



MAPÚA
MALAYAN COLLEGES
MINDANAO



COLLEGE STUDENT HANDBOOK

SY 2025-2026



QUALITY ASSURANCE
AND ENHANCEMENT OFFICE
MAPUA MCM

CONTROLLED COPY

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FOREWORD

Mapúa Malayan Colleges Mindanao endeavors to promote global competitiveness among its learners through state-of-the-art facilities and high standards of education.

As our learners begin to unfold their academic journey, the institution believes that their potential will be unleashed through the different academic and non-academic activities in store for them. Through quality education and character formation, our learners will be able to embed in their DNA the ideals of a true-blooded Mapúan.

As an aid, this book contains a series of (essential) information that will enable the Mapúans to start their academic pursuits with pride to reach for excellence and thrive to be relevant in the community and beyond its boundaries.

We look forward to all Mapúans to be guided rigorously pertaining to the contents of this handbook.

Viva Mapúa MCM!



MISSION & VISION

CORE VALUES & SCHOOL MOTTO

MISSION

The institute shall provide a learning environment in order for its students to acquire the attributes that will make them globally competitive & locally in-demand.

The institute shall engage in cutting edge and economically viable research, development and innovation that is relevant locally and beyond.

The institute shall provide state-of-the-art solutions to problems of industries and communities locally and beyond.

VISION

Mapúa Malayan Colleges Mindanao stands among the world's leading educational institutions.

CORE VALUES

Loyalty

Professional Discipline

Teamwork

Passion for Excellence

Sense of Urgency

SCHOOL MOTTO

“Excellence and Relevance”

QUALITY POLICY

- Mapúa Malayan Colleges Mindanao (Mapúa MCM) shall ensure that its policy is appropriate to its purpose; includes a commitment to comply with requirements and continually improve the effectiveness of the Mapúa MCM EOMS; provides a framework for establishing and reviewing quality objectives.
- Mapúa MCM policy is communicated and understood within the Mapúa MCM community by posting on strategic areas within the campus, and by posting it in the Mapúa MCM website. It is reviewed for continuing suitability.
- Mapúa MCM is committed in continually improving our management system in accordance with global standards to attain our student outcomes and program educational objectives.
- Mapúa MCM ensures compliance with statutory and regulatory requirements in support of our mission and vision. Scientific and technical developments undertaken are responsive to the needs of stakeholders and considerate of organizations social responsibility and management of intellectual property.
- Mapúa MCM commits to produce globally competitive professionals imbued with excellence, loyalty, teamwork, discipline, and sense of urgency.

CORE VALUES

Mapúa MCM emphasizes the importance of the following core values:

1. **Passion for Excellence:** Mapúa MCM strives for the highest standards in personal, intellectual, and professional growth and achievement.
2. **Professional Discipline:** Mapúa MCM promotes responsibility, integrity, and focus in pursuing long-term goals.
3. **Loyalty:** Mapúa MCM values trust and commitment to the institution and its community.
4. **Sense of Urgency:** Mapúa MCM instills proactive action and nurturing an environment that values efficiency and excellence.
5. **Teamwork:** Mapúa MCM encourages collaboration in the pursuit of achieving shared goals and maintaining academic excellence.

PHILOSOPHY & OBJECTIVE

EDUCATIONAL PHILOSOPHY

Mapúa MCM offers its learners professional scientific and engineering education with a balanced offering of the arts, humanities, philosophy, and social sciences to form graduates who shall possess expertise not solely in science and technology, but additionally in human values and perspectives that promote moral development.

Mapúa MCM upholds its core values of academic excellence and social responsibility.

Mapúa MCM provides current and relevant content for academic curricula through state-of-the-art delivery.

Mapúa MCM ensures coordination among instruction and research to enhance the learning experience of its beneficiaries.

Mapúa MCM builds linkages with various industries, other educational institutions, and local government units to maintain its relevance of its academic programs and engage in collaborative research.

EDUCATIONAL OBJECTIVE

Mapúa MCM seeks to become a center of excellence in engineering, architecture, computing, health sciences, business, and arts education.

Mapúa MCM aims to develop its learners into highly competent engineers, architects, businesspeople, highly artistic individuals, and professionals in IT and healthcare to meet human resource demands of the nation and the world.

Mapúa MCM strives to generate and apply new knowledge to improve the nation's competitiveness in today's global economy, and to make a more sustainable world.

ABOUT

SCHOOL INSIGNIA



Mapúa Malayan Colleges Mindanao's logo mark was designed to represent the level of excellence that Mapúa 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 MAPÚA MALAYAN COLLEGES MINDANAO

Mapúa MCM is a branch encompassing Mapúa University's technological and academic excellence in Mindanao.

Established in 2015 and officially inaugurated in 2018, Mapúa Malayan Colleges Mindanao (Mapúa MCM) stood tall in the heart of Davao City with a mission of building a community of competent and innovative leaders. The school offers Junior High School, Senior High School, and College programs catering to the fields of engineering, architecture, information technology, communications, and multimedia arts, with its business and health sciences offerings in collaboration with Arizona State University.

ACADEMIC DEPARTMENTS & COLLEGES

ALFONSO T. YUCHENGCO 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
- Bachelor of Science in Real Estate Management
- Bachelor of Science in Accounting Information Systems

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

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 DEPARTMENTS & COLLEGES

COLLEGE OF HEALTH SCIENCES

- Bachelor of Science in Psychology
- Bachelor of Science in Biology, Major in Medical Biology
- Bachelor of Science in Pharmacy
- Bachelor of Science in Physical Therapy
- Bachelor of Science in Medical Technology/Medical Laboratory Science

COLLEGE OF NURSING

- Bachelor of Science in Nursing

LADDERIZED PROGRAMS

- Bachelor of Engineering Technology Major in:
 - Chemical Engineering Technology
 - Civil Engineering Technology
 - Computer Engineering Technology
 - Electrical Engineering Technology
 - Electronics Engineering Technology
 - Industrial Engineering Technology
 - Mechanical Engineering Technology

ACADEMIC POLICIES AND STUDENT SERVICES

ADMISSION GUIDELINES

ADMISSION AS A FRESHMAN STUDENT

Any applicant intending to study in Mapúa 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, Mapúa MCM requires applicants to pass the Admission Examination, which measures knowledge and skills in Mathematics, English, Reading, and Science Reasoning.

To take the Mapúa 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;
 - 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; and
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"; and
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 Mapúa 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; and

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; and
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); and
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 Registrar's Office (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 Mapúa 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 his/her additional learning.

MAXIMUM COURSE LOAD

Under the Trimester Plus system of Mapúa 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 Mapúa 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 Registrar's Office during the "Revision of Load" period. Students must fill out the request form available at the Registrar's Office.

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 Registrar's Office 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:

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 Registrar's Office 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 Registrar's Office 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/she:

- Officially represents Mapúa Malayan Colleges Mindanao in external activities; and/or
- Officially represents her college to inter-collegiate activities;
- The pre-requisite course regulation; or
- 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 Registrar's Office. 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 Registrar's Office 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 Registrar's Office.

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
- Mapúa 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. Duly accomplished Application form with attached latest 1 ½ x 1 ½ ID picture with plain background.
2. Photocopy of any of the following:
 - Current School ID with indicated year or grade level; and
 - 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; and
 - d. TOEFL/IELTS examination results (for conversant purposes).
5. For course/subjects crediting purposes.
 - a. Certified True Copy of Course Description; and
 - 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 ACCOMPLISH 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. 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. Duly accomplished Consolidated General Application Form (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 authorized 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.

