor of the Institute.	2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
3. Offenses related to Property such as but not limited to:						
3.1		Stealing or attempting to steal; knowingly and without content or authorization has in his or her possession or control an MCM property or that of its members.	2.b.0 or 2.b.1; 4	2.b.2 or 2.c;4		
3.2		Intentionally or negligently damages, destroys, defaces or vandalizes property owned or in the possession of another person in MCM.	2.a or 2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
3.3		Forcible entry into MCM	2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
3.4		Unauthorized use of MCM property and facilities.	2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
3.5		Embezzlement of funds of a student organization and/or student council.	2.b.2; 4	2.c		
4. Offenses Related to MCM Operations such as but not limited to:						
4.1		Lending or borrowing of the official MCM ID, Official Receipt, Certificate of Matriculation, or other official documents and presenting another person's documents as one's own.	2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
4.2		Tampering of the Official ID and using it to gain entry into MCM	2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
4.3		Falsification, alteration or misuse of school documents, records or credentials; knowingly furnishing false or fraudulent information and/or documents to MCM connection with official matters.	2.b.2; 4	2.c or 2.d		
4.4		Making, publishing or circulating false information about the administration, its officials, employees or students	2.b.1; 4	2.b.2; 4	2.c	
4.5		Unauthorized collection or exaction of money, checks, or other instruments of monetary equivalent in connection with matters pertaining to MCM	2.b.2; 4	2.c		
4.6		Organizing, participating in and/or supporting any activity inside the campus, without any written permit from the Center for Student Activities and Discipline.	2.a or 2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
4.7		Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes.	2.b.2; 4	2.c		
4.8		Posting and/or distributing literature, pamphlets, pictures news items or any announcement whatsoever without any written permit from the Center for Student Activities and Discipline	2.a or 2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
4.9		Willful failure to comply with instruction (either oral or written), summons and/or notices given/issued for purposes of investigation conducted in connection with discipline related	2.a or 2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c

		offenses, or any matters related/in connection to the official function of the Institute in accordance with law of the land				
	4.10	Obstructs or interferes with the reprimand, discipline, or apprehension of another person who is involved in the commission of an offense under the MCM Student Rules and Regulations	2.a or 2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
	4.11	Perjury or presenting false documents in administrative proceedings.	2.b.2; 4	2.c or 2.d		
5. Offenses related to Health, Welfare, Safety, and Security such as but not limited to:						
	5.1	Possession, use, sale, disposal or distribution of prohibited drugs or chemicals or other banned substances in any form, or any paraphernalia which can be demonstrated to be linked to drug activity within the premises or immediate vicinity of MCM.	(2.b.2;4) or 2.c	2.c or 2.d		
	5.2	Possession or consumption of alcoholic or intoxicating beverages within MCM premises or, done outside MCM premises in connection with an official school activity approved by the Center for Student Activity and Discipline; entering the MCM campus under the influence of alcohol.	2.b.0 or 2.b.1; 4	2.b.2;4	2.c	
	5.3	Smoking at any time within MCM premises and its immediate vicinity.	2.b.0; 4	2.b.1;4	2.b.2;4	2.c
	5.4	Illegal possession or use of firearms, explosives, incendiary devices, deadly weapons, or other dangerous articles or substances injurious to person or property.	2.c or 2.d			
	5.5	Engaging in any form of gambling within MCM premises	2.a or 2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
	5.6	Engaging in disruptive actions such as protests, whether individual or collective, whose distinctive characteristics are physical force, violence, threat and intimidation within MCM premises and its immediate vicinity.	2.c or 2.d			
	5.7	Forming and/or joining any surreptitious, clandestine or illegal organization, not officially recognized by MCM.	2.c			
	5.8	Disrespect toward any faculty member, or any official of the Institute or his authorized representative.	2.a or 2.b.	2.b.1; 4	2.b.2; 4	2.c
	5.9	Non-compliance or refusal to engage in the MCM Random Drug Testing as prescribed by law.	2.a or 2.b.0, 4			
6. Offenses related to MCM Information Technology such as but not limited to:						
Abuse of I.T. resources and privileges in violation of rules and regulations on the use of I.T. resources such as but not limited to:						
	6.1	Lending or borrowing of user accounts	2.a or 2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
	6.2	Unauthorized copying of files	2.a or 2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
	6.3	Installation and/or use of unlicensed software (such as application software and games)	2.b.1; 4	2.b.2; 4	2.c	
	6.4	Alteration of computer configuration and settings	2.a or 2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
	6.5	Unauthorized use of computer terminals and other I.T. related equipment (e.g. LCD projectors, printers, speakers)	2.a or 2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
	6.6	Unauthorized access to network resources and facilities	2.b.1; 4	2.b.2; 4	2.c	
	6.7	Breach of network security through any means (e.g. denial of service, malicious attacks, installation of Trojans and worms, hacking)	2.c or 2.d			
	6.8	Extraction of Protected, copyrighted and/or confidential	2.b.2; 4	2.c		

