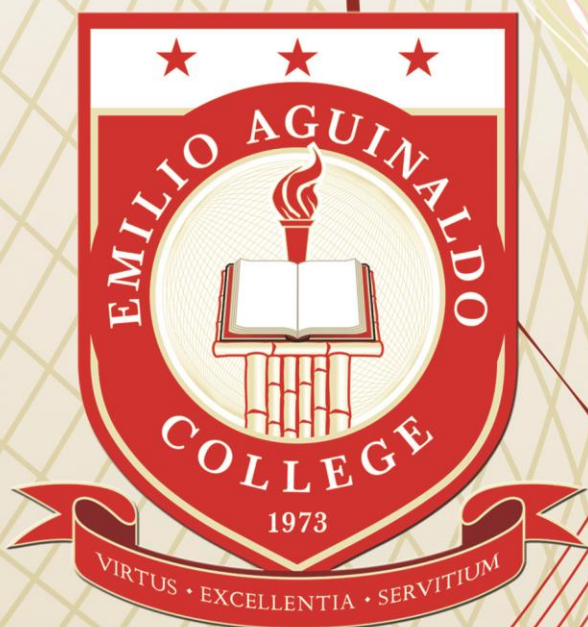


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2019



The World Starts Here
Virtue • Excellence • Service

EMILIO AGUINALDO COLLEGE

STUDENT MANUAL 2019

FOREWORD

Emilio Aguinaldo College Student Manual 2019 contains norms and standards that shall be observed by all students who are enrolled in the different EAC programs offered. Admission to this College carries the tacit agreement to abide by the rules and regulations on Conduct and Discipline to uphold order and propriety.

The President of the Emilio Aguinaldo College has academic and non-academic authorities which any student of the College is subjected to follow. He/she shall believe in and conform to the policies, rules, and regulations set by this College, and help in the implementation of its philosophy, mission, vision, and objectives.

This Student Manual is a potent body of rules and regulations, which goes through constant revision to suit the needs of an ever-changing education landscape and paradigm. Memorandum orders of Commission on Higher Education and/or Republic Acts on Gender and Development (GAD), Mental Health, Data Privacy, Anti-Bullying and Random Drug Testing have been included in this edition. Likewise, different student services have been added in addition to auxiliary services that were already part of the previous student manual edition.

This 2019 Edition supersedes all previously issued editions, and those provisions cited in the said editions are deemed ineffectual.

THE ADMINISTRATION

EAC PHILOSOPHY, VISION, MISSION & OBJECTIVES

PHILOSOPHY

Emilio Aguinaldo College is a private, non-sectarian, co-educational institution of learning that fosters equal and fair opportunities of education, the total development of a person, and one's national identity while conscious of his/her role in the global community.

VISION

Emilio Aguinaldo College envisions itself as an internationally recognized private non- sectarian academic institution rooted in the Filipino nationalist tradition that consistently pursues the advancement and welfare of humanity.

MISSION

Emilio Aguinaldo College provides a learner-centered, inquiry-based, and socially relevant academic community.

CORE VALUES

VIRTUE • EXCELLENCE • SERVICE

QUALITY POLICY

We, the employees of Emilio Aguinaldo College are committed to:

Comply to all statutory and regulatory standards;
Provide consistent quality service to our students, parents, and other stakeholders; Develop a responsible person through relevant and quality education, able to lead and enhance one's life, and contribute to the development of the country and humanity; and Improve continuously our QMS by communicating the needs of customer to the entire organization, standardizing the processes, enhancing employee's competence, periodic review of the system, and addressing the needs for continual improvement.

QUALITY OBJECTIVES

The objectives of Emilio Aguinaldo College are to:

- offer opportunities for quality and relevant education to all;
- cultivate the intellectual, spiritual, moral, social, and physical aspects of a person;
- instill appreciation and pride for one's national identity; and
- produce graduates of global quality equipped with competencies in their field of expertise.

CHAIRMAN'S MESSAGE

WELCOME!

Thank you for choosing Emilio Aguinaldo College. The members of the Board of Directors join me in appreciation of your choice to be part of our journey to help the youth of our country earn an education that will uplift them as individuals and contribute to our society as a whole.

Emilio Aguinaldo College is committed to enable and to empower our dear students to live the values of "VIRTUE, EXCELLENCE, and SERVICE." In return, the students are expected to abide by the rules and policies of this institution. Only in this way can our Mission and Vision be fulfilled.



Together, we move and work hard in the spirit of genuine cooperation and mutual respect. With God's guidance and inspiration, we shall persevere and succeed.

The doors of Emilio Aguinaldo College are open!

A handwritten signature in black ink, which appears to read "Danilo L. Dolor". The signature is stylized with large, flowing loops.

DANILO L. DOLOR
Chairman of the Board

PRESIDENT'S MESSAGE

Dear Students,

The faculty, staff and administrators of Emilio Aguinaldo College welcome you to our community of learners. We will guide and support you in your personal transformation to full adulthood.

This Student Manual was prepared as your reference to the rules and values the Emilio Aguinaldo College community of learners live by. Please take time to read it carefully. It is not meant to be understood and internalized in one reading. Like any reference text, sections of it should be re-read as you have to navigate the educational maze.



Cross reference advice from friends, upper classmen or other informants with the provisions contained in this manual. I request that you inform the Office of Student Affairs of any differences between the actual procedures and processes contained in this manual. In this way, we can keep the manual up to date for everyone.

Finally, do not hesitate to request clarification of provisions in this manual which you find confusing. The faculty, staff and administrators are dedicated to serve the students and help you all achieve your educational goals.

Sincerely,

A handwritten signature in black ink, appearing to read 'JP Campos', written over a horizontal line.

JOSE PAULO E. CAMPOS, Ed.D.
President

YAMAN LAHI FOUNDATION, INC.
BOARD OF TRUSTEES
Academic Year: 2019-2020

DANILO L. DOLOR	Chairman of the Board
JOSE PAULO E. CAMPOS, Ed. D.	President
ATTY. PAULO E. CAMPOS, JR.	Treasurer/Corporate Secretary
ENRIQUE E. CAMPOS, M. D.	Trustee
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EMILIO AGUINALDO EDUCATIONAL CORPORATION
BOARD OF DIRECTORS
Academic Year: 2019-2020

DANILO L. DOLOR	Chairman of the Board
JOSE PAULO E. CAMPOS, Ed. D.	President
ATTY. PAULO E. CAMPOS, JR.	Treasurer/Corporate Secretary
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MA. SOLEDAD D.S. DELEON	Trustee
LEANDRO M. DE LEON, M.D.	Trustee
ESTEFANIO V. BOQUIRON, JR., M.P.A.	Faculty Representative
ALUMNI PRESIDENT	Alumni Representative
CSCB PRESIDENT	Student Representative