COLLEGE OF NURSING POLICIES ON ADMISSION, SELECTION, PROMOTION , GRADING SYSTEM, RETENTION AND RESIDENCY

I. ADMISSION REQUIREMENTS

Applicants seeking admission to the Bachelor of Science in Nursing (BSN) program must meet the following minimum criteria:

a. Academic Requirements

- Successful completion of the K-12 Basic Education Program under the Philippine Department of Education or an equivalent internationally recognized secondary education program.
- A minimum General Weighted Average (GWA) of at least 85% or its equivalent in Senior High School is preferred, especially in STEM or Health Related Strands (GAS, ABM, HUMSS with health electives may also be considered).

b. Entrance Examination

- Applicants must obtain a passing score in the Mapúa Malayan College Mindanao College Entrance Examination or any institutional qualifying test administered by the Admissions Office.
- The exam evaluates English language proficiency, quantitative reasoning, scientific understanding, and critical thinking skills, consistent with the core nursing competencies in CMO 15 s. 2017.

c. Formal Application with Supporting Documents

Applicants must submit a complete admissions dossier which includes:

- Duly accomplished Online Application Form via the official Mapúa MCM admissions portal
- Certified True Copy of High School Report Card (Form 138 or equivalent)
- Certificate of Good Moral Character from the previous school
- Original PSA-issued Birth Certificate
- Recent 2x2 Passport-size Photograph with name tag
- Medical Certificate or Health Clearance from a licensed physician
- Certificate of Graduation (if already available)
- Additional requirements for foreign applicants: Passport bio page, study permit, and visa documents.

A. SELECTION PROCESS

The selection of qualified BS Nursing applicants is carried out through a rigorous, multistep process to ensure student readiness, alignment with nursing values, and long-term success in clinical practice:

A. Entrance Examination Review

- Scores from the Mapúa College Entrance Exam are reviewed against the program's benchmark cut-off scores. Priority is given to applicants with high proficiency in science and critical reasoning.

B. Panel Interview

Shortlisted candidates are scheduled for an interview conducted by members of the Nursing Department, which evaluates:

- Academic preparedness and interest in the field of nursing
- Clarity of motivation and career goals in health care
- Alignment with the Program Outcomes as defined in CMO 15, s. 2017 Section 6.3, including:
 - Ethical and legal accountability
 - Lifelong learning commitment
 - Cultural competence and Filipino identity
 - Professionalism and leadership readiness

C. Medical Screening

All applicants must undergo a pre-admission medical screening, which includes:

- Basic physical examination
- Mental health evaluation
- Proof of immunization (Hepatitis B, MMR, Varicella, Tetanus, etc.)
- Vision and hearing assessment

This ensures the applicant is fit to engage in clinical practice, per the demands of the Related Learning Experience (RLE) components outlined in CMO 15.

D. Character and Behavioral Assessment

- A Character Reference Form must be completed by two non-relative professionals (e.g. teachers, school counselors).
- The applicant must not have a history of academic dishonesty or behavioral infractions that may disqualify them from future licensing (as evaluated by PRC guidelines).

E. Final Ranking and Offer of Admission

- Candidates are ranked based on their combined entrance exam score, interview rating, academic background, and medical/character clearances.
- Admission is offered based on ranking and program capacity, in line with CHED-mandated faculty-to-student ratios (maximum of 1:40 in lecture; 1:20 in laboratory, 1:10 in clinical settings).

B. ADMISSION OFFERS

Admission to the Bachelor of Science in Nursing (BSN) program is offered on a competitive and capacity-based basis. The following guidelines govern the issuance of official admission offers:

A. Merit-Based Ranking

- Candidates who successfully complete the entrance examination and panel interview will be ranked based on a composite score derived from:
 - Academic performance (e.g. GWA in senior high school, science subjects)
 - Entrance exam results (weighted by area of competency)
 - Interview rating (evaluating values alignment, maturity, communication skills)
 - Medical and character clearances
- Only applicants who meet the minimum qualifying score set by the College of Nursing Admissions Committee will be considered for program admission.

B. Program Capacity and Resource Compliance

- Final acceptance is dependent on program capacity, determined annually based on:
 - Available faculty (maintaining a 1:40 faculty-to-student ratio for lecture-based courses)
 - Science laboratory and RLE facilities, in compliance with CHED standards, specifically:
 - 1:20 ratio for laboratory and simulation-based courses
 - 1:8–1:10 clinical preceptor ratio for Related Learning Experience (RLE) activities (as per CMO 15, Sec. 16.4 and 18.6)
- The number of admitted students may vary each year depending on resource availability, ensuring quality assurance and regulatory compliance.

C. Categorization of Admission Offers

Upon completion of evaluation, applicants may receive:

- **Full Admission**
 - For applicants who meet all admission requirements and rank within the allowed capacity
 - Issued an official Letter of Admission by the Registrar's Office
- **Conditional Admission**
 - For applicants who meet basic requirements but require remedial or bridging interventions (e.g. non-STEM graduates, weak science scores)
 - Admission is contingent on successful completion of specified conditions prior to start of clinical courses
- **Deferred Admission/Waitlisting**
 - For applicants who qualify but exceed current capacity limits
 - May be placed on a waitlist and contacted if a slot becomes available prior to the first day of classes
- **Denial of Admission**
 - Issued to applicants who do not meet the academic, medical, character, or aptitude requirements of the program
 - May be referred to other allied health programs or advised on future application cycles

D. Enrollment Confirmation & Slot Reservation

- Admitted students are required to confirm their slot within the specified timeline by:
 - Paying a **non-refundable reservation fee**
 - Submitting all remaining enrollment documents (e.g. original credentials)
 - Attending a mandatory orientation program for new nursing students
- Failure to confirm within the deadline may result in the forfeiture of the admission offer and the slot being given to waitlisted candidates.

E Revalidation of Admission (for Deferred Cases)

- In cases of deferral, revalidation of admission status may be required if the applicant postpones enrollment beyond one academic year. Reassessment of credentials and available slots will apply.

II. GRADING SYSTEM

The College of Nursing adopts an Outcomes-Based Education (OBE) grading framework aligned with institutional standards and CHED's CMO 15 s. 2017. This system supports formative and summative evaluation of competencies across cognitive, affective, and psychomotor domains.

A. Grading Scale (Percentage to Letter Grade)

Percentage Range	Letter Grade	Grade Point (QPI)	Remarks
92–100	A	4.0	Excellent
88–91	B+	3.5	Very Good
84–87	B	3.0	Good
80–83	C+	2.5	Satisfactory
76–79	C	2.0	Fair
72–75	D	1.0	Conditional Pass
Below 72	F	0.0	Failed
FD (80% Attendance)	FD	0.0	Debarred (Failure due to excessive absences in clinical or lab courses)

B. Grading Policies

1. Grade Computation

$$\text{Module Grade Average} = \frac{\sum_{i=1}^{\text{\# of modules}} (\text{credit unit})_i (\text{module grade})_i}{\text{Total credit units of the course}}$$

2. Attendance Requirement

- Students are required to attend at least 80% of all scheduled classes (especially laboratory, clinical, and RLE courses).
- Falling below the threshold leads to a “**Failure Due to Debarment (FD)**”, regardless of academic performance.

3. Passing Requirements

- A **minimum final grade of 75%** is generally required to pass general education subjects.

C. Academic Honors

To recognize academic excellence, the College confers **Latin honors** to graduating students based on their **Cumulative QPI** and subject to other conditions.

Graduation with Honors

Honor Title	Required Cumulative QPI
<i>Summa Cum Laude</i>	3.80 – 4.00
<i>Magna Cum Laude</i>	3.60 – 3.79
<i>Cum Laude</i>	3.40 – 3.59

Additional Requirements for Honors:

- Must have **no grade lower than C (2.0)** in any course throughout the program.
- Must have completed **at least 75% of academic units** at Mapúa Malayan Colleges Mindanao (residency requirement).
- Must not have been subjected to any **disciplinary action** or sanction during their enrollment.
- Must have **completed the program within the prescribed time** (no delays or extensions due to academic deficiency).

D. Grading for Clinical/RLE Courses

- Clinical practice and RLE (Related Learning Experience) evaluations include assessment across:
 - **Cognitive:** Case analyses, diagnostics, drug studies
 - **Psychomotor:** Clinical skills checklists, return demonstrations
 - **Affective:** Professional behavior, communication, ethics
- Final grade in RLE is a **composite score** of:
 - 70% Clinical Performance
 - 30% Written Requirements

III. PROMOTION & RETENTION POLICY

The College of Nursing ensures that students progress through the program in a manner that guarantees **academic competence, clinical readiness, and professional integrity**, in accordance with national guidelines.