		information by any electronic means through the use of the vast MCM I.T. infrastructure				
7. Offenses related to Penal or Criminal Violations such as but not limited to:						
	7.1	Violation of any penal statute or rules and regulations promulgated by the Commission on Higher Education, of the policies and regulations of MCM or of any valid order by proper authorities	2.b.1 or 2.b.2; 4	2.c or 2.d		
	7.2	Conviction before any court for a criminal offense involving moral turpitude against persons or property other than through reckless imprudence.	2.c or 2.d			
MINOR OFFENSES			Occurrence and Disciplinary Actions			
			1st	2nd	3rd	4th
8.1	Disrupting or disturbing classes or making excessive noise within MCM premises		1.a	1.b	2.a	2.b
8.2	Not wearing the official MCM ID while inside the campus; losing or forgetting one's ID		1.a	1.b	2.a	2.b
8.3	Spitting, or littering		1.a	1.b	2.a	2.b
8.4	Loitering in corridors during class sessions		1.a	1.b	2.a	2.b
8.5	Disruptive use of mobile phones or other similar communication devices during classes		1.a	1.b	2.a	2.b
8.6	Wearing of Inappropriate campus attire (MCM Dress Code)		1.a	1.b	2.a	2.b
8.7	Violation of parking regulations		1.a	1.b	2.a	2.b
8.8	Activating the fire alarm without valid reason		1.b	2.a	2.b	2.b
8.9	Misbehavior during school programs, activities or competitions		1.b	2.a	2.b	2.b
9.0	Improper use of restrooms, lavatories and washrooms		1.b	2.a	2.b	2.b
9.1	Eating and/or drinking inside the classrooms, laboratories, or other non-eating/drinking areas		1.b	2.a	2.b	2.b
9.2	Disrespect for MCM symbols or National Symbols		1.b	2.a	2.b	2.b

ADMINISTRATION OF STUDENT DISCIPLINE

DISCIPLINE PROCEDURE

1. The concerned MCM community member reports an incident of student infraction through a written incident report, and other supporting evidence. The incident report is addressed and submitted to the Prefect of Discipline.

Faculty members have the authority to censure and advise students for minor offense committed inside the classroom. For major offense, a formal complaint including the incident report and other supporting evidence should be filed by the concerned MCM community member at the Prefect of Discipline (POD) for appropriate action.

2. The Prefect of Discipline summons the student reported to have committed the infraction (Respondent) and issues him a Student Infraction Notice wherein he is required to explain in a prescribed period of time, in writing why he should not be sanctioned/penalized.