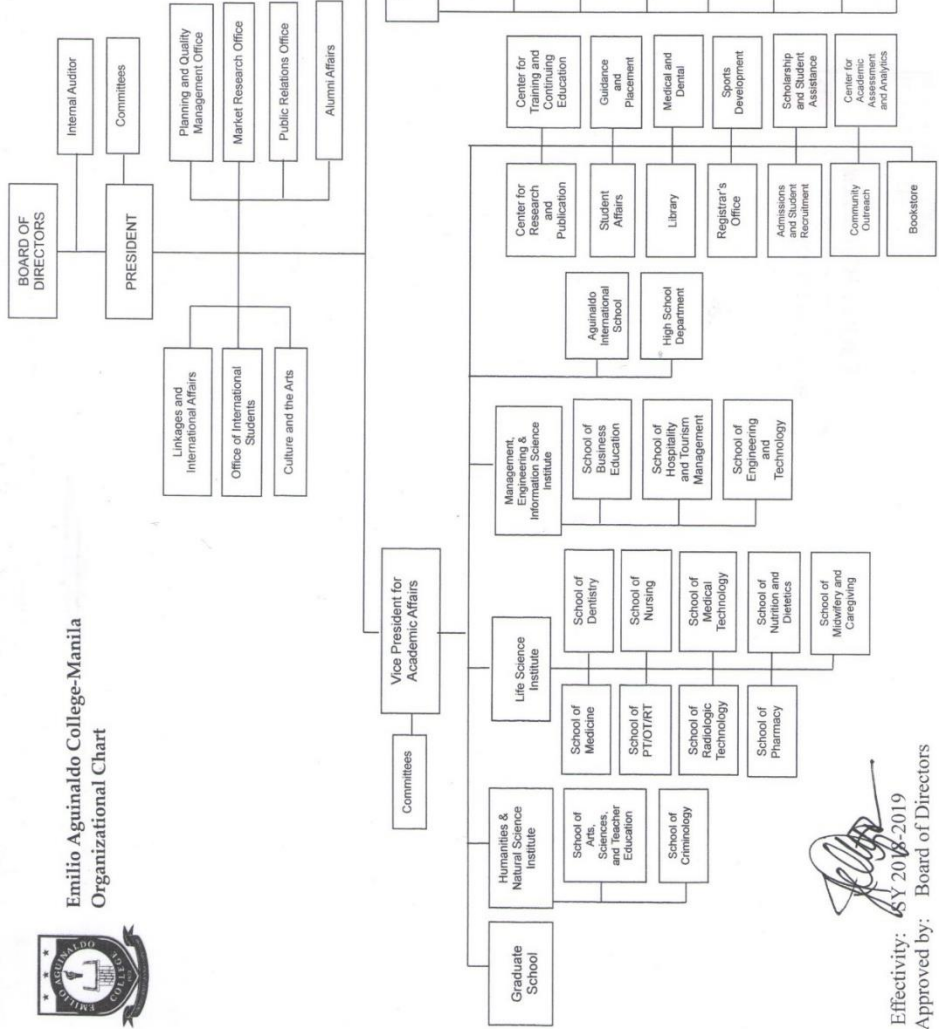


Emilio Aguinaldo College-Manila Organizational Chart

QD-EAC-001 Rev.01



CERTIFIED TO ISO 9001
QUALITY MANAGEMENT SYSTEM
CERTIFICATE NO. QS 4336



Effectivity: 2019

Approved by: Board of Directors

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ARTICLE 1

PHILOSOPHY

Emilio Aguinaldo College is a private, non-sectarian, co-educational institution of learning that fosters equal and fair opportunities of education, the total development of a person, and one's national identity while conscious of his/her role in the global community.

VISION

Emilio Aguinaldo College envisions itself as an internationally recognized private non-sectarian academic institution rooted in the Filipino nationalist tradition that consistently pursues the advancement and welfare of humanity.

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Emilio Aguinaldo College provides a learner-centered, inquiry-based, and socially relevant academic community.

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VIRTUE • EXCELLENCE • SERVICE

QUALITY POLICY

We, the employees of Emilio Aguinaldo College are committed to:

Comply to all statutory and regulatory standards;

Provide consistent quality service to our students, parents, and other stakeholders;

Develop a responsible person through relevant and quality education, able to lead and enhance one's life, and contribute to the development of the country and humanity; and

Improve continuously our QMS by communicating the needs of customer to the entire organization, standardizing the processes, enhancing employee's competence, periodic review of the system, and addressing the needs for continual improvement.

QUALITY OBJECTIVES

The objectives of Emilio Aguinaldo College are to:

- offer opportunities for quality and relevant education to all;
- cultivate the intellectual, spiritual, moral, social, and physical aspects of a person;
- instill appreciation and pride for one's national identity; and
- produce graduates of global quality equipped with competencies in their field of expertise

THE EAC LOGO & ITS SYMBOLISM

The **THREE STARS** are for **Virtue, Excellence** and **Service**, the three core values on which the Institution stands for.

The **TORCH lights the path** that the youth will tread in his/her pursuit of knowledge as he/she enters the portals of EAC.

The **BOOK** opens **opportunities** for unlimited world of learning, thus preparing the youth to find his/her meaningful role in society.



The **BAMBOO PODIUM** symbolizes the Institution's ability to **adapt** and **cope with** an ever-changing world while being **rooted** to its own **national and cultural heritage**.

The **GLOBE** symbolizes the Institution's characteristic of being **globally oriented**, producing graduates who are of **world standard**.

The **COLOR RED** stands for the **passion** of EAC to **excel**, and the **courage** of its every member to **carry on** the school's **vision-mission**.

The **RIBBON OF HONOR** is a reminder to all, that every member of the EAC Community should **hold** EAC in **high esteem**.

ARTICLE II

GENERAL POLICIES ON ADMISSION AND RETENTION

Section 1. Classification of Student Applicants

Student applicants are classified as follows:

- 1.1 Freshman** – is a graduate of the general academic secondary curriculum (High school graduate).
- 1.2 Transferee** – is an undergraduate student in the tertiary level curriculum who desires to continue his/her studies in Emilio Aguinaldo College. A transferee may also be a student who has completed a secondary curriculum and has enrolled in a 2-3 year vocational technical course before proceeding to college.
- 1.3 Degree Holder/Second Courser** – is an applicant who has completed a degree/course and seeks admission to the College for the purpose of enrolling and completing another program.
- 1.4 Graduate Student** – is an applicant who has completed a degree/program and seeks admission to the Graduate School for the purpose of enrolling and completing a graduate program.
- 1.5 Cross-Enrollee** – is a student from other school/college/university who enrolls in a specific subject that is requisite for completing the program.
- 1.6 Foreign Student** – is a person admitted by a country other his/her own, usually under special permits or visas, for the specific purpose of following a particular program of study in a recognized/accredited institution of the receiving country.
- 1.7 Returnee** – is a former student of Emilio Aguinaldo College who has not been enrolled for at least a semester and seeks for readmission in the College.

Section 2. Admission Requirements and Procedures

2.1 Freshmen

2.1.1. The Admissions and Student Recruitment (ASR) Office receives the applicant's admission requirements and issues him/her with the admission and enrolment checklist of procedure.

2.1.1.1 Admission Requirements

- 2.1.1.1.1 Duly Accomplished Online Application Form;
- 2.1.1.1.2 High School Report Card or Form 138 (Original copy);
- 2.1.1.1.3 Certificate of Good Moral Character (Original copy);
- 2.1.1.1.4 PSA/NSO Issued Birth Certificate (photocopy);

2.1.1.1.5 One (1) copy of 2x2 colored picture

Note: For incomplete documents, the ASRO staff advises the student-applicant to accomplish an Undertaking indicating the due date for submission.

- 2.1.2 The Cashier receives applicant's payment for Entrance Test and Physical Examination. For applicant's coming from high schools where the ASR conducts career talk, there is no entrance test fee.
- 2.1.3 The Guidance and Placement Office Psychometrician administers the Entrance Test.
- 2.1.4 The School Physician of the Medical/Dental Office conducts initial physical examination to assess the medical condition of students.
- 2.1.5 The ASR Office staff approves the admission of the student and forwards his/her student portfolio containing all the documents to the Registrar's Office for enrolment.

2.2 Transferees, Degree Holders/Second Coursers, and Graduate Students (New and Transferees)

2.2.1. The Admissions and Student Recruitment (ASR) Office staff receives the applicant's Admission Requirements and issues an Admission and Enrollment Checklist of Procedure and a Referral Slip.

2.2.1.1. Admission Requirements:

- 2.2.1.1.1. Duly Accomplished Online Application Form;
- 2.2.1.1.2. Transcript of Records/Copy of Grades (Original copy and Photocopy);
- 2.2.1.1.3. Certificate of Good Moral Character (Original copy);
- 2.2.1.1.4. Certificate of Transfer Credentials (or Honorable Dismissal) From the last school attended;
- 2.2.1.1.5. PSA Issued Birth Certificate (photocopy);
- 2.2.1.1.6. Four (4) copies of 2x2 colored pictures; and
- 2.2.1.1.7. Marriage Certificate (for married female applicant).

Note: For incomplete documents, the ASRO staff advises the student applicant to accomplish an Undertaking indicating the due date for submission.

2.2.2. The School Dean/College Secretary/Program Head/Faculty Adviser conducts an interview and evaluation of subjects taken in the school last attended. Then he/she forwards his/her evaluation/recommendation to the ASR Office.

2.2.3. The Cashier receives applicant's payment for Entrance Test and

Physical Examination. For applicant's coming from high schools where the ASR conducts career talk, there is no entrance test fee.

2.2.4 The Guidance and Placement Office Psychometrician administers the Entrance Test.

2.2.5 The School Physician of the Medical/Dental Office conducts initial physical examination to assess the medical condition of students.

2.2.6 The ASR Office staff approves the admission of the student and forwards his/her student portfolio containing all the documents to the Registrar's Office for enrolment.

Note: Degree holders/second coursers are exempted from taking entrance test.