A. Minimum Academic Standards

To remain in good standing in the BSN program:

- Students must maintain a **General Weighted Average (GWA) or GPA of at least 80%** each academic year.
- The required GPA reflects the **minimum level of academic proficiency and clinical safety**, in line with outcomes-based competencies under CMO 15.

B. Probationary Status

A student may be placed on academic probation under the following conditions:

- **GPA Below 80% at the End of Any Academic Year**
 - A student who earns less than 80% GWA will be placed on probation at the beginning of the succeeding academic year.
 - During probation, the student must:
 - Attend mandatory academic advising and mentoring
 - Sign a probation contract stating specific performance targets
 - Be limited to the regular load only (no overloads or electives)

C. Limits on Probation

- a. Students are allowed a **maximum of two (2) non-consecutive probationary terms** throughout their stay in the BSN program.

- b. Failure to meet the GPA requirement at the end of the second probationary term will result in:
 - i. **Dismissal from the program, or**
 - ii. **Mandatory transfer to a different non-board course or institution.**
- D. **Failure and Dismissal from the Program**
 - a. **Failure in Major or Professional Nursing Courses:**
 - Failure in any professional subject (e.g. RLE, NCM 100, Nursing Research, Theoretical Foundation, etc.) results in **ineligibility to enroll in the next level** until the subject is passed.
 - Professional subjects must be taken in sequence; thus, failure causes **delays in graduation.**
 - b. **Specific Provisions on Paired Lecture and RLE Courses**
 - a. **If a student fails the lecture/theory component of a professional nursing subject:**
 - The student shall be required to re-enroll both the theoretical (lecture) and the RLE (clinical) components of the course in the next academic term in which the subject is officially offered, regardless of the passing status in the RLE component. This is to ensure full integration of updated nursing concepts with corresponding clinical competencies.
 - b. **If a student passes the lecture/theory component but fails the RLE component:**
 - The student is required to **re-enroll only the RLE component.**
 - However, the student must still meet the minimum retention requirements, and ensure **RLE competencies** are completed within allowable timeframes.
 - The grade for the passed lecture component will be retained and will not be repeated unless the student opts to re-take it voluntarily (with proper academic clearance).
 - c. **RLE must be taken only with its corresponding lecture course** in the same academic term unless retaking due to RLE failure alone.
 - d. **Repetition of RLE** will involve full compliance with clinical case requirements, documentation, skills return demos, attendance, and professional behavior evaluations.

e. Delays and Consequences

- Repeating courses may lead to **delayed graduation** and potential re-alignment with a new course flowchart.
- Students who fail the **same professional course twice** (lecture or RLE, or combination thereof) will be **dismissed from the BSN program**, in accordance with the Double Failure Rule.

f. Double Failure Rule:

- A student who receives a **failing grade twice in the same professional nursing subject**, whether in regular or remedial term, will be:
 1. **Automatically dismissed** from the BSN program.
 2. Ineligible for readmission to the nursing program of Mapúa MCM.

g. Debarment Due to Attendance (FD)

- Failure to meet the **80% minimum attendance requirement** in clinical or laboratory courses results in an “FD” mark (Failure Due to Debarment).
- An FD mark is considered a **final failing grade** and is subject to the same academic consequences.

h. Ethical or Behavioral Violations

- Students found guilty of academic dishonesty, clinical malpractice, or unprofessional behavior may be **suspended or dismissed** after due process, as these violate **professional nursing conduct standards** (per PRC Code of Ethics and CMO 15).

IV. RESIDENCY REQUIREMENTS (TRANSFER STUDENTS)

The College of Nursing welcomes transferees under strict academic and regulatory guidelines to ensure quality and consistency of learning outcomes.

A. Transfer Credit Policy

1. Maximum Credit Transfer:

- A maximum of **50% of total program units** may be credited toward the BSN degree at Mapúa MCM.

- Credits must be:
 - Earned from CHED-recognized institutions
 - Equivalent in content, outcomes, and credit hours
 - Graded no lower than C (2.0 or 76%)

2. Courses Ineligible for Credit Transfer:

- Courses classified as:
 - Capstone, thesis, or research
 - Related Learning Experiences (RLE)
 - Institutional courses unique to Mapúa
- Clinical/laboratory courses must be taken in full at Mapúa MCM due to strict faculty–facility ratios and assessment requirements.

3. Validation and Bridging:

- All transferees must undergo program mapping and validation assessments conducted by the Nursing Department.
- Transferees may be required to complete bridging modules to align competencies with Mapúa’s outcomes-based curriculum.

B. Residency for Graduation

To graduate with a BSN degree from Mapúa MCM, transferee students must:

- Complete at least 50% of the total academic and clinical units at Mapúa MCM.
- Enroll in and complete the last two academic years (3rd and 4th year) at Mapúa MCM, which includes the integrated internship (RLE).
- Be enrolled continuously in the institution during their final year of study.

C. Eligibility for Academic Honors

Transferee students are eligible to graduate with honors only if:

- They completed at least 75% of total degree units at Mapúa MCM.
- All grades earned at Mapúa are C (2.0) or higher.
- They were never subjected to disciplinary sanctions.
- They completed the program within the prescribed 4-year duration.

Key Reminders for Students

- Take note of academic thresholds early—falling below the GPA limit may lead to probation or dismissal.
- Passing all professional nursing courses on the first take is crucial to avoid delays or expulsion.
- If transferring, prepare for credit validation, possible bridging, and stricter rules on honors and graduation timelines.

V. ADDITIONAL CHED/CMO-ALIGNED POLICIES

To ensure full compliance with CHED Memorandum Order No. 15, s. 2017, the College of Nursing adheres to the following structural, instructional, and quality standards essential for the delivery of a safe, ethical, and globally competitive nursing education.

A. Faculty-to-Student Ratios

Adhering to the instructional delivery mandates of CMO 15, the following faculty-to-student ratios are strictly observed:

Component	CHED Standard
Lecture/Didactic Courses	1 faculty : 40 students
Science Laboratories	1 faculty : 20 students
Related Learning Experience (RLE) - Clinical	1 clinical instructor : 8–10 students (depending on case load and hospital affiliation standards)

- Faculty loads are planned to ensure compliance with contact hours, and no instructor may handle more students than permitted under the CHED guidelines.

B. Related Learning Experience (RLE) Sequencing and Clustering

To develop progressive clinical competencies, all Related Learning Experiences (RLEs) are:

- Clustered and sequenced based on pre-requisite and co-requisite subjects (e.g. NCM 100 must be completed before NCM 101).
- Delivered through a spiral approach, building from foundational skills (e.g. vital signs, basic care) to complex care (e.g. perioperative nursing, critical care, community/public health).

GUIDELINES FOR MODULAR SYSTEM AND THE OBE GRADING SYSTEM

ADVANTAGES OF MODULAR SYSTEM TO STUDENTS

- Granular delivery of courses.
- Multiple opportunities to pass modules.
- A student only needs to pass one module in a course so as not to incur a course grade of 5.0.
- If a student passes at least one module in a course, he/she will only need to repeat the modules he/she failed to pass and not the whole course.

MODULARIZATION OF COURSES

- Courses will be delivered in modules based on the following:

Type of Courses	No of Modules	Modules	Number of Weeks	Schedule	Number of Credit Units
4-unit lecture courses	2	Module 1	6	Weeks 1-6	2
		Module 2	6	Weeks 7-12	2
3-unit lecture courses	3	Module 1	4	Weeks 1-4	1
		Module 2	4	Weeks 5-8	1
		Module 3	4	Weeks 9-12	1
2-unit lecture courses	2	Module 1	6	Weeks 1-6	1
		Module 2	6	Weeks 7-12	1
1-unit laboratory courses	2	Module 1	6	Weeks 1-6	0.5
		Module 2	6	Weeks 7-12	0.5
2-unit laboratory courses	2	Module 1	6	Weeks 1-6	1
		Module 2	6	Weeks 7-12	1

- The following courses not modularized: **Capstone/Design, Thesis, OJT, Seminars, Plant Visits, NSTP, and Correlation.**

ENROLLMENT

- The system of enrollment for regular courses will be the same. Students will enroll in regular courses, not modules.
- The payment of tuition will be based on the total number of units of enrolled courses.
- Miscellaneous fees will be paid for the entire term.
- The schedule of fees for students paying under installment mode may be scheduled based on the following:
 - **Module 1** - before **Week 1**
 - **Module 2** - before **Week 5**
 - **Module 3** - before **Week 9**

DELIVERY MODE

- One faculty member will be assigned to handle one course or a section of a course with multiple sections.
- A team-teaching mode may also be implemented. In this case, one faculty member will be assigned per module.
- Each module can be delivered in blended, all FLUX, all bichronous online, or all asynchronous online mode.