3. The Respondent submits his Answer to the complaint filed against him/her within a prescribed period of time. If the he admits to the infraction, the Prefect of Discipline shall give the corresponding disciplinary sanction as specified in the Student Handbook.
4. If the Respondent does not admit to the infraction, the Prefect of Discipline either:
 - a. Investigates, litigates, and decides the case; or
 - b. Convenes a Committee on Discipline (COD), if corresponding sanction for offense is heavier than probation, to investigate, litigate, and make a consensus decision on the case. The COD shall include a legal counsel if offense is punishable with two terms suspension or higher.
5. If the Respondent is in default, the Prefect of Discipline decides the case solely on the basis of the incident report and verifiable evidence submitted by the concerned MCM community member.
6. The Prefect of Discipline or COD secures the approval of the Vice President for Academic Affairs, if the sanction decided is equivalent to suspension of 1 term or higher.
7. The Prefect of Discipline Implements the sanction meted in the decision, if the respondent is found guilty. He removes the case from the respondent's record if he is found not guilty. He informs the parents of the decision.
8. The Respondent may appeal the decision to the Executive Vice President (EVP) within five (5) working days from the receipt of the decision.
9. The EVP renders final decision on the Respondent's appeal.

STANDARD ATTIRE ON CAMPUS

GENERAL CONSIDERATION

Students are enjoined to improve their personal appearance through neatness, simplicity, modesty, and decency.

RECOMMENDED ATTIRE FOR MALE STUDENTS

- a. Short-sleeved shirts
- b. Long-sleeved shirts
- c. T-shirts with sleeves but without patches or indecent letterings or pictures or symbols/ logos of unrecognized student organizations like fraternities.
- d. All custom-made pants except those that are torn, unstitched or with untrimmed edges.
- e. Well-polished shoes (*leather or other materials*) or washed rubber shoes.

- f. Ornaments to pierced body parts other than the ears such as the eyelids, nose, tongue, etc. is **not allowed**.
- g. Cross-dressing is **not allowed**.
- h. Open-toed footwear (flip flop, sandals, birks, slip-ons, etc.) is **not allowed**.
- i. "Neat and Presentable hair style"(within the parameters of decency). Loud hair color(distracting to the teacher or other learners) is **not allowed**.
- j. (*Inside Campus*) Wearing of **walking shorts** is allowed with length of 1 inch at most above the knee. Board shorts, beach shorts, athletic shorts, house shorts, cycling shorts, and other types of shorts are **not allowed**.

RECOMMENDED ATTIRE FOR FEMALE STUDENTS

- a. Simple dresses
- b. Blouses except those with bare-midriff or spaghetti straps
- c. T-shirts without patches or indecent letterings or pictures or symbols/logos of unrecognized student organizations like fraternities. Tops with plunging necklines/vulgar, see-through tops, crop tops, and with obscene prints/off-shoulder is **not allowed**.
- d. Skirts or custom-made pants except those that are torn, unstitched or with untrimmed edges.
- e. Any types of clothing with length of more than 2 inches above the knee is **not allowed**.
- f. Ornaments to pierced body parts other than the ears such as the eyelids, nose, tongue, etc. is **not allowed**.
- f. Open-toed footwear (flip flop, sandals, birks, slip-ons, etc.) is **not allowed**.
- g. "Neat and Presentable hair style"(within the parameters of decency). Loud hair color (distracting to the teacher or other learners) is **not allowed**.
- h. (*Inside Campus*) Wearing of **walking shorts** is allowed with length of 1 inch at most above the knee. Board shorts, beach shorts, athletic shorts, house shorts, cycling shorts, and other types of shorts are **not allowed**.

Co-curricular activities are variety of activities that are attended alongside the standard study curriculum to enrich students' learning experience. These include but are not limited to technical seminar, plant visit, educational trip, conference, orientation, quiz show, writing contest, course competition, and presentation.

Extra-curricular activities are activities performed by students that fall outside the realm of the normal curriculum. These include but are not limited to sports festival, team building, outreach program, cultural shows, prayer meeting, general assembly, and intramurals.