2.3 Cross Enrollees

2.3.1. The Admissions and Student Recruitment (ASR) Office staff receives the applicant's Admission Requirements and issues an Admission and Enrollment Checklist of Procedure and a Referral Slip.

2.3.1.1. Admission Requirements:

- 2.3.1.1.1. Duly Accomplished Application Form;
- 2.3.1.1.2. Three (3) copies of Cross-Enrollment Permit; and
- 2.3.1.1.3. One (1) copy of 2x2 colored picture

2.3.2. The ASR Office staff approves the admission of the student and forwards his/her student portfolio containing all the documents to the Registrar's Office for enrolment.

2.4 Foreign Students

2.4.1 After the student has accomplished the procedure for Acceptance for Foreign Students from the International Students Office, the ASR Office staff receives Admission Requirements and issues an Admission and Enrollment Checklist of Procedure and a Referral Slip.

2.4.1.1 Admission Requirements that are not in Red Ribbon/Apostille:

- 2.4.1.1.1 Duly Accomplished Online Application Form;
- 2.4.1.1.2 Acceptance Letter from Emilio Aguinaldo College (Original);
- 2.4.1.1.3 Alien Certificate of Registration (ACR)/Student Visa/Tourist Visa;
- 2.4.1.1.4 Original and photocopy of Certificate of Quarantine (only for applicants with Tourist Visa);
- 2.4.1.1.5 Original and photocopy of Certificate of Transfer

Credential/ Honorable Dismissal (only for foreign students who are transferees from other colleges/universities in the Philippines);

2.4.1.1.6 Two (2) photocopies of Passport pages where name, photo, date of birth and place of birth appear;

2.4.1.1.7 One (1) original copy of Personal History Statement (Form is available at the ASR Office or can be downloaded from the DFA website); and

2.4.1.1.8 One (1) copy of 2x2 colored picture

2.4.1.2 Admission Requirements that are Original Documents in Red Ribbon/Apostille:

2.4.1.2.1 Birth Certificate with English translation;

2.4.1.2.2 Transcript of Records with English translation (only for foreign students who have not been enrolled in any college/university in the Philippines);

2.4.1.2.3 Marriage Contract (for married female applicants);

2.4.1.2.4 Certificate of Good Moral Character from last school attended;

2.4.1.2.5 Notarized Affidavit of Support and Proof of Adequate Financial Support; and

2.4.1.2.6 Police Clearance issued from the country of origin.

Note: For incomplete documents, the ASRO staff advises the student applicant to accomplish an Undertaking indicating the due date for submission.

2.4.2 The School Dean/College Secretary/Program Head/Faculty conducts an interview, evaluates student applicant's credentials, and forwards his/her evaluation/recommendation to the ASR Office.

2.4.3 The Cashier receives applicant's payment for Psychometric Examination, English Proficiency/Placement Test, and assessment of Foreign Fee, and Physical Examination.

2.4.4 The Guidance and Placement Office Psychometrician administers the Psychometric Examination.

2.4.4.1 For applicant with no psychological problem in the result of the Psychometric Examination, the Guidance and Placement Office issues a certificate of eligibility for admission and advises the student applicant to go back to the ASR.

2.4.4.2 For applicant who has findings in the result of the Psychometric Examination, the Guidance and Placement Office conducts counseling activity for possible intervention. The Office issues a certificate of eligibility for admission after the counseling intervention and advises the student applicant to go back to the ASR.

- 2.4.5 The Aguinaldo International Language Institute (AILI) staff conducts the English Proficiency/Placement Test.
 - 2.4.5.1 For applicant who passes the English Proficiency/Placement Test, the School Physician of the Medical/Dental Office conducts initial physical examination to assess the medical condition of the student.
 - 2.4.5.2 For applicant who fails in the English Proficiency/Placement Test, the AILI advises him/her to enroll in a supplemental course in English and the School Physician of the Medical/Dental Office conducts initial physical examination to assess the medical condition of the student.

2.5 Returnees

- 2.5.1 The Admissions and Student Recruitment (ASR) Office staff issues an Admission and Enrollment Checklist of Procedure and a Referral Slip.
- 2.5.2 The School Dean/College Secretary/ Program Head/Faculty Adviser conducts an interview, evaluates the courses/subjects taken in the previous semester/s, readmits, and reclassifies student's year level.
- 2.5.3 The Cashier receives student's payment for Physical Examination and issues Accounting Clearance for Re-enrollment Form for accountability checking.
- 2.5.4 The School Physician of the Medical/Dental Office conducts initial physical examination to assess the medical condition of the student.

Note: For student who will be enrolling internship, OJT, or practicum complete physical examination is required.

- 2.5.5 The Registrar's Staff activates the student's profile and advises him/her to go back to the Office of the Dean of the College for advising, assessment, and enrollment.

2.6 Students with Special Admission Concerns (Based on MORPHE)

As stated in Article XVIII Section 83 of the Manual of Regulations for Private Higher Education (MORPHE, 2008):

"In recognition of the Constitutional guarantee of institutional academic freedom, admission to any higher education institution is open to all students not otherwise disqualified by law or by the policies and rules of the Commission or the higher education institution.

Except in cases of academic delinquency; violation of rules and regulations of the institution; failure to settle due tuition and other school fees, and other obligations; sickness or disease that would prevent the student to handle the normal pressures of school work or his continued presence thereat would be deleterious to other members of the academic community; and, the closure of a program by the institution, or the closure of the institution itself, a student who qualifies for enrollment shall qualify to stay for the entire period for which he is expected to complete his program of study in the institution, without prejudice to his right to transfer to institutions within the prescribed period."

Section 3. Retention Policy

- 3.1 A freshman student who acquired below average scores in the College Entrance Test will automatically be placed under the Probationary status for one (1) year. The respective School Deans and Program Heads will closely monitor the academic standing of the student, and parents shall be informed of the imposed recommendation.
- 3.2 A student given a mark of "UW" (Unofficial Withdrawal) and/or given a grade of "5.0" in the final grade report in three subjects during the semester is placed on a probationary status and is required to bring his/her parents to the respective School Deans to secure a waiver before enrolling for the next semester. The Dean and/or Program Head may recommend the student under the probationary status for academic remediation.
- 3.3 However, if the student has incurred repeated "UW" and/or grades of "5.0" in the succeeding semester, he/she shall be placed under the Retention Policy Program. The Dean and/or Program Head shall closely monitor the academic standing of the student, and parents shall be informed of the imposed recommendation.
- 3.4 Student under the Retention Policy Program shall be placed under the Counseling Program of the Guidance and Placement Office. He/she signs a commitment form with his/her parent's consent.
- 3.5 Repeated "UW" and/or repeated grade of "5.0" in the succeeding semester while the student is under the Retention Policy Program, re-admission shall be upon the recommendation of the respective School Dean.

ARTICLE III

GENERAL DIRECTIVES

All students of Emilio Aguinaldo College must know and understand the contents of this Manual. Ignorance of the provisions herein does not excuse any student from the corresponding disciplinary measures/actions by the school authorities.

All students shall obey and show courtesy to school officials, faculty members, non-academic staff, security guards, housekeeping personnel, fellow students and even visitors.

Section 1. Student Identification Cards

Students are issued official identification card (ID) with their corresponding computer registered student numbers. The ID should always be available with them if requested by the authorities. It may be confiscated in cases of violation of the rules of conduct and discipline stated in the Student Manual.

A student enrolled in the College must wear his/her duly validated ID at all times inside the campus. Any student who fails to wear his/her ID shall not be allowed entry in any building of the College, unless issued with an approved temporary gate slip from the Office of Student Affairs.

Lost ID card should be immediately reported to the Office of Student Affairs, which authorizes the student concerned to have a new ID. On the other hand, a student who is graduating or withdrawing from the College must surrender his/her ID card to the Registrar's Office as a requirement for graduation clearance or transfer credential.

A student who has transferred residence shall inform the Registrar's Office in writing about this matter at the earliest possible time. A student is liable for incorrect information in his/her ID, registration form, and other school documents.

1.1 Procedures to Secure I.D. Replacement (new provision)

A second copy of the I.D. card may be issued if a student has lost the original ID card. The following steps should be followed

- 1.1.1 Student reports to the Office of Student Affairs the loss of the I.D. card;
- 1.1.2 The Office of Student Affairs checks the record of the student to verify whether his/her ID has been confiscated due to an offense or not;
- 1.1.3 If not confiscated, the student is advised to proceed to the ID section to fill-out ID processing and affidavit of loss forms;
- 1.1.4 Student pays to the Cashier for the ID replacement after his/her affidavit of loss has been notarized;
- 1.1.5 The student presents to the ID section receipt of payment and notarized affidavit of loss for ID replacement processing.