OBE GRADING SYSTEM FOR MODULAR COURSES

- The OBE Grading System adopts the OBE Principle of Expanded Opportunity.
- **Course grades** will be used in the determination of honor graduates and evaluation of an academic status review. However, Course grades will be based on the Module grades.
- **Module grades** determine the **course grades**.
- The **module grade average** will be the **weighted average** of the **module grades** based on the credit units of each module, i.e.

$$\text{Module Grade Average} = \frac{\sum_{i=1}^{\text{\# of modules}} (\text{credit unit})_i (\text{module grade})_i}{\text{Total credit units of the course}}$$

- The **course grade** will be determined through the module grade average using the following table:

Module Grade Average (MGA)	Course Grade
1.0 ≤ MGA < 1.10	1.0
1.10 < MGA ≤ 1.40	1.25
1.40 < MGA ≤ 1.60	1.5
1.60 < MGA ≤ 1.85	1.75
1.85 < MGA ≤ 2.10	2.0
2.10 < MGA ≤ 2.40	2.25
2.40 < MGA ≤ 2.60	2.5
2.60 < MGA ≤ 2.85	2.75
2.85 < MGA ≤ 3.0	3.0
IP	IP
5.00	5.00

For example:

Module	No of Weeks	Weight of contribution, xi	Grade per Module MG	Course Average	Course Grade
Module 1	4 Weeks	1 Unit	1.25	2.17	2.25
Module 2	4 Weeks	1 Unit	2.75	2.17	2.25
Module 3	4 Weeks	1 Unit	2.50	2.17	2.25

- A student who was not able to submit a course requirement due to medical or emergency reasons will get an incomplete grade of **INC**. Verified supporting documents should be submitted to the course instructor.
- An incomplete grade of **INC** can be completed to any passing mark, from **3.00** to **1.00**.
- A student who failed a module will get a grade of **IP**.
- An **IP** module grade can only be converted, upon completion, to a resulting course grade of **3.00**.

- A student with an **IP** grade in module 1 or 2 in a 3-module course or module 1 in a 2- module course will have the opportunity to convert the grade of **IP** to a grade of **3.00** until the end of the term using the fully online **Completion Modules**.
- A course with an unremoved **INC** or **IP** in any of the modules by the end of the term will get a course grade of **IP** for the course.
- A course will remain to have a course grade of **IP** until the student gets a passing grade in all modules within the next two terms immediately upon receiving the **IP** grade in a module.
- Any **IP** grade is automatically converted to a grade of 5.00 after two (2) terms if the student did not take the Completion Module, did not enroll in the Remedial Module, or did not take both immediately after receiving the **IP** course grade.
- The student will get a course grade of 5.00 if he/she violated the Academic Integrity Policy of the School in any of the modules (a module grade of 5.00 will be given) regardless of class standing.
- The student will get a course grade of 5.00 in case he/she incurred a 100% absence (module grade of **ABS**) in any modules, regardless of his performance in other modules.
- A student who gets **IP** in all modules in a course will get a course grade of 5.00. Under this situation, the student needs to re-enroll in the course in the following term, if offered.
- All students who passed at least one module in a course will be given an additional term to convert all module grades of **IP** into 3.00 using the fully online Completion Modules.
- After an additional term, if the student is not able to convert the **IP** to 3.00, the student needs to re-enroll the module as a Remedial Module in the following term.
- The student needs to pay the Remedial Module fee when enrolling in the Remedial Module. The entire course needs to be re-enrolled when a student failed the Remedial Module. Faculty members will be assigned to facilitate the Remedial Module.
- Use of Completion Modules will be for free.
- Conversion of the grade of **IP** to a grade of 3.00 will be for free.
- Completion of the grade of **INC** to a passing mark will be for free.

GRADING SYSTEM FOR NON-MODULAR COURSES

- The grading system for non-modular courses will remain the same.

COURSES WITH NON-NUMERICAL GRADES

- Courses that give non-numerical grades, e.g. Thesis, Capstone, Correlation, etc. will use the following grading scheme:
 - **P** - Passing
 - **C** - Continuing
 - **F** - Failed

SUBMISSION OF MODULAR GRADES

- Module grades will be submitted based on the following schedule and must be reflected in the BBL FGC in Mapúa MCM Digital as scheduled:

Modules	Deadline for Submission of Module Grades
Module 1 of a 3-unit lecture course	Sunday at 12 PM of Week 4
Module 1 of a 4-unit and 2- unit lecture courses	Sunday at 12 PM of Week 6
Module 1 of a 1-unit and 2-unit laboratory courses	
Module 2 of a 3-unit lecture course	Sunday at 12 PM of Week 8
Module 3 of a 3-unit lecture courses	Sunday at 12 PM of Week 12
Module 2 of a 4-unit and 2- unit lecture courses	
Module 2 of laboratory courses	
Non-modular courses	

VIEWING OF MODULAR AND COURSE GRADES

- Students can immediately view their **module grades** upon submission by the faculty of their **module grades**.
- Students can immediately view their **course grades** upon submission by the faculty of their last **module grades** in week 12.

DROPPING OF COURSES

- Students can drop a course but cannot drop a module included in a regular course enrolled.
- The deadline for the dropping of courses will be on the Friday of Week 8.

COURSE PREREQUISITES

- The prerequisite for advanced courses will be the course, not the modules. Students must have a passing course grade to be allowed to enroll in the advanced courses.

ACADEMIC STATUS REVIEW

- **Course Grades** will be used in the status review.
- All unremoved course grades of **IP** at the time of evaluation will be considered **4.00** in the computation of **TWA**.
- All program-specific retention policies will be implemented. All students who are not able to satisfy these program-specific retention policies will be removed from the program and will not be re-admitted to the program.

ACADEMIC SCHOLARSHIP

- Course grades will be used to determine academic scholarships.

ACADEMIC HONORS

- Course grades will be used to determine academic honors.
- Aside from other criteria, students with a course grade of **IP** or **5.00** in modular courses and course grades of **5.00** or **F** in non-modular courses will be disqualified for any academic honors.

FACULTY TEACHING LOAD

- Total faculty load will be computed based on the following formula:

$$\text{Total Faculty Load (in units) = } \frac{\text{Total Teaching Load in Modular Courses} + \text{Total Teaching Load in Non-Modular Courses} + \text{Total Effective Teaching Load in Remedial Modules}}{2}$$

COMPLETION MODULE

- **Completion Modules** will be standardized.
- One **Completion Module** per course will be developed by the **Course Clusters**.

- Faculty members teaching the course will contribute to the development and updating of the **Completion Modules**.
- **Completion Modules** will be deployed via fully asynchronous delivery.

Reference: Mapúa University Guidelines on MS and OBE Grading System

MAPÚA MCM GRADING SYSTEM

Colleges and the institute of Mapúa 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
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
FA	Passed
DRP	Dropped
<u>P</u>	<u>Passed</u>
C	Continuing
F	Failed

Grade	Baccalaureate Programs
AUD	Audit
A+	-
A	-
-A	-
B+	
B	
-B	
NA	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 Registrar’s Office (RO).
2. Student proceeds to arrange the completion schedule with the professor concerned.
3. Student pays for the corresponding fee at the Treasury Office.
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: 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 Registrar's Office.