1. Students or student organizations or student councils who wish to conduct a co-curricular and/or an extra-curricular activity must fill out a STUDENT ACTIVITY FORM.
2. All STUDENT ACTIVITY FORM must be filed at least seven days (7) before the scheduled activity date. It is important to plan the activity in advance. If the activity

is filed in less than a week, the approving office shall have the prerogative to disapprove the extra-curricular activity.

3. The adviser or student organizer shall not finalize any arrangement or contract with the outsiders –like performer/s, sponsor/s, guest/s, speaker/s, resource person/s, resort personnel, plant personnel, factory representative/s, transportation company staff, etc., until the application is approved. Violation of this rule shall be ground for the disapproval of the application.
4. The application form shall be accompanied by the following:
 - (a) a detailed agenda or program of the activity
 - (b) a financial projection, including individual contributions, ticket sales, donations, sponsorships, etc.
5. The approving office shall have the authority to ask for additional information or documents from the organizer, if necessary, before approving the co-/extra-curricular activity. It shall check and note if the application guidelines are followed. Major extra-curricular activity pertains to the activity involving 60% or more of the members of the class or organization. Minor extra-curricular activity pertains to the activities involving less than 60% of the members of the class or organization.
6. For an extra-curricular activity that has a “fund-raising” component (raffle draw, ticket selling, or donation), the activity shall be first discussed with the Office of the Vice President for Finance, endorsed by the Office of Student Services, and approved by the Office of the Executive Vice President before its implementation.
7. An off-campus extra-curricular activity shall require an OFF-CAMPUS ACTIVITY APPLICATION FORM and a PARENTAL CONSENT FORM. The form must be signed by the parent or the guardian before the activity date. A “NO PARENT’S CONSENT, NO OUTSIDE TRIP” policy shall be implemented.
8. The organizer (adviser or class officer) shall provide approving office with a complete list of the participants for the off-campus activity before the scheduled date.
9. The organizer shall conduct a post-evaluation of the activity. The post-event evaluation forms for student activity are available at the CSAD. At least 30% or more of the participants are expected to fill out the evaluation forms.
10. Within three (3) days after holding the activity, the organizer shall submit the evaluation report together with the evaluation forms to the college (through the Dean)/CSAD. This evaluation report should include the executive summary of the activity, the participants’ evaluation summary, and statement of actual revenue and expenses. Dean’s office / CSAD shall verify the evaluation report. Any irregularity or anomaly found shall be a ground for disciplinary action on the organizer or on those directly responsible for the activity and shall be endorsed to the CSAD for appropriate action.

11. The evaluation report shall be used in the planning and in applying improvement measures on future co-/extra-curricular activities. Before the end of the school year, the evaluation results shall be presented to their respective student organizations, advisers and CSAD.
12. No co-/extra-curricular activities shall be allowed one (1) week before the final examinations and within the final examination week.

The prestigious Leadership and Service awards are given annually to MCM student leaders, who have shown exemplary leadership performance and dedication to service. These are the student leaders who have provided invaluable support and genuine service to their fellow students and to the academic community. The Center for Student Activities and Discipline facilitates the submission of requirements and the selection process.

The selection process involves:

- a. The formation of the Screening Committee composed of one administrator, one faculty member and two former student leaders
- b. The evaluation of the student leader's performance within a period of one year based on a set of criteria and qualifications
- c. The validation of the scores or percentages acquired by the nominees; the nominee with the highest score will receive the Leadership award, and the ten (10) student leaders with high scores will receive the Service awards.

QUALIFICATIONS

For the Leadership Award : A cumulative average of at least 2.75 with no failing grade

For the Service Awards : A cumulative average of at least 2.75

Residence at MCM for at least 2 years

Officer or committee chair or head of one recognized/accredited student organization for at least one year, and conduct of relevant major activities

Of good moral character or with no record of any major offense

POLICY

MCM facilities such as Master Classrooms, Auditorium, Laboratories, etc. may be used as venue by the faculty members, non-teaching employees, and students for events and other activities.