Section 2. School Uniform

Students shall wear the proper uniform prescribed by their respective schools. However, they may wear their laboratory uniforms, college/wash-day shirt, PE uniforms, NSTP uniforms appropriately.

Section 3. Use of Official College & Sports Logos

The College and its members shall have the responsibility to ensure that the EAC official logos are accurately and properly used. Faculty members, staff, and students may use or authorize the use of the official logos to identify any activity, individual, entity, or publication only after the endorsements of respective School Deans and Marketing& Communications Office with the approval of the Dean of the Office of Student Affairs.

Section 4. Student's Academic Integrity

It is decreed to all members of the academic community to fully observe honesty in all their academic endeavors. Breach of copyright, plagiarism and/or cheating must always be averted.

Section. 5 Student Behavior

5.1 Any student may circulate or post on the bulletin board any notices or student activities of the College only after the approval of the Office of Student Affairs. All students are encouraged to read notices/announcements posted on the Student Affairs or School Bulletin Boards.

5.2 For security purposes, all students should be out of EAC buildings by 10:00 o'clock in the evening unless permitted by the Office of Student Affairs and Engineering and Maintenance Office (in case of use of venue and/or facilities). Students residing at the EAC dormitories are only allowed to stay in their residence area.

5.3 Students who invite guests from the outside are requested to submit a visitor/s' list to the Office of Student Affairs, indicating the purpose of their visit, and the expected time of their arrival. Guests should be accorded the proper courtesy at all times.

5.4 The College encourages students to promote the value of protection and preservation of the environment.

5.5 All students are encouraged to fully consider maturity in their spiritual, behavioral, academic, and psychological formations.

5.6 The College encourages healthy interaction among students. However, Public Display of Affection (PDA), which constitutes obscene and immoral conduct inside and outside the school premises is not tolerated.

5.7 The academic community regards a student admitted to the College as matured and responsible individual. As such, the obligation to keep parents/guardians informed of his/her academic standing lies in the student. Notices, thereof, that may be sent by the College to parents/guardians are merely by way of courtesy and are subject to the data privacy policy of the College. Student's failure to keep parents/guardians informed of his/her college standing shall not be imputed to the school authorities.

5.8 For sanitation purposes, students are not allowed to bring food inside the classroom.

Section 6. "No Smoking" Policy

Emilio Aguinaldo College adheres to NO SMOKING POLICY as provided by Executive Order No. 26 - Providing for the Establishment of Smoke-Free Environments in Public & Enclosed Places. Smoking is strictly prohibited in the College within the 100 meter-radius from the school premises.

Section 7. Suspension of Classes

The College abides with the Commission on Higher Education (CHED) orders on suspension of classes. Students are advised to wait for the official announcements from CHED in cases of strikes, typhoons or any calamities. In case of:

- 7.1 Typhoon signal no. 1 — Undergraduate classes shall continue and all personnel shall dispose their regular schedule of work/classes.
- 7.2 Typhoon signal no.2 — CHED gives the College discretion on suspension of classes. Classes shall continue; however, no graded recitation or quizzes/tests shall be conducted. Students who are absent shall be excused.
- 7.3 Typhoon signals no.3, 4 – The College shall be closed. Classes and all activities shall be suspended.
- 7.4 Yellow warning (7.5-15mm rain) - Heavy rainfall that is observed in one (1) hour and expected to continue in the next two (2) hours). Flooding is possible. (new provision)
- 7.5 Orange Warning (15-30 mm rain) - Intense rainfall that is observed in one (1) hour and is expected to continue in the next two (2) hours. Flooding is threatening.
- 7.6 Red Warning (more than 30 mm rain) - Torrential rainfall that is observed in one

(1) hour and is expected to continue for the next two (2) hours. Serious flooding expected in low-lying areas.

- 7.7 The College follows the announcement of the national government and/or of the local government unit when it comes to suspension/cancellation of classes.

Section 8. Orientation Program

The College, through the Office of Student Affairs, assures the students of proper and effective orientation program to help them acquaint themselves with the College policies and the respective schools/departments/offices and their deans/heads. The schedule of orientation shall be disseminated to the schools/departments through a memorandum, which includes the date and venue of the orientation, and the respective speakers and their topics stating the time frame of their presentation. All new students are required to attend the orientation program.

Procedure Details:

8.1. The Dean of OSA gives notice to the new students on the orientation program during enrolment upon the issuance of their Student Manual.

8.2. The Dean of OSA issues a memorandum on the schedule of orientation to the students through their respective schools/ departments two (2) weeks after the start of classes. Students inform their parents on the schedule of orientation.

8.3. The Dean of OSA gives notice to the respective speakers in the program stating the time frame of their presentation.

8.4. OSA staff distributes the evaluation form to the students after the orientation proper to solicit commits and suggestions.

Section 9. Persons with Disability

Emilio Aguinaldo College recognizes and acknowledges the rights of person with disability and provides his/her needs if feasible. However, due to the limited pertinent facilities and human resources of the College, not all PWDs who would like to enroll in EAC could be accommodated. Blind, deaf, mute persons, and the like who seek enrolment in the College are advised to consider other schools/universities who can provide them with the environment conducive to their personal and academic developments.

ARTICLE IV

COMMUNICATION

Section 1.

All communications addressed to any administrative offices must follow, in writing, the prescribed letter form signed by concerned channels. Verbal arrangements/agreements are considered invalid.

Section 2.

Letters received through mail and addressed to the students may be obtained from the Office of Student Affairs. A "Mail Call" posting is on the Bulletin Board of the Office of Student Affairs. Any letter unclaimed after (8) weeks upon the date received is either returned to the sender or in the absence of a return address, is invalidated.

All correspondence and messages may be transacted in the following places:

2.1 Postal Services

Letters addressed to the EAC are given to the Office of Student Affairs. Students may consult the listing of letters received at the Office of Student Affairs.

2.2 Telecommunication

Telephone booths are located at the ground level of EAC buildings 1, 6, & 7 for emergency purposes. Telephones set at all guards' posts may be used for emergency purposes only.

2.3 Information

This service offers useful information at the right place for the right purpose in various offices and places in the College. This service is carried out through the Office of Student Affairs.

2.4 Electronic Mail/Website

Communication and information concerning students may be sent through the official email address of the College or may be posted on its official and website.

Section 3. Privacy Policy

3.1 Information regarding students enrolled in the College may be obtained from the Registrar's Office under special cases.

3.2 The said information is subject to the Data Privacy Policy of the College as it is committed to respect the right to privacy of all personal and/or sensitive information of its students. EAC collects and uses personal and/or sensitive information for lawful purposes to provide students with the best possible educational services necessary in the achievement of its Vision, Mission, Quality Policy, and Quality Objectives.

3.3 EAC may collect students' personal and/or sensitive information for any or all of the following purposes:

- Admission and Enrollment
- Student Recruitment Activities (such as career orientations/talks, campus tours)
- School Activities (which may include but is not limited to academic projects, academic tour, community outreach, pictures and audio/video recordings and participation in competitions and programs)
- Financial Information (may include the name of the applicant, address, contact number and any other payment information)
- Physical Examination
- Parents/Guardians/Authorized Representative

3.4 The College does not share students' personal and/or sensitive information to any third party unless required or for legitimate purposes (e.g., 1. sharing of your personal and/or sensitive information in research and survey studies; 2. for work immersion and possible employment at The Pearl Manila Hotel, Manila Med and to the College's partners, subsidiaries and affiliates; 3. live streaming of EAC events; 4. advertising to promote EAC; 5. posting/publishing communications, photos and videos, social media, mass media, bulletin boards, brochures, newspapers, SMS text messaging, to public places; 6. Other persons or entities EAC has engaged with to pursue the legitimate interests as educational institution, etc.) or permitted by law or a valid legal purpose.