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, Mapúa 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 Mapúa 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/PAG-IBIG/TIN ID
- Passport
- Driver's License
- Voter's ID
- Postal ID

PRESIDENT'S LIST

The President's List will be announced at the end of the term for each academic program. They will be identified by the Deans and the Director of Office for Student Services, from the students officially included in the Dean's List.

- Students in the Dean's List who belong to the top spot/spots for each program will be included in the President's List.
- The number of top spots for each program that will be included in the President's List will be determined based on the total number of students in a program which are as follows:

Total Number of Students in the Program	Number of Top Spots in the President's List for the Program			
	1st Year Level	2nd Year Level	3rd & 4th Year Level	Total
35-110	1	1	1	3
111-185	2	2	2	6
186-260	3	3	3	9
261-335	4	4	4	12
336-410	5	5	5	15
411-485	6	6	6	18
486-560	7	7	7	21
561-635	8	8	8	24
636-710	9	9	9	27
Above 710	10	10	10	30

- Only students in the President's List will be qualified for Academic Scholarship for the next term.

Benefits:

1. All students in the President's List with a TWA of 1.50 to 1.00 will be given a FULL Academic Scholarship(100% tuition fee and L/F/D fee discount).
2. All students in the President's List with a TWA of 1.75 to 1.51 will be given PARTIAL Academic Scholarship (50% tuition fee and L/F/D fee discount).

- As a rule, a student can only benefit from one Mapúa MCM-sponsored scholarship. This means that if a student under an Mapúa MCM-sponsored scholarship (e.g. ETY scholarship) qualifies for an academic scholarship, they may avail of the scholarship with the higher benefits.
- Qualified students must avail of the scholarship immediately in the next regular term after being sent an e-mail notification by the Center for Scholarships and Financial Assistance.
- In cases of two or more students obtaining the same TWA, the allocated scholarship benefit will be divided accordingly.
- For change of grades approved by the Academic Council, after the announcement of **President's List**, the application of the scholarship discount shall be made on the next Term, following the approval of Resolution on change of grade.
- On Numeric and Non-numeric enrolled courses during the term, the TWA shall be computed and exclude the Exit Exam grades. This is only for validation of Academic Scholarships, DLs and PLs, and also scholarships outside Mapúa MCM (CHED, OWWA, EBSU-STEP, etc.).

DEAN'S LIST AWARD (for Recognition only)

The Dean's List will be announced at the end of the term for each academic program. The Registrar's Office will provide the Dean's List Candidates to the offices of the College Deans and the Office for Student Services.

A student must satisfy the following requirements to be included in the Dean's List in a particular term/semester:

1. Must have a Term-Weighted Average (TWA) of 1.75 or better.
2. Must not have any course grade of "5.00", "FA", "F", "INC", "IP", "ABS" or "C".
3. Must have taken at least:
 - a. 12 academic units of course load for trimester
 - b. 18 academic units of course load for semester
 - c. 15 academic units of course load for night curriculum
4. Has not been academically dismissed (out of the program) from a previous program.
5. Has not received a course grade of DRP (Dropping of Course) for the term.

6. Has been cleared by the Prefect of Discipline/CSAD from any record of commission of a major offense.
 7. The Dean of the College will give all students on the Dean's List a Certification of Award.
- The Deans must endorse the list of programs with less than the required number of units load per term or semester to the CSFA for them to be considered.
 - For change of grades approved by the Academic Council, after the announcement of Dean's List, the lister/s shall be included on the next Term, following the approval of Resolution on change of grade.

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 Registrar's Office.

The following documents must be attached to the form prior to submission to the Registrar's Office:

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 Registrar's Office 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 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 week 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/her.

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 Registrar's Office on or before the deadline set by the Registrar's Office:

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

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 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 Mapúa Malayan Colleges Mindanao.

1. All requirements of the program shall have been submitted on or before the deadline set by the Registrar's Office.
2. The candidate must have settled all obligations with Mapúa 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 Registrar's Office. 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 Mapúa 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 Registrar's Office.

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; and
2. Official Receipt of payment of TRANSCRIPT FEE issued by the Treasury Office.

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 Registrar's Office:

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); and
6. Official Receipt of payment of CAV from of the Treasury Office.

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 Registrar's Office:

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); and
3. Official Receipt of payment of DIPLOMA/TOR CERTIFICATION from the Treasury Office.

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 Mapúa 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 his/her Transfer Credentials (Honorable Dismissal).

The student must submit the following documents to the Registrar's Office:

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

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 Registrar's Office.

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 Mapúa MCM.
- b. Must have finished the program within the 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.

- d. 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.
- e. Must be of good moral character and must not have a record of any disciplinary action meted out to him during his stay in Mapúa 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 Mapúa 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 Mapúa 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 Mapúa 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 Mapúa 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:

- 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 Mapúa 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 Mapúa 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 Mapúa 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 Mapúa 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 Mapúa 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 Sports and Athletics (CSAA)
- Help Center

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/CSAD Coordinator 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 Mapúa 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 Mapúa 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 Mapúa 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-Mapúa MCM entities for the financially challenged yet academically deserving students of Mapúa 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.

CENTER FOR STUDENT ADVISING (CSA)

The **Center for Student Advising** provides an integrated advising experience for all students in Mapúa 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.

SPORTS AND ATHLETICS CENTER (SAC)

The Sports and Athletics Center 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.

MAPÚA 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 Mapúa Malayan Colleges Mindanao. In its mission, Mapúa 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 Mapúa 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 Mapúa MCM's social responsibility program.

THE ADMINISTRATIVE OFFICE

The Administrative Office is responsible for implementing Mapúa 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 Institutional Facilities Office (IFO), Security Department, and Janitorial Services;
3. Keeps track on records keeping regarding inventory, maintenance and repair of Mapúa MCM equipment/furniture, infrastructure projects and housekeeping services in coordination with the IFO;
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 Mapúa 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 IFO in overseeing the safe and secure operation and maintenance of all Mapúa 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 Mapúa MCM officers, employees, staff, students, visitors, personnel, buildings, property and installations; and
8. Supervises the Janitorial Services for the cleanliness and overall housekeeping of buildings and grounds.

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

INSTITUTIONAL FACILITIES OFFICE (IFO)

The ***Institutional Facilities Office*** serves as the centralized administrative center for all facilities at Mapúa Malayan Colleges Mindanao. It comprises two divisions: General Facilities (GF) and Teaching and Learning Facilities (TLF).

The ***IFO-General Facilities (GF)*** is tasked with the operation and maintenance of the institution's general facilities, campus grounds, and utilities, including electrical, water, sewage, and sanitation systems. Its responsibilities include ensuring a safe environment for students, staff, and visitors through proper lighting, signage, and disability access; safeguarding building facilities and equipment; maintaining an adequate inventory of supplies; and ensuring proper usage and upkeep to maximize efficiency.

The ***IFO-Teaching and Learning Facilities (TLF)*** has the following objectives:

1. Ensures that qualified laboratory personnel, appropriate facilities, equipment, and materials are available as required by the program curricula at Mapúa Malayan Colleges Mindanao.
2. Develops, manages, and ensures the implementation of policies, procedures, and programs for good laboratory practices in all laboratories at Mapúa Malayan Colleges Mindanao.
3. Ensures that all laboratory facilities, equipment, and materials are accompanied by safety guidelines to protect students, faculty members, and staff from potential health hazards and accidents.

MAPÚA MCM CENTER FOR LEARNING AND INFORMATION RESOURCES (CLIR)

The ***Center for Learning and Information Resources*** is dedicated to supporting the teaching, learning, and research needs of Mapúa MCM community by fostering intellectual growth and creativity through its relevant collections, appropriate library tools, facilities, and effective use of information resources. CLIR aspires to create a well-equipped and functional physical and virtual space where learners can engage in independent learning beyond the classroom, supporting research productivity and encouraging a passion for knowledge.

Aligned with the goals and objectives of Mapúa MCM, CLIR Affirms itself as a premier resource center for excellence and relevance in information by pursuing the following objectives:

1. Mapúa MCM library will provide a well-balanced collection to complement the academic programs of Mapúa Malayan Colleges Mindanao.
2. Mapúa MCM library will provide appropriate facilities and equipment that shall enable the users to fully utilize the resources.
3. Mapúa MCM library will provide accessible and inclusive learning space for instant access to various formats of information in any part of the country and of the world.
4. Mapúa MCM library will provide an environment that encourages learning through quality services.
5. Mapúa MCM will provide competent librarians that shall guide the students and researchers in their quest for learning.