RESERVATION

- a. No one is allowed to use these facilities without the required permit.
- b. Reservation forms are available at the Office of the Vice President for Administration.
- c. Reservation forms must be fully accomplished for the request to be processed.

- d. Only the Deans or Program Chairs, Department Chair or Subject Chairs, Department heads and advisers are authorized to sign the application form.
- e. Reservation is on a first-come, first-served basis.
- f. Final approval of requests for reservation shall come from the Office of the Vice President for Administration.

GUIDELINES

- a. Students shall not be allowed to enter the facilities without an accompanying teacher.
- b. Users are expected to observe total cleanliness and orderliness. The adviser or teacher concerned shall be responsible for the conduct of the students.
- c. Policies on the proper use of the specific facilities must be observed.
- d. Any damage and/or loss of property shall be the responsibility of the requesting party/department.
- e. Bringing in of office furniture and equipment must have prior approval from the Office of the Vice President for Administration.
- f. Physical set-up must also have prior approval.

GUIDELINES FOR UTILIZING ONLINE PLATFORMS

These guidelines will allow students to make use of online platforms without compromising their personal security, current and future career prospects and ultimately to protect the reputation of the institution. Thus, highlighting the potential risks of using online platforms must be eliminated.

I. GENERAL RESPONSIBILITIES

- a. It is the responsibility of students to read and act in accordance with the principles of these guidelines.
- b. It is also the responsibility of students to read and act in accordance with the rules and guidelines set out by the Website Hosting companies and providers.
- c. Students should not use social media sites to attack or abuse anyone.
- d. Upholding and respecting the privacy of an individual should be observed.
- e. One must not include contact details or pictures of other students or members of staff without prior permission.

II. RESPONSIBILITIES OF STUDENTS IN OFFICIAL SCHOOL ONLINE/SOCIAL MEDIA PRESENCE

- a. The school logo may only be used as permission granted by the OSS.
- b. Ensure that students do not reveal confidential information about the school or its staff, students, partner organizations or clients.
- c. If utilizing social media as part of a research study or project, all relevant ethical considerations need to be taken into account.

III. RESPONSIBILITIES OF STUDENTS IN PERSONAL ONLINE/SOCIAL MEDIA PRESENCE

The school recognizes that many students make use of social media in a personal capacity. While they are not acting on behalf of the school, students must be aware that they can impact on the school's reputation if they are identified as being MCM students.

- I. **Any communications made in a personal capacity through social media must not:**
 - a. Do anything that could be considered discriminatory against, or bullying or harassment of, any individual (e.g. making offensive or derogatory comments relating to sex, gender reassignment, race, disability, sexual orientation, religion or belief or age) using social media to bully another individual or posting images that are discriminatory/offensive or links to such content.
 - b. Bring discredit upon the school (e.g. criticizing or arguing with fellow students or other individuals; making defamatory comments about individuals or other groups; posting images that are inappropriate or links to inappropriate content).
 - c. Breach copyright (e.g. using someone else’s images or content without permission; failing to give acknowledgement where permission has been given to reproduce something).
 - d. Breach confidentiality (e.g. revealing confidential information owned by the school; giving away confidential information about an individual or organization).

- II. MCM students are not permitted to use the school’s logo on personal social media sites.

Misuse of Social Media

- The school has the right to request the removal of content from an official social media account and from a personal account if it is deemed that the account or its submissions pose a risk to the reputation of the school or to that of one of its members.
- If a student posts views, opinions or images relating to fellow students or others which may invoke the School’s Student Discipline Procedure, appropriate sanctions will be given as detailed within the MCM Handbook.

MCM Mandatory Random Drug Testing Policy

The Malayan Colleges Mindanao (A Mapua School) Inc. recognizes the primary responsibility of the family and the complimentary role of educational institutions and parents for the education and awareness of the youth on the ill-effects of dangerous drugs. MCM aims to promote a “drug-free” campus and instill in the minds of the students that dangerous drugs not only interfere in the ability to learn but also disrupt the teaching environment.