3.5 The privacy policy of the College is under the supervision of the Data Privacy Officer of the College.

ARTICLE V

FINANCIAL AID AND SCHOLARSHIPS

S#	Scholarship/ Discount on Tuition and Misc. Fees	Merit Scholarship Qualifying Requirements		Merit Scholarship Maintaining Grade	Academic Scholarship/ Dean's List Qualifying and Maintaining Grade Requirements	Scholarship Upgrade		Scholarship Downgrade	
		Grade 12 Average Grade	CEM Scholarship GSA/Exam Score			Average Grade	Discount	Average Grade	Discount
1	100% (Full Scholarship)	98 to 100 (With Highest Honor) 95 to 97 (With High Honor)	Not required	1.50 Ave. Grade and no grade lower than 2.0 in any subject	1.50 Ave. Grade and no grade lower than 2.0 in any subject (ACADEMIC SCHOLAR)	N.A.	N.A.	1.50 Ave. Grade and no grade lower than 2.25 in any subject	75%
2	100% (Full Scholarship)	90 to 94 (and no grade below 80 in any subject)	500 to 800	1.50 Ave. Grade and no grade lower than 2.0 in any subject				1.75 Ave. Grade no grade lower than 2.25 in any subject	50%
3	75%	88 to 89 (and no grade below 80 in any subject)	485 to 499	1.50 Ave. Grade and no grade lower than 2.25 in any subject	1.50 Ave. Grade and no grade lower than 2.25 in any subject (DEAN'S LISTER)	1.50 Ave. Grade and no grade lower than 2.0 in any subject	100%	1.75 Ave. Grade no grade lower than 2.25 in any subject	50%
4	50%	86 to 87 (and no grade below 80 in any subject)	475 to 484	1.75 Ave. Grade and no grade lower than 2.25 in any subject	1.75 Ave. Grade and no grade lower than 2.25 in any subject (DEAN'S LISTER)	1.50 Ave. Grade and no grade lower than 2.0 in any subject	100%	N.A.	N.A.
						1.50 Ave. Grade and no grade lower than 2.25 in any subject	75%		
5	25%	84 to 85 (and no grade below 80 in any subject)	450 to 474	1.75 Ave. Grade and no grade lower than 2.25 in any subject <i>(This automatically qualifies the student for upgrade to 50% discount in the following semester.)</i>	N.A.	1.50 Ave. Grade and no grade lower than 2.0 in any subject	100%		
						1.50 Ave. Grade and no grade lower than 2.25 in any subject	75%		
						1.75 Ave. Grade no grade lower than 2.25 in any subject	50%		

Section 1. MERIT SCHOLARSHIP

1.1 EAC Merit Scholarship provides financial assistance and rewards to intellectually gifted students.

1.2 The grant is limited only to incoming freshmen students who are Filipino citizens. This may only be availed of at the start of the first semester of every academic year

- 1.3 Grade 12 graduates who average 98%-100% (with highest honor) and 95%-97% (with high honor) and seek enrollment in the College shall be granted 100% exemption from tuition and miscellaneous fees and are exempted from taking the scholarship qualifying exam. However, those whose average range from 90%-94% can have 100% exemption in both the tuition and miscellaneous fees only after taking the scholarship qualifying exam and have obtained at least 500 to 800 score in the exam. Maintaining General Weighted Average (GWA) shall be 1.50 with no grade lower than 2.0 in any subject.
- 1.4 Seventy five percent (75%) discount on both tuition and miscellaneous fees shall be provided to those who graduated from senior high school (SHS) with an average grade of 88%-89% and with no grade lower than 80% in any subject provided, as well, that the student-applicant attains at least 485-499 score in the qualifying exam. Maintaining GWA shall be 1.50 with no grade lower than 2.25 in any subject.
- 1.5 Fifty percent (50%) discount on both tuition and miscellaneous fees shall be given to the SHS graduates whose average is 86%-87% with no grade lower than 80% in any subject and shall have acquired at least 475 to 784 score in the qualifying exam. Maintaining GWA shall be 1.75 with no grade lower than 2.25 in any subject.
- 1.6 Twenty five percent (25%) reduction on both tuition and miscellaneous fees shall be awarded to the student-applicant who garner 84%-85% average grade with no grade below 80% in any subject and shall have attained 450 to 474 score in the qualifying exam. Maintaining GWA is 1.75 with no grade lower than 2.25 in any subject.
- 1.7 Unofficially Withdrawn (U.W.) and/or Officially Withdrawn remarks shall automatically disqualify the student-grantee from the scholarship grant.
- 1.8 Incomplete (INC) remarks that are not completed until the fourth week from the start of classes of the semester under consideration shall disqualify the student-grantee from the scholarship grant.
- 1.9 Student- grantee should enroll at least with the normal load prescribed in the curriculum or not less than 18 academic units during the semester under consideration. This does not apply to summer classes wherein limited units/subjects are offered.
- 1.10 Student-grantee shall take and complete all non-academic requirements such as all Physical Education subjects and Civic Welfare Training Service 1 & 2(CWTS 1 & 2) or Reserve Officer Training Corps 1 & 2 (ROTC 1 & 2) during the first two years of the course as required by the curriculum.
- 1.11 Student-grantee is allowed to avail of one (1) type of scholarship only within his/her stay in the College.
- 1.12 Student-grantee shall abide by the policies, rules and regulations stipulated in

the EAC Student Manual or promulgated by duly constituted authorities of the College.

- 1.13 This scholarship grant is personal and non-transferable.
- 1.14 Student-grantee shall be disqualified from the scholarship program if he/she violates any of the terms and conditions thereof.

Section 2. ACADEMIC SCHOLARSHIP

- 2.1 EAC Academic Scholarship offers reduction in tuition and miscellaneous fees for students who are enrolled in the College and improved academically during the semester under consideration.
- 2.2 Student who obtained a GWA of 1.50 and no grade lower than 2.0 in any subject during the semester under consideration shall be given 100% discount on both tuition and miscellaneous fees on the following semester.
- 2.3 Unofficially Withdrawn (U.W.) and/or Officially Withdrawn remarks shall automatically disqualify the student-grantee from the scholarship grant.
- 2.4 Incomplete (INC) remarks that are not completed until the fourth week from the start of classes of the semester under consideration shall disqualify the student-grantee from the scholarship grant.
- 2.5 Student- grantee should enroll at least with the normal load prescribed in the curriculum or not less than 18 academic units during the semester under consideration. This does not apply to summer classes wherein limited units/subjects are offered.
- 2.6 Student-grantee shall take and complete all non-academic requirements such as all Physical Education subjects and Civic Welfare Training Service 1 & 2 (CWTS 1 & 2) or Reserve Officer Training Corps 1 & 2 (ROTC 1 & 2) during the first two years of the course as required by the curriculum.
- 2.7 Student-grantee is allowed to avail of one (1) type of scholarship only within his/her stay in the College.
- 2.8 Student-grantee shall abide by the policies, rules and regulations stipulated in the EAC Student Manual or promulgated by duly constituted authorities of the College.
- 2.9 This scholarship grant is personal and non-transferable.
- 2.10 Student-grantee shall be disqualified from the scholarship program if he/she violates any of the terms and conditions thereof.

Section 3. DEAN'S LISTER

- 3.1 Student who gets an average grade of 1.50 with no grade lower than 2.25 in any subject during the previous semester may be qualified as a Dean's Lister and may receive 75% discount on both tuition and miscellaneous fees on the following semester.
- 3.2 This grant may be upgraded to 100% discount on both tuition and miscellaneous fees if the student improves to 1.50 average grade with no grade lower than 2.0 in any subject. However, this may be downgraded to 50% reduction in both tuition and miscellaneous fees if the student's average grade falls down to 1.75 with no grade lower than 2.25 in any subject.
- 3.3 A 50% discount on both tuition and miscellaneous fees is given to student who attains an average grade of 1.75 with no grade lower than 2.25 in any subject.
- 3.4 The aforementioned (3.3) may be upgraded to 100% discount if the average grade increases to 1.50 with no grade lower than 2.0 in any subject. Likewise, a 75% decrease in both tuition and miscellaneous fees is certain if the average grade goes up to 1.50 with no grade lower than 2.25 in any subject.
- 3.5 Unofficially Withdrawn (U.W.) and/or Officially Withdrawn remarks shall automatically disqualify the student-grantee from the scholarship grant.
- 3.6 Incomplete (INC) remarks that are not completed until the fourth week from the start of classes of the semester under consideration shall disqualify the student-grantee from the scholarship grant.
- 3.7 Student- grantee should enroll at least with the normal load prescribed in the curriculum or not less than 18 academic units during the semester under consideration. This does not apply to summer classes wherein limited units/subjects are offered.
- 3.8 Student-grantee is allowed to avail of one (1) type of scholarship only within his/her stay in the College.
- 3.9 Student-grantee shall abide by the policies, rules and regulations stipulated in the EAC Student Manual or promulgated by duly constituted authorities of the College.
- 3.10 This scholarship grant is personal and non-transferable.
- 3.11 Student-grantee shall be disqualified from the scholarship program if he/she violates any of the terms and conditions thereof.