In fulfilling its mission, CLIR stands as a cornerstone of academic excellence, empowering students, and researchers to thrive in their educational pursuits. With a commitment to accessibility, quality resources, and expert guidance, the library continues to inspire a lifelong passion for learning within Mapúa MCM community.

LOCATION

3/F, Admin Building, Mapúa Malayan Colleges Mindanao, Gen. Douglas MacArthur Hwy., Matina, Davao City

LIBRARY OFFICE HOUR

College Library

Monday-Friday: 7:00 AM – 9:00 PM

Saturday: 8:00 AM – 5:00 PM

High School Library

Monday-Friday: 7:00 AM – 6:00 PM

CONTACT INFORMATION

Facebook Page: MMCM Center for Learning and Information Resources

Email: library@mcm.edu.ph (College Library) | libraryhs@mcm.edu.ph (High School)

CLIR SUBSCRIPTIONS

OPALS – A library management system for cataloging, check-ins, check-outs, tracking overdue items, and offering an online catalog for resource access.

E-LIBRARY – A digital library system where all subscribed e-books and e-journals are accessible through OPALS, integrated with VitalSource, enabling efficient access and management of digital content at Mapúa Malayan Colleges Mindanao.

eBooks

- Wiley
- Cengage
- Gale eBooks

eJournals

- Gale
- ScienceDirect

CLIR SERVICES

1. **Book-A-Librarian** – Library orientation or training on basic and advanced resources, available one-on-one, in groups, or for classes, including subscribed e-resources.
2. **Online Reference Assistant** – Answer queries and concerns on resources and services.
3. **Online Document Delivery Services** – Provision of access to e-copies of thesis, e-journals, and scanned book chapters or other print materials.
4. **Current Awareness Service** – CLIR patrons receive updates on announcements, events, and new resources.
5. **Book Return** – Return loaned books via courier or drop-off.
6. **Recommend-A-Purchase** – CLIR patrons can suggest electronic databases, platforms, e-books, and e-journals to enhance their academic experience.
7. **Library Online Booking** – CLIR patron can reserve a computer, headphones, and discussion room online.
8. **Book Renewal and Reservation** – CLIR patrons can reserve their desired book and renew their book due date through CLIR OPALS or sending an email to Mapúa MCM CLIR.
9. **Theses and Capstone Project Repository** – Click the image to access a list of theses, capstone projects, or business plans all in one in OPALS.
10. **Tree of Thoughts** – Allows students to comment or suggest improvements for library services and resources.

LIBRARY ONLINE BOOKING FOR CLIR SERVICES:



CLIR FACILITIES

1. Grab-And-Read Shelves
2. ID Tapping Machine
3. Whiteboard Zone
4. Napping Pod
5. Charging Ports
6. Open Shelves Collection
7. Open Shelves Periodical
8. Learning Commons
9. Cybersearch
10. Individual Study Area
- 11., Reading Area
12. Discussion Room
13. Library Café
14. Café Lounge

CLIR ACTIVITIES

1. Monthly Top Book Borrower
2. Featured Reader
3. Weekly Mystery Monday
4. National Book Week

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, Mapúa 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 Mapúa MCM to take charge of the protection health maintenance of the Mapúa 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 Mapúa MCM security officers.
- Doers of wrongful acts causing physical injuries, damage to property, vandalism, theft, and other criminal acts within the Mapúa 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 Mapúa MCM premises shall be inspected by Mapúa 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 Mapúa 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.

MAPÚA MCM 1900 STORE

The *Mapúa 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 Mapúa 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).

MARKETING AND COMMUNICATIONS OFFICE & ADMISSIONS OFFICE

The **Marketing and Communications (MCO) Office** comprises the **Promotions, Corporate Communications, and Admissions teams**. These three teams handle all internal and external communications of the institution to the community and stakeholders. Among the MCO's communications and promotional responsibilities is the handling of all communication materials. These communication materials include print materials, website design and content, digital properties, documentation materials, and event concepts. The office also assists with the official documentation of all school events and activities.

As for the institution's Admissions, the team oversees and assists all new enrollee and transferee applicants through a smooth admission process into the institution. The team is also responsible for administering the official **Mapúa Malayan Colleges Mindanao Admissions Examination (MMCMAE)**.

Functions and Responsibilities of the Office:

1. Conceptualizes and designs creative materials for the release of information and promotion 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; and
4. Manages and oversees a smooth admission process for all new enrollees and transferees.

CENTER FOR SERVICE-LEARNING AND COMMUNITY ENGAGEMENT (CSCE)

Center for Service-Learning and Community Engagement administers the social responsibility programs of Mapúa Malayan Colleges Mindanao. In its mission, Mapúa 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 Mapúa 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.

The Center for Service-Learning and Community Engagement (CSCE) manages the corporate social responsibility initiatives of Mapúa Malayan Colleges Mindanao in accord with its core values of Excellence and Relevance. Inspired by the spirit of service and volunteerism, CSCE is inclined to provide assistance to communities in need. This could be achieved through the continuous promotion and implementation of relevant Service-Learning (SL) and Community Engagement (CE) initiatives. In addition, CSCE is also directed to developing partnerships with stakeholders including public and private entities to ensure that the initiatives of the institution are properly carried out.

A. Service-Learning

Service-Learning (SL) is a learner-centered-outcomes-based strategy which focuses on the principles of community service integrated with instruction and reflection that would provide students with an opportunity for experiential learning ultimately leading toward socio-civic awareness and strengthening communities.

Under SL are the following components:

1. National Service Training Program (NSTP)

As mandated by Republic Act 9163 or the NSTP Act of 2001, Mapúa MCM provides a program that “aims to enhance civic consciousness and defense preparedness in the youth” by developing the ethics of service and patriotism while undergoing training in any of the following: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), or Reserve Officers’ Training Corps (ROTC). The implementation of NSTP in the institution is pursuant to RA 9163 and its corresponding Implementing Rules and Regulations (IRR).

2. SL Courses

SL initiatives are co-curricular or course-integrated. In this regard, SL activities are done in the context of applying the principles and theories taught inside the classroom or related classes to address the needs of a particular community, stakeholders, or beneficiaries.

B. Community Engagement

Community Engagement (CE) is an outcomes-based strategy which focuses on the practical application of the principles of community service and development involving the community as a whole. Under the CE are the following components:

1. Institutional Initiatives

On behalf of the institution, CSCE undertakes projects, programs, research, linkages and other collaborative activities that would exemplify Mapúa MCM’s commitment to actively participate in contributing to the solution of social and industrial concerns. It is also in this capacity that CSCE encourages the active involvement of the entire Mapúa MCM community and relevant stakeholders to work together to achieve common goals in the interest of volunteerism, sustainable development, social responsibility, and lifelong learning.

2. College/Departmental-Driven Initiatives

College/Departmental-driven initiatives are extracurricular in nature while still aimed at further enhancing the learning experience of not only students but lifelong learners as well.

Whereas service-learning is usually driven by a course requirement, initiatives that emanate from the college or other departments, including non-teaching departments, tend to be more voluntary in nature and gives no academic or work credit or compensation.

3. Extension Services

As an institution that aims to actively participate in addressing the needs of the society through its academic and other related capacities, CSCE supports the delivery of extension services. These types of engagements allow Mapúa MCM employees (administrators, faculty members, and staff) to render a particular service for a specific organization/institution/association focusing on consultation, transfer of technical skills, knowledge, and the like for the benefit of a specific entity toward the attainment of collaboration, volunteerism, socio-capacity building, and sustainable development.

OFFICE FOR CORPORATE PARTNERSHIPS

At the forefront of Mapúa Malayan Colleges Mindanao, driving the initiation and facilitation of linkages within the Mapúa MCM community. Employing a strategic approach, OCP establishes partnerships with diverse entities, both locally and internationally, including industry leaders, academic institutions, government agencies, non-governmental organizations, and private entities.