As stated in CMO No. 18, series of 2018: Implementing Guidelines for the Conduct of Drug Testing of Students in All HEIs Rule VI. Section 8. Pursuant to Section 36 (c) of RA 9165, all HEIs are mandated to implement a mandatory random drug testing of their students, consistent with these implementing guidelines and other relevant rules and regulations, after observance of consultation and other similar requirements. For purposes of this Section, the respective Governing Boards of all HEIs shall incorporate in the Student’s Handbook a policy for the conduct of mandatory random drug testing of the students including the manner and procedures thereof in line with DDB Reg. No. 3, s. 2009, the General Guidelines for the Conduct of Random Drug Testing of Students for xxx Tertiary Schools, amending DDB Regulation No. 6, s. 2003.

PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING

(Extracted from CMO 18, Series of 2018; Dangerous Drugs Board Regulation NO. 6, series of 2003; Dangerous Drugs Board Regulation No. 3, series of 2009; and Republic Act 9165)

NOTIFICATION:

All students and their parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing.

SELECTION: (Excerpts from DDB Reg. No. 6, s. 2003)

- a. The Drug Testing Coordinator shall convene the Selection Board within five days from the receipt of notice from the Supervising Agency stating that the school is included in the program.
- b. On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
- c. The Selection Board shall ensure the confidentiality and integrity of the random selection process.
- d. The selection process shall be random through a lottery, which may be computerized, or in any other manner that shall be agreed upon by the Board
- e. The random selection of students and the drug testing shall be done on the same day.
- f. Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.
- g. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed Guidelines shall be posted in strategic places/visible areas of the school.
- h. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.
- i. The drug testing shall be done in the school and conducted by a duly accredited drug-testing laboratory. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.
- j. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing for the students, teachers, administration and personnel of the school. It is strongly recommended that the drug testing for students, the teachers, administration and personnel be done simultaneously.

TREATMENT OF THE RESULTS: (Excerpts from DDB Reg. No. 6, s. 2003)

- a) The results of the test shall be strictly confidential. The school shall not publish or post results whether positive or negative.
- b) In case the test results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference with the Drug Testing Coordinator. The student shall be advised to refrain from revealing the test results to other persons.
- c) During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the confirmatory test. In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test. The confirmatory drug test shall be conducted in the same manner as the initial drug test.
- d) First time positive confirmatory drug test result shall not be a ground for expulsion or any disciplinary action against the student.
- e) The Drug Testing Coordinator shall refer the student and his/her parent to government owned DOH accredited facility or DOH accredited government physician to determine the student's dependency level.
- f) In the event that it is determined that the student is a drug dependent, the school may impose the appropriate sanctions against the student as provided for in the school's Student Handbook and the Manual of Regulations for Private Schools, provided that in the case of public secondary schools, if the student is later on found to have been rehabilitated, the student shall then be allowed to re-enroll.

Enforcement of Compliance (DDB Reg. No. 3, s. 2009)

Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the schools; provided that at no time shall refusal to undergo testing give rise to a presumption of drug use or dependency; provided further that the school may impose sanctions on such refusal other than the offense of drug use or dependency.

APPENDIX A

GOVERNMENT REGULATIONS ON STUDENT DISCIPLINE

Malayan Colleges Mindanao abides by the following government regulations in the enforcement of student discipline.

Republic Act No. 11053 or the “Anti-Hazing Act of 2018” (Amendment of Republic Act 8049 or the “Anti-Hazing Law of 1995) – “ An Act Prohibiting Hazing and Regulating Other Forms of Initiation Rites of Fraternities, Sororities, and Other Organizations, and Providing Penalties for Violations Thereof, Amending for the Purpose Republic Act No. 8049, Entitled “An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities Sororities, and Organizations and Providing Penalties Therefor.”