Section 4. NON-ACADEMIC SCHOLARSHIP

4.1 EAC Alumni Association Scholarship - This scholarship is given to deserving students enrolled in small schools/programs, like Education and Mass Communication. It consists of free tuition fee. A student who enjoys it for a semester may renew it until he/she finishes the course, provided however that he/she maintains a weighted average rating of 2.0 or higher, has no U.W. nor O.W. nor failing grade in any subject.

Application to the scholarship shall be filed at the Alumni Office at the start of every semester.

The student-grantee shall only avail of one (1) type of scholarship within his/her stay in the College.

4.2 Talent Scholarship – This scholarship is provided for varsity players, cheering squad and drummers, Yaman Lahi dance troupe, EAC Chorale, Brass Band, The Magdalo and the like, depending on the availability of funds and subject to academic performance.

- 4.2.1 Members must be an EAC bonafide students.
- 4.2.2 Applicants must undergo screenings/try-outs and must satisfy the set standards of any chosen group to validate membership.
- 4.2.3 Incoming first year student-applicant must have a general weighted average of 80%; and old student and/or transferee student-applicant must have a general weighted average of 3.00 and no grade remark of 5.00/UW/INC from the immediate previous semester (except summer term) to qualify.
- 4.2.4 Qualified applicant shall pay the registration fee, physical exam fee, and entrance exam fee upon enrolment.
- 4.2.5 Any scholar who has obtained a grade remarks of 5.00/UW/INC during the current semester in any enrolled subjects, is disqualified to avail of the same scholarship for the next semester. However, without the said scholarship, he/she can still be part of the group, if he/she opted to. Furthermore, if he/she has passed all his/her enrolled subjects in the subsequent semester, he/she can again avail of the said scholarship upon the recommendation of the coach/adviser.
- 4.2.6 If the scholar is at the same time qualified for any other scholarship programs being offered by EAC, he/she may avail only of either this grant or the other scholarship program.
- 4.2.7 Submission of recommendation of qualified applicants/scholars must be two to three weeks after the midterm examinations. Each recommended applicant for scholarship must have the following pertinent papers: Accomplished Evaluation Form of the Adviser or Coach and Final Grade Report. As for The Magdalo, output/s (newsletter/broadsheet/magazine) for the semester must be presented as evidence.
- 4.2.8 Recommendations/Requests for scholarship must pass through the following offices for perusal and approval:

- 4.2.8.1 For varsity, cheering squad and drummer
 - 4.2.8.1.1 Coach
 - 4.2.8.1.2 SDI Director& Academic Supervisor
 - 4.2.8.1.3 OSA
 - 4.2.8.1.4 Registrar
 - 4.2.8.1.5 Budget
 - 4.2.8.1.6 Comptroller
 - 4.2.8.1.7 President
- 4.2.8.2 For Yaman Lahi Dance Troupe and EAC Chorale
 - 4.2.8.2.1 Adviser
 - 4.2.8.2.2 Culture and the Arts
 - 4.2.8.2.3 OSA
 - 4.2.8.2.4 Registrar
 - 4.2.8.2.5 Budget
 - 4.2.8.2.6 Comptroller
 - 4.2.8.2.7 President
- 4.2.8.3 The Magdalo
 - 4.2.8.3.1 Adviser
 - 4.2.8.3.2 OSA
 - 4.2.8.3.3 Registrar
 - 4.2.8.3.4 Budget
 - 4.2.8.3.5 Comptroller
 - 4.2.8.3.6 President
- 4.2.9 Existing scholarship grants are the following:
 - 4.2.9.1 100% tuition fee and miscellaneous discount
 - 4.2.9.2 100% tuition fee discount
 - 4.2.9.3 75% tuition fee discount
 - 4.2.9.4 50% tuition fee discount
 - 4.2.9.5 25% tuition fee discount
- 4.2.10 This scholarship is suspended every summer term. Thus, it is only given every regular semester.
- 4.2.11 Practices shall not be held during classes/exams.
- 4.2.12 In case where performance/games are scheduled during classes or exams, the one in-charge shall send communication to the Deans of the school in order to inform the faculty member handling the subjects. Accordingly, make-up quizzes shall be extended only to those scholars with excused letter signed by the Deans.
- 4.2.13 Sports Development Institute (SDI) Director, Performing Arts Director, Advisers and Coaches shall be responsible in making this scholarship policy known and understandable to all concerned.
- 4.2.14 The student-grantee shall only avail of one (1) type of scholarship within his/her stay in the College.

Section 4. EDUCATIONAL ASSISTANCE PROGRAMS

4.1 Student Assistantship Program (SAP) — The student assistantship program aims (a) to extend financial aid to poor but deserving student; (b) to inculcate love for dignity of labor, commitment, dedication; and (c) assist the manpower pool of the various units in the College.

4.1.1 A student assistant must satisfy the following qualifications:

4.1.1.1 A bonafide student of the College with a residency of at least one year;

4.1.1.2 A weighted average of 2.00 from the previous semester;

4.1.1.3 Must be of good moral character and has not been subjected to any disciplinary action;

4.1.1.4 Passed the interview conducted by the Human Resources Department;

4.1.1.5 Other requirements:

4.1.1.5.1 Application Letter addressed to the President through the Registrar.

4.1.1.5.2 Recommendation of the School Dean and Dean of Student Affairs.

4.1.1.5.3 Police Clearance

4.1.1.5.4 Two (2) copies of 2x2 ID picture

4.1.1.5.5 Recent parent's income tax return

4.1.1.5.6 Must be enrolled with 12 to 15 units

4.1.2 A student who qualifies shall render at least 4 hours a day service in a designated office/unit and shall receive compensation as maybe determined by the administration.

4.1.3 The student-grantee shall only avail of one (1) type of scholarship within his/her stay in the College.

4.2 Student Assistance Fund for Education Students (SAF)

4.2.1 First & Second Year - 50% discount on tuition fee

4.2.2 Third & Fourth Year - 100% discount on tuition fee

Qualified students shall render office duties of 50 hours for Mid-Term period and 50 hours for Final period.

4.3 P.D. 451 s. 1974 – One scholarship per 500 students

4.4 P.D. 577 s. 1974 – One scholarship for the dependent of uniformed AFP personnel

4.5 SNPL (Study Now-Pay Later Plan)

4.6 Employees of the corporation enrolled in the college — 50% discount on tuition fee

4.7 Children of full-time teaching personnel and regular non-teaching employees of the corporation 50% discount on tuition fee.

4.8 Scholars recommended by stockholders (EAEC/YLFI/UPSI)

4.9 Sibling discount

4.10 NBI Manila

4.11 Manila Police District

4.12 National Capital Region Police Office

4.13 Bureau of Jail Management and Penology

4.14 EAC Scholar sa Barangay. This scholarship grant shall:

- 4.14.1 be given to residents of the City of Manila only;
- 4.14.2 be limited to twelve (12) students from each barangay in the City of Manila for College (Freshmen & Transferees);
- 4.14.3 offer 50% discount on tuition fee only;

This scholarship grant may only be availed of during regular offered classes.

Student-applicants shall submit to the Liga ng mga Barangay the Barangay Certificate or Letter of Endorsement from their respective SK Chairperson.

Liga ng Barangay shall endorse the student-applicants prior to the enrolment to the EAC President through the Dean of Office of Student Affairs.

Once granted, the student-grantee should have no grade lower than 80% every semester.

4.15 Need-based (DSWD Listahanan)

4.16 External Sources

- 4.16.1 Philippines Veterans Awards (PVAO)
- 4.16.2 PESFA/NISGP/SEGEAP
- 4.16.3 STUFAP
- 4.16.4 PGMA Loan
- 4.16.5 Minority scholars (Cultural National Integration Scholars subsidized by the government.)
- 4.16.6 Monsopona

ARTICLE VI

ENROLLMENT AND REGISTRATION

Section 1. Enrollment Procedures

After the student applicant has completed the admission requirements and procedures, the Admissions and Student Recruitment (ASR) Office advises the student applicant to proceed to the Registrar's Office with the Application Number. The Application Number will serve as his/her account in the Student Automate System. The Registrar's Office, in turn, receives and checks the completeness of Student Portfolio.