Its core function is to establish mechanisms for immersive engagements, enhancing Mapúa MCM's outcomes-based education (OBE) by facilitating student and faculty mobility programs, research collaborations, and industry immersions including on-the-job training programs. Moreover, it coordinates various industry-related activities aimed at producing graduates who are well-equipped to meet the evolving needs of the industry. Mapúa MCM highly values industry partnerships to optimize student opportunities, providing Industry 5.0 skills for global competitiveness. OCP prioritizes cultivating impactful partnerships that resonate with Mapúa MCM's mission and vision, fostering innovation, growth and contributing to mutual success. Explore our partner network here:

Center for International Programs (CIP)

CIP provides an expanded opportunities for students to engage in global experiences. Through various programs and initiatives, CIP fosters cross-cultural understanding, promotes international collaboration, and prepares students to thrive in a diverse and interconnected world.

Center for Career and Placement (CCP)

CCP is committed to supporting students and alumni in their career development journey. By providing resources, guidance, and networking opportunities, CCP empowers students to explore career paths, gain valuable experience, and achieve their professional aspirations.

OFFICE FOR RESEARCH, DEVELOPMENT AND INNOVATION

CREATING SOLUTIONS AND STRENGTHENING COLLABORATIONS THROUGH RELEVANT RESEARCH

Multidisciplinary education in Mapúa Malayan Colleges Mindanao exceeds assessing problems and identifying solutions across fields. With the Office for Research, Development, and Innovation (ORDI), Mapúa MCM provides an avenue for students to immerse in tackling real-world problems and participate in the process of innovation by strengthening collaborations and forging partnerships with various sectors across the country and internationally.

INSTITUTE FOR CREDENTIALING EXCELLENCE AND LIFELONG LEARNING (ICELL)

The **Institute for Credentialing Excellence and Lifelong Learning (ICELL)** is committed to promoting knowledge in the areas of Engineering, Business, Science, Information Technology, Arts and Languages, and other important disciplines by establishing linkages to industry partners and accrediting agencies.

ICELL offers value-augmenting opportunities for professionals and students. The institute aims to develop the competencies of professional workers through the provision of short courses, training and seminars, and other learning and enrichment opportunities.

ICELL also aspires to provide essential knowledge and skills for the successful alignment of their competencies with the industry workforce demand.

The institute, in line with the corporate mission of Mapúa Malayan Colleges Mindanao, upholds excellent and relevant education to make its members globally competitive and locally in demand.

QUALITY ASSURANCE AND ENHANCEMENT OFFICE (QAEO)

Mapúa MCM's Quality Assurance and Enhancement Office (QAEO) plays a crucial role in ensuring that all necessary processes are accurately defined, efficiently implemented, and consistently improved by department heads, officers, process owners, and supervisors. The QAEO is responsible for monitoring and advising on performances, ensuring that Mapúa MCM not only meets but exceeds customer requirements. Additionally, it actively supports the development and maintenance of a customer-focused culture within the organization and is integral to formulating quality goals and targets as part of the organization's strategic plan.

VISION

The QAEO envisions Mapúa Malayan Colleges Mindanao to be globally recognized and respected as one of the premier schools that upholds quality standards through coherent adherence to continuous quality improvement of processes and timely provision of stakeholder requirements.

MISSION

- Proactively pursue continuous improvement of Mapúa MCM's processes.
- Acknowledge the responsibilities and accountabilities of the members of the organization in pursuing continuous quality improvement.
- Develop a clear understanding of Mapúa MCM's stakeholder requirements.
- Lead the members of the organization to work as a team, putting effort into providing stakeholder requirements on time.

STUDENT RULES AND REGULATIONS

OVERVIEW

For Mapúa 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 Mapúa 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)

Mapúa MCM students, therefore, are expected to conduct themselves as responsible members of the academic community. Students who commit misconduct as defined by Mapúa MCM in accordance with its rules and regulation will be subject to disciplinary action, provided such conduct takes place on Mapúa MCM premises/vicinity or in the course of an Mapúa MCM-sponsored or Mapúa 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 Mapúa 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 Mapúa 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 Mapúa 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 Mapúa MCM on student discipline and supersedes provisions in all previously issued Student Catalogues. It applies to all current Mapúa MCM students regardless of year of entry to Mapúa MCM.

RIGHTS AND RESPONSIBILITIES IN THE CLASSROOM

For Mapúa 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.

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.

MAPÚA MCM STUDENTS CODE OF CONDUCT AND DISCIPLINE RATIONALE

The right of Mapúa 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; and
- g. maintain and strengthen student morale.

The students of Mapúa 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 Mapúa MCM.

THE CENTER FOR STUDENT ACTIVITIES AND DISCIPLINE

The Prefect of Discipline (POD)/CSAD Coordinator as such, he is the chief student discipline officer of Mapúa 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 Mapúa 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. Director of Office for Student Services;
- b. Faculty Member (by recommendation of POD);
- c. Student Council Officer or Student Leader;
- d. Center for Guidance and Counseling Head/Representative;
- e. Non-Teaching Personnel (by recommendation of POD); and
- f. 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 Mapúa 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 Mapúa MCM.	2.b.1; 3.b; 4	2.b.2; 3.b; 4	2.c		
2. Offense related to person(s) in the Mapúa 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 Mapúa 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 (physical/oral, written) by means of any medium of communication, committed against any member or visitors of the Mapúa MCM academic community or his authorized representative.	2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c	
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 Mapúa MCM academic community.	2.c or 2.d				
2.4	Engaging in lewd, obscene or immoral conduct within Mapúa 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	

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 Mapúa 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 Mapúa MCM.	2.a; 3.a or 3.b; 4	2.b.1; 3.b; 4	2.b.2; 3.b; 4	2.c
3.3	Forcible entry into Mapúa MCM.	2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
3.4	Unauthorized use of Mapúa 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 Mapúa MCM Operations such as but not limited to:					
4.1	Lending or borrowing of the official Mapúa 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 Mapúa 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 Mapúa 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 Mapúa 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 offenses, or any matters related/in connection to the official function of the Institute in accordance with law of the land.	2.a or 2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
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 Mapúa MCM Student Rules and Regulations.	2.a or 2.b.0; 4	2.b.1; 4	2.b.2; 4	2.c
4.11	Embezzlement of funds of a student organization and/or student council.	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 Mapúa MCM.	(2.b.2;4) or 2.c	2.c or 2.d		
5.2	Possession or consumption of alcoholic or intoxicating beverages within Mapúa MCM premises or, done outside Mapúa MCM premises in connection with an official school activity approved by the Center for Student Activity and Discipline; entering the Mapúa 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 Mapúa 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 Mapúa 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 Mapúa 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 Mapúa 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 Mapúa MCM Random Drug Testing as prescribed by law.	2.a or 2.b.0, 4			
6. Offenses related to Mapúa 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)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 information by any electronic means through the use of the vast Mapúa MCM I.T. infrastructure.	2.b.2; 4	2.c		
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 Mapúa 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 Mapúa MCM premises		1.a	1.b	2.a	2.b
8.2	Not wearing the official Mapúa 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 (Mapúa 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 Mapúa MCM symbols or National Symbols		1.b	2.a	2.b	2.b

STUDENT RULES AND REGULATIONS

DISCIPLINE PROCEDURE

1. The concerned Mapúa 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 Mapúa 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 Mapúa 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. 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.