CHED Memorandum Order No. 4 Series of 1995 – “Preventive Measures Against Violence and Sanctions on Fraternities and Other Student Organizations”

Republic Act No. 7877 or the “Anti-Sexual Harassment Act of 1995” – “An Act Declaring Sexual Harassment Unlawful In The Employment, Education or Training Environment, and for Other Purposes.”

Republic Act No. 9165 or “Comprehensive Dangerous Drugs Act of 2002” – “An Act Instituting the Comprehensive Dangerous Drugs Act of 2002, Repealing Republic Act No. 6425, Otherwise Known As The Dangerous Drugs Act Of 1972, As Amended, Providing Funds Therefor, and for Other Purposes”

Republic Act No. 10173 or “Data Privacy Act of 2012” – “An Act Protecting Individual Personal Information in Information and Communications Systems in the Government and the Private Sector, Creating for This Purpose A National Privacy Commission, and For Other Purposes”

DepEd Order No. 40 Series of 2012: “DepEd Child Protection Policy” - Policy and Guidelines on Protecting Children in School from Abuse, Violence, Exploitation, Discrimination, Bullying and Other Forms of Abuse

Republic Act No. 10627: “Implementing Rules and Regulations of the Anti-Bullying Act of 2013”

DepEd Order No. 40 Series of 2017: “Guidelines for the Conduct of Random Drug Testing in Public and Private Secondary Schools”

Republic Act No. 11036 or “Mental Health Act of 2018” – “An Act Establishing a National Mental Health Policy for the Purpose of Enhancing the Delivery of Integrated Mental Health Services, Promoting and Protecting the Rights of Persons Utilizing Psychosocial Health Services, Appropriating Funds Therefor and Other Purposes”

CHED Memorandum Order No. 18 series of 2018: “Implementing Guidelines for the Conduct of Drug Testing of Students in All HEIs”

REPUBLIC ACT NO. 10627 AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS SE

REPUBLIC ACT NO. 9262 . "Anti-Violence Against Women and Their Children Act of 2004." AN ACT DEFINING VIOLENCE AGAINST WOMEN AND THEIR CHILDREN, PROVIDING FOR PROTECTIVE MEASURES FOR VICTIMS, PRESCRIBING PENALTIES THEREFORE, AND FOR OTHER PURPOSES

RA No. 7610, "Special Protection of Children Against Abuse, Exploitation and Discrimination Act." An Act Providing for Stronger Deterrence and Special Protection against Child Abuse, Exploitation, and Discrimination, Providing Penalties for its Violation and Other Purposes

Republic Act 8504: "Philippine AIDS Prevention and Control Act of 1998."

AN ACT PROMULGATING POLICIES AND PRESCRIBING MEASURES FOR THE PREVENTION AND CONTROL OF HIV/AIDS IN THE PHILIPPINES, INSTITUTING A NATIONWIDE HIV/AIDS PROGRAM, ESTABLISHING A COMPREHENSIVE HIV/AIDS MONITORING SYSTEM, STRENGTHENING THE PHILIPPINE NATIONAL AIDS COUNCIL, AND FOR OTHER PURPOSES

Republic Act No. 9418 "Volunteer Act of 2007." AN ACT INSTITUTIONALIZING A STRATEGY FOR RURAL DEVELOPMENT, STRENGTHENING VOLUNTEERISM AND FOR OTHER PURPOSES

APPENDIX B

**DANGEROUS DRUG BOARD
BOARD REGULATION NO. 6
Series of 2003**

SUBJECT : General Guidelines For The Conduct Of Random Drug Testing For Secondary And Tertiary Students

D. PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING

1. Notification

- a. The Supervising Agency through an appropriate order that includes these guidelines on random drug testing, shall inform all schools under its supervision about the government's actions against illegal drugs.