1.1 Freshmen

- 1.1.1 The Admissions and Student Recruitment (ASR) staff advises the student to proceed to the Registrar's Office to submit the Application Number.
- 1.1.2 The Registrar Staff provides the courses/subjects to be enrolled by the student through advising using the available system and prints a copy of the advising form reflecting the applicable fees to be paid by the student at the Cashier's Office.
- 1.1.3 After payment, the Cashier's Office staff advises the student to proceed to the Registrar's Office for printing of Official Registration Form.
- 1.1.4 Thereafter, the Registrar's Office instructs the student to proceed to the Office of Student Affairs (OSA).
- 1.1.5 The OSA staff issues Student Handbook and gives ID application form for ID processing.

1.2 Old Students

- 1.2.1 The Admissions and Student Recruitment (ASR) staff issues a checklist and advises the student to proceed to the respective School Deans.
- 1.2.2 The School Dean/Program Head/College Secretary advises the student on the subjects to enroll and prints the advising form reflecting the applicable fees to be paid by the student and advises him/her to proceed to the Cashier's Office for payment.
- 1.2.3 After payment, the Cashier's Office staff advises the student to proceed to the Registrar's Office for printing of Official Registration Form.
- 1.2.4 Thereafter, the Registrar's Office instructs the student to proceed to the Office of Student Affairs (OSA).
- 1.2.5 The Registrar's staff instructs the student to proceed to OSA for ID validation after receiving his/her Official Registration Form.

1.3 Transferees/ Degree Holders/ Second Coursers / Enrollees to Supplemental Subject/Course

- 1.3.1 The Admissions and Student Recruitment (ASR) Office advises the

student to proceed to the respective School Deans' Office and submit the Application Number.

- 1.3.2 The School Dean/College Secretary/Program Head advises the student on the courses/subjects to be enrolled based on his/her evaluation, encodes the courses/subjects, prints the same and advises him/her to proceed to the Cashier's Office for payment.
- 1.3.3 After payment, the Cashier's Office staff advises the student to proceed to the Registrar's Office for printing of Official Registration Form.
- 1.3.4 Thereafter, the Registrar's Office instructs the student to proceed to the Office of Student Affairs (OSA).
- 1.3.5 The OSA staff issues Student Handbook and gives ID application form for ID processing.

1.4 Foreign Students

- 1.4.1 The Admissions and Student Recruitment (ASR) staff instructs the student to proceed to the Registrar's Office for Visa Assessment.
- 1.4.2 The Registrar's Office facilitates the Visa Assessment based on the following:
 - 1.4.2.1 If a foreign student is below 18 years old, he/she shall have a Special Study Permit (SSP);
 - 1.4.2.2 If a foreign student is a 9G visa (Pre-Arranged Employment Visa) or Special Resident Retiree's Visa (SRRV) dependent, he/she shall be exempted in getting the SSP;
 - 1.4.2.3 If he/she is 18 years old and above, conversion of tourist visa to student visa shall be facilitated; and
 - 1.4.2.4 Extension of student visa shall be facilitated for those with visa that is about to expire.
- 1.4.3 For new students:
 - 1.4.3.1 The Registrar Staff provides the courses/subjects to be enrolled by the student through advising using the system and prints a copy of the advising form reflecting the applicable fees to be paid by the student at the Cashier's Office.
 - 1.4.3.2 After payment, the Cashier's Office staff advises the student to proceed to the Registrar's Office for printing of Official Registration Form.
 - 1.4.3.3 Thereafter, the Registrar's Office instructs the student to proceed to the Office of Student Affairs (OSA).
 - 1.4.3.4 The OSA staff issues Student Handbook and gives ID application form for ID processing.
- 1.4.4 For old students/transferees:
 - 1.4.4.1 The Registrar's staff/liaison officer issues a referral slip to be presented to the respective School Deans.
 - 1.4.4.2 The School Dean/Program Head/College Secretary advises the student on the subjects to enroll and prints the advising form reflecting the applicable fees to be paid by the student and advises him/her to proceed to the Cashier's Office for payment.
 - 1.4.4.3 After payment, the Cashier's Office staff advises the student

to proceed to the Registrar's Office for printing of Official Registration Form.

1.4.4.4 Thereafter, the Registrar's Office instructs the student to proceed to the Office of Student Affairs (OSA).

1.5 Cross-enrollees

- 1.5.1 The Admissions and Student Recruitment (ASR) Office advises the student to proceed to the respective School Deans' Office and submit the Application Number.
- 1.5.2 The School Dean/College Secretary/Program Head advises the student on the courses/subjects to be enrolled based on his/her evaluation, encodes the courses/subjects, prints the same and advises him/her to proceed to the Cashier's Office for payment.
- 1.5.3 After payment, the Cashier's Office staff advises the student to proceed to the Registrar's Office for printing of Official Registration Form.
- 1.5.4 Thereafter, the Registrar's Office instructs the student to proceed to the Office of Student Affairs (OSA).
- 1.5.5 Once the student has received his/her Official Registration Form, the Registrar's Office staff instructs him/her to proceed to OSA for issuance of Student ID.

Note: Students coming from the South Manila Education Consortium (SMEC) member schools will be issued with gate pass only in lieu of student ID.

1.6 Graduate Students

1.6.1 New Students/Transferees

- 1.6.1.1 The Admissions and Student Recruitment (ASR) Office advises the student to proceed to the respective School Deans' Office and submit the Application Number.
- 1.6.1.2 The School Dean/College Secretary/Program Head advises the student on the courses/subjects to be enrolled based on his/her evaluation, encodes the courses/subjects, prints the same and advises him/her to proceed to the Cashier's Office for payment.
- 1.6.1.3 After payment, the Cashier's Office staff advises the student to proceed to the Registrar's Office for printing of Official Registration Form.
- 1.6.1.4 Thereafter, the Registrar's Office instructs the student to proceed to the Office of Student Affairs (OSA).
- 1.6.1.5 The OSA staff issues Student Handbook and gives ID application form for ID processing.

1.6.2 Old Students

- 1.6.2.1 The Admissions and Student Recruitment (ASR) staff issues a checklist and advises the student to proceed to the respective School Deans.

- 1.6.2.2 The School Dean/Program Head/College Secretary advises the student on the subjects to enroll and prints the advising form reflecting the applicable fees to be paid by the student and advises him/her to proceed to the Cashier's Office for payment.
- 1.6.2.3 After payment, the Cashier's Office staff advises the student to proceed to the Registrar's Office for printing of Official Registration Form.
- 1.6.2.4 Thereafter, the Registrar's Office instructs the student to proceed to the Office of Student Affairs (OSA).

1.7 Returnees

- 1.7.1 The Registrar's Office staff instructs him/her to proceed to the Cashier's office for balance verification.
- 1.7.2 The Cashier's Office staff issues an accounting clearance for re-enrolment form and instructs him/her to go back to Registrar's Office for student's profile updates.
- 1.7.3 The School Dean/Program Head/College Secretary advises the student on the subjects to enroll and prints the advising form reflecting the applicable fees to be paid by the student and advises him/her to proceed to the Cashier's Office for payment.
- 1.7.4 After payment, the Cashier's Office staff advises the student to proceed to the Registrar's Office for printing of Official Registration Form.
- 1.7.5 Thereafter, the Registrar's Office instructs the student to proceed to the Office of Student Affairs (OSA).

Section 2. Adding, Dropping and Changing of Subject(s)

2.1 Procedures for Adding and/or Changing of Subject(s)

A student with valid reason/s may add or change subject(s) within two (2) weeks after the beginning of classes, following the steps below:

- 2.1.1 Fill-out the form completely.
- 2.1.2 Proceed to respective Deans for advice and approval of request.
- 2.1.3 Proceed to the Cashier's Office for reassessment and payment of processing fee.
- 2.1.4 Present receipt of payment to the Registrar's Office for printing of Reassessment Form.