ALLOWED	DRESS CODE POLICY	NOT ALLOWED
	<p style="text-align: center;">HAIR AND ACCESSORIES</p> <p style="text-align: center;">NOT ALLOWED LARGE ORNAMENTS TO PIERCED BODY PARTS OTHER THAN THE EARS SUCH AS THE EYELIDS, NOSE, TONGUE, ETC. EXCESSIVE EARRINGS</p> <p style="text-align: center;">ALLOWED ONE PAIR OF EARRINGS ALL HAIR CUT AND COLORS</p>	
	<p style="text-align: center;">UPPER GARMENT</p> <p style="text-align: center;">NOT ALLOWED SPAGHETTI STRAPS, SEE-THROUGH, AND OTHER SKIMPY CLOTHING SHIRT WITH VIOLENT MESSAGES OR OBSCENE LANGUAGES AND INAPPROPRIATE PICTURE OR SYMBOL</p> <p style="text-align: center;">ALLOWED MODEST SLEEVELESS, SHORT-SLEEVED OR LONG-SLEEVED SHIRTS, SIMPLE DRESSES OR BLOUSES CROP TOP THAT LANDS JUST ABOVE YOUR NATURAL WAISTLINE, MODEST CUT</p>	
	<p style="text-align: center;">LOWER GARMENT</p> <p style="text-align: center;">NOT ALLOWED SHORT AND SKIRT WITH LENGTH OF MORE THAN TWO INCHES ABOVE THE KNEE LEGGINGS OR SPANDEX, BOARD SHORTS, BEACH SHORTS, ATHLETIC SHORTS, CYCLING SHORTS, BOOTY SHORTS, CUT-OFF SHORTS, SHORTS WITH INDICENT STATEMENTS/LOGOS</p> <p style="text-align: center;">ALLOWED ALL CUSTOM-MADE PANTS, SKIRT, AND SEMI CASUAL SHORTS</p>	
	<p style="text-align: center;">FOOTWEAR</p> <p style="text-align: center;">NOT ALLOWED SLIPPERS</p> <p style="text-align: center;">ALLOWED CLOSED SHOES, RUBBER SHOES SANDAL, CROCS-TYPE, FOOTWEAR WITH PROPER BACK SUPPORT</p>	



MAPÚA MCM DRESS CODE





OTHER REMINDERS

NOT ALLOWED
NO I.D., NOT WEARING THE I.D. INSIDE THE SCHOOL CAMPUS, ID WITHOUT VALIDATION STICKER

HERE AT MAPÚA MCM, WE BELIEVE IN FOSTERING A POSITIVE AND RESPECTFUL LEARNING ENVIRONMENT WHERE ALL STUDENTS FEEL COMFORTABLE, SAFE, AND FOCUSED ON THEIR EDUCATION. AS SUCH, THE DRESS CODE POLICY IS IMPLEMENTED.

WHILE GUESTS ARE WELCOME TO VISIT, WE KINDLY ASK THAT THEY ALSO ADHERE TO OUR DRESS CODE GUIDELINES.

WE APPRECIATE YOUR COOPERATION IN HELPING US CREATE A POSITIVE AND INCLUSIVE ATMOSPHERE FOR EVERYONE.

THANK YOU FOR YOUR COOPERATION IN UPHOLDING OUR DRESS CODE STANDARDS.



OFFICE FOR STUDENT SERVICES
MAPÚA MCM

FOR CONCERNS, PLEASE EMAIL:
studentservices@mcm.edu.ph
prefect@mcm.edu.ph

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.**
- 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 (only during Summer Classes). Board shorts, beach shorts, athletic shorts, house shorts, cycling shorts, and other types of shorts are **not allowed.**

RECOMMENDED ATTIRE FOR FEMALE STUDENTS

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

- 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.**
- 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 (only during Summer Classes). Board shorts, beach shorts, athletic shorts, house shorts, cycling shorts, and other types of shorts are **not allowed.**

CO-CURRICULAR ACTIVITIES

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; and
 - (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. 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.

POLICY

Mapúa 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

Mapúa 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.

- 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.
- 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 Mapúa 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. Mapúa 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 Mapúa MCM Handbook.

THE MAPÚA MCM WEBSITE

Students, applicants, and other interested parties may visit the official website of Mapúa Malayan Colleges Mindanao for the latest news articles, announcements, and important dates to remember among other relevant and pertinent information pertaining to Mapúa 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 Mapúa MCM premise, you can access the Internet using your personal laptop computers and cellular phones.

STUDENT RIGHTS ON ADMINISTRATIVE ACTIONS AND PROCEEDINGS

As per the guidelines set forth by the Department of Education (DepEd) and the Commission on Higher Education (CHED), it is imperative that we maintain a fair and transparent system when handling discipline and due process within our educational institution. This memo serves as a reminder and instructional guide on the inclusion of student rights and school obligations which will be embedded in the IRR and Student Handbook, as prescribed by the DepEd Manual of Regulations for Private Schools in Basic Education (MORPSBE) and the CHED Manual of Regulations for Private Higher Education (MORPHE).

In reference to Article XXI Section 105. Administrative Actions and Proceedings of the MORPHE, any administrative action filed against a student must comply with the minimum standards of due process prescribed herein as follows:

1. The student must be informed in writing of the nature and cause of any accusation against him and required to answer the accusation in writing. *If the student is a minor, the parent or the guardian shall be furnished with a copy of show cause letter;*
2. If the student denies the accusation or alleges some factor or matter in justification or mitigation of the offense, the institution shall form a fact-finding committee to hear and receive evidence;
3. In all stages of the proceedings, the student shall have the right to assistance of a counsel of his/her choice.
4. The student shall have the right to listen, and examine the evidence presented against him/ her, to ask clarificatory questions through the fact-finding committee, in Mapúa MCM it is the CSAD and/or Committee on Decorum and Investigation, and to present evidence on his/her behalf;
5. The fact-finding committee, in Mapúa MCM it is the CSAD and/or Committee on Decorum and Investigation, must consider the pieces of evidence presented, and receive the proceedings;
6. The student shall be informed in writing of the decision promulgated in his/her case; and
7. If the student is found culpable for the offense charged, the punishment imposed shall be commensurate with the nature and gravity of the offense.

In reference to Section 105. Summary of Proceedings of the 2010 Revised Manual of Regulations for Private Schools in Basic Education - that Subject to compliance with the requirements of due process and school regulations, the procedure for disciplinary action against a student shall be summary in nature. *The student shall be assisted in the proceedings by his/her parent(s) and/or by counsel.*

It is essential to get familiar with the specific provisions outlined in the DepEd MORPSBE and CHed MORPHE concerning student rights and school obligations regarding discipline and due process. Thus, *any deviations from these guidelines must be justified and documented accordingly.*

In conclusion, the fair and respectful treatment of students during disciplinary proceedings is fundamental to maintaining a positive and supportive learning environment. *By adhering to the principles outlined in the DepEd MORPSBE and CHed MORPHE, we demonstrate our commitment to upholding the rights of students while fulfilling our obligations as an educational institution.*

Mapúa MCM Mandatory Random Drug Testing Policy

The Mapúa Malayan Colleges Mindanao 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. Mapúa 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 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

Mapúa 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

Republic Act 11313: Safe Spaces Act – AN ACT DEFINING GENDER-BASED SEXUAL HARASSMENT IN STREETS, PUBLIC SPACES, ONLINE, WORKPLACES, AND EDUCATIONAL OR TRAINING INSTITUTIONS, PROVIDING PROTECTIVE MEASURES AND PRESCRIBING PENALTIES THEREFOR

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.



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graph TD; A[RDT Team and Selection Board, following set procedures, randomly select the students to be tested from the master list provided by the school.] --> B[RDT Team orients the student on the process of drug testing and other frequently asked topics.]; B --> C[The students shall then be requested to accomplish a drug testing form.]; C --> D[Students who are prepared to give urine specimens shall approach the analyst table and select a specimen bottle.];
```

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.

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graph TD; A[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.] --> B[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.]; B --> C[Observed collection of urine will then be done.]; C --> D[Student submits urine to specimen collector who then examines, in his/her presence, if urine collected can be accepted for testing.];
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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.

```
graph TD; A[Student and specimen collector goes back to the analyst table. The student affixes his signature, date and time of collection to the "sealing tape".] --> B[The specimen collector "seals" the specimen bottle in the presence of the student.]; B --> C[The specimen collector and student affix final signatures in the drug testing form attesting to the validity of the procedures done.]; C --> D[Post Collection Phase]; D --> E[The analyst prepares the specimen for analysis in an accredited facility.];
```

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 Mapúa MCM, taking up _____, would like to express my commitment as follows;

I shall comply/abide with the rules and regulations of Mapúa Malayan Colleges Mindanao.

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