The schools' administration shall be required to explain these provisions and their procedures to the school community and when applicable, include these in the schools' handbook or listing of procedures.

(The Supervising Agencies' Memorandum Circulars should include a list of DOH-accredited Testing Centers/Laboratories.)

- b. All students and their parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing.

**DANGEROUS DRUG BOARD
BOARD REGULATION No. 3
Series of 2009**

SUBJECT : GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING FOR STUDENTS OF SECONDARY, TERTIARY, VOCATIONAL AND TECHNICAL SCHOOLS, AMENDING BOARD REGULATION NO. 6, SERIES OF 2003.

Pre-Specimen Collection Phase

Supervising Agency through the Selection Board, informs the parent/families of students on the Conduct of Random Drug Testing (RDT) in writing

Supervising Agency requires the creation of “Selection Board” at the school/institution level and orients them on roles and responsibilities including preparation of documents
(e.g. master list)

Supervising Agency and the Department of Health prepares and plans the conduct of RDT and convenes the Team

Specimen Collection Phase

RDT Team meets with the Selection Board of the School concerned, pays courtesy call and does orientation, while simultaneously preparing the collection site

RDT Team and Selection Board, following set procedures, randomly select the students to be tested from the master list provided by the school

RDT Team orients the student on the process of drug testing and other frequently asked topics

The students shall then be requested to accomplish a drug testing form

Students who are prepared to give urine specimens shall approach the analyst table and select a specimen bottle

To safeguard the integrity of the urine sample, the student will be accompanied by a specimen collector of the same gender to the collection site

The student will be asked to thoroughly wash and dry hands, empty pockets and remove outer garments (jackets, gowns etc.) if any. A body search may also be done when necessary.

Observed collection of urine will then be done

Student submits urine to specimen collector who then examines, in his/her presence, if urine collected can be accepted for testing.

Student and specimen collector goes back to the analyst table. The student affixes his signature, date and time of collection to the "sealing tape"

The specimen collector "seals" the specimen bottle in the presence of the student.

The specimen collector and student affix final signatures in the drug testing form attesting to the validity of the procedures done.

Post Collection Phase

The analyst prepares the specimen for analysis in an accredited facility

Results will be forwarded to the Supervising Agency who will coordinate with the School Drug Testing Coordinator * If confirmed positive, the laboratory shall forward a sealed copy to the Supervising Agency to ensure confidentiality

The School Drug Testing Coordinator shall personally inform the parent and the student about the result and appropriate intervention

STUDENT UNDERTAKING

I, _____, Student no. _____, presently enrolled at MCM, taking up _____, would like to express my commitment as follows;

I shall comply/abide with the rules and regulations of Malayan Colleges Mindanao (A Mapua School), Inc.

I acknowledge the authority of the school to maintain discipline and its right to impose appropriate and reasonable disciplinary measures as provided in this handbook.

I promise that I shall comply with the summons and/ or notices for the purposes but not limited to administrative proceedings conducted in connection with the disciplinary related offenses.

I acknowledge my obligation to tell the truth and shall not give any false testimony, verbal or written in any event where the Institute is conducting administrative proceedings.

I also hereby promise that in the event that I have found guilty for violating any of the policy of the Institute, I will voluntarily comply/served and/ or settle the sanction given to me on or before the given deadline otherwise, I will not be allowed by the school to enroll the following term and/ or the school withhold my school credentials.

I understand that, by signing this agreement, I shall bound by the foregoing promises and stipulations with regards to this undertaking and that violation of any of the foregoing shall be meted with a penalty of any of the following; Suspension, Non-readmission, Exclusion, and Expulsion.

I acknowledge that the school has full authority to determine if there's any probable violation of this undertaking.

I am executing this undertaking as prerequisite of my admission/enrollment in the Institute.

Conforme:

Printed name and Signature Student

Date

With my Conformity:

Printed name and Signature Parent/Legal Guardian

Date