2.1 Procedures for Dropping of Subject(s)

- 2.1.1 A student must present a letter from parent/guardian for approval stating reason(s) for dropping if all subjects are being dropped.
- 2.1.2 Pay to the Cashier's Office for the Dropping Form.
- 2.1.3 Present receipt of payment to the Registrar's Office.
- 2.1.4 Accomplish the Dropping Form issued by the Registrar's Office, and have the faculty sign the form. The faculty should write "O.W." (Officially Withdrawn) opposite the name of the student on his/her

- class record and in the official Grading Sheet to be submitted to the Registrar's Office.
- 2.1.5 Present the signed dropping form to the Dean for his/her signature.
- 2.1.6 Proceed to the Accounting Office for reassessment of fees if the dropping is still within the allowable two-week period after the first day of classes.
- 2.1.7 Get a confirmation from the Registrar's Office.
- 2.1.8 Pay necessary fees or claim a refund at the Cashier's Office.

Section 3. Prerequisite Course Regulation

As stated in Article XIX Section 91 of the Manual of Regulations for Private Higher Education (MORPHE, 2008):

"As a general rule, a student shall not be permitted to take any advanced subject until he has satisfactorily passed the prerequisite subject or subjects. However, a student may be allowed to simultaneously enroll in prerequisite and advanced classes under the conditions as follows: (1) when the prerequisite is a repeated subject; (2) when the student has superior scholastic standing; (3) when the student is graduating at the end of the school term; and (4) when it is approved by the Dean or any authorized academic official."

Section 4. Overloading of Subjects

As stated in Article XIX Section 92 of the Manual of Regulations for Private Higher Education (MORPHE, 2008):

"Upon the discretion of the higher education institution, a graduating student may be allowed additional subject-loads of not more than six (6) academic units in excess of the normal load prescribed by the institution for the last school term."

Section 5. Cross-Enrollment

As stated in Article XIX Section 93 of the Manual of Regulations for Private Higher Education (MORPHE, 2008):

"Cross-enrollment is discouraged and shall be subject to institutional policies, rules and regulations. However, for valid reasons as determined by, and with the written consent of the institution he is regularly enrolled in, a student may be permitted to cross enroll in another institution in subject loads not normally offered during that particular term."

- 5.1 Proceed to respective School Deans' Office and submit the Application Number.
- 5.2 The Dean/College Secretary/Department Chair shall provide the subjects to be enrolled by the student based on their evaluation.
- 5.3 A copy of the advising form is printed reflecting the applicable fees

to be paid by the student at the Cashier's Office.

- 5.4 After payment, the student proceeds to Registrar's Office for printing of Official Registration Form.
- 5.5 Once the student has received his/her Official Registration Form, he/she proceeds to the Office of Student Affairs for issuance of Student Handbook and Student ID. Students from South Manila Educational Consortium (SMEC) the Office of Student Affairs issued Gate pass only in lieu of student ID.

Section 6. Shifting to another Program

- 6.1 Fill-out the shifting form issued by the Registrar's Office.
- 6.2 Obtain consent/signature of parent/guardian.
- 6.3 Attach latest Final Report of grades.
- 6.4 Get the recommendation of the former Dean, and the acceptance of the new Dean.
- 6.5 Submit accomplished form to the Registrar's Office for computer processing. Then, proceed with the enrolment in the new School.

ARTICLE VII

TUITION AND MISCELLANEOUS FEES

Section 1.

All students are consulted on increase or imposition of new tuition and other fees not later than February.

Section 2.

The fees payable to the College may be paid in cash upon enrollment or by installment. Payments in the installment plan shall be as follows.

- 2.1 Upon enrollment, 25 % of tuition and all fees must be paid.
- 2.2 Before Preliminary Examination, 50% of tuition and all fees must be paid
- 2.3 Before Midterm Examination, 75 % of tuition and all fees must be paid
- 2.4 Before Final Examination, all fees must have been paid.
- 2.5 Other installment payment schemes to accommodate more freshmen students may be issued from time to time by the College President.

Section 3.

Students enjoying the educational benefits under the PVA and the DepEd/state Scholarship must submit their certificate of educational privileges.

Section 4.

Students who submit the necessary certificate may be allowed to enroll without payment of the fees (except those fees not allowed by the PVAO/DepEd/State Scholarship provided it is up to the date in the payment of the student accounts) to the College. For all the unpaid fees, the College has the right to withhold the release of all records and other student's credentials until all his/her accounts are settled in full.

Section 5.

All financial transactions are done through the Accounting Office at the Student Account's Window.

Section 6.

A student who transfers or otherwise withdraws, in writing, within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month may be charged twenty-five per cent (25%) of the total amount due for the term if he/she withdraws within the first week of classes, or fifty per cent (50%) if within the second week of classes, regardless of whether or not he/she has actually attended classes. The student may be charged all the school fees in full if he/she withdraws any time after the second week of classes.

- 6.1 A currently enrolled student may not be allowed to take the prelim and midterm examinations without having settled his financial obligations during the

corresponding term.

- 6.2 Full refund of tuition fee shall be made for any course or subject, which has been discontinued by the school or not credited by no fault of the student.
- 6.3 The College shall refuse to re-enroll or to release transfer credentials of the student unless he/she has settled all his financial and other obligations or accountabilities.

Section 7.

During summer, a student who drops from his/her classes shall be charged by the College as follows:

1. Within the first and second days of classes, he/she shall be charged an amount equal to twenty-five (25%) of the total amount due for the summer term, regardless of whether or not he/she has actually attended classes.
2. Within the third and fourth day of classes, he/she shall be charged an amount equal to fifty percent (50%) of the total amount due for the summer term, regardless of whether or not he/she actually attended classes.
3. After the fourth day of classes, he shall be charged in full the total amount due whether or not he/she actually attended classes.

Section 8.

Any student who had been dismissed or expelled from the College is not entitled to any refund of tuition fees.

ARTICLE VIII

ATTENDANCE AND EXAMINATIONS

Section 1.

Prompt and regular attendance in all classes is required to all students from the first day until the end of the semester.

Section 2.

A student shall not be allowed to accumulate absences of more than 20% of the total class days. This applies to all classes whether lecture or laboratory.

Section 3.

The faculty concerned shall be required to conduct quizzes and exams as make-up for those missed classes. No other special project or activity shall be required to students by the faculty unless a prior authorization from the Vice President for Academic Affairs (VPAA) has been secured.

Section 4.

Any student who accumulates more than the maximum number of allowed absences in a given subject is disqualified from earning any unit of it and dropped automatically from the class with a final grade of U.W (unofficial withdrawal).

Section 5.

When an instructor is absent or has not arrived in class after ten minutes, the class president or any other officer should report this to the Dean of the School concerned and inquire if there is any provided activity for the class. Early dismissal of the class should likewise be reported.

Section 6.

Periodic examinations pertain to mid-term and final examinations, schedules of which are announced by the Registrar.

Section 7.

A student is not allowed to take a periodic examination without presenting his/her permit issued by the Accounting Office and distributed by the respective schools/departments.

Section 8.

Periodic examinations are departmentalized, questions of which are taken from the college test bank. Checking of these examinations is by scanner and the results are automatically recorded at the Registrar's Office.

Section 9.

Special mid-term examination is given to students who failed to take the scheduled mid-term examination for valid reasons and scheduled by the Registrar. Special mid-term is taken only within one (1) semester. A student gets a score of zero if he/she fails to take the mid-term examination. During summer classes, there is no special Mid-term exam.

9.1 Procedure for Special Mid-term

- 9.1.1 A student who fails to take the midterm due to illness on the appointed day must present a medical certificate from the School Physician. He may take a special examination, which is scheduled by the Registrar or as stated in the School Calendar.
- 9.1.2 Student should secure clearance from the Center for Academic Assessment and Analytics.
- 9.1.3 A student who missed the special midterm gets a raw score of zero (0).

Section 10.

An "INC" (Incomplete grade) is given to a student who failed to take the Final Examination as scheduled and the class performance is passing before the final examination. Completion Exam (Final) is given two (2) times a year. If the student fails to take after one year, he/she gets a grade of 5.0.

10.1 Procedures for Completion of an "INC" grade due to No Final Exam

- 10.1.1 Student applies clearance to the VP for Academic Affairs to take completion examination;
- 10.1.2 Student brings the clearance to his/her Dean for approval;
- 10.1.3 After the clearance has been verified and signed by the VP for Academic Affairs, the student pays the necessary amount per subject applied for at the Cashier on the scheduled date of payment;
- 10.1.4 He/she presents receipt to the proctor at the examination venue;
- 10.1.5 Proctor collects receipt, if it is good for only one subject; if payment is for more than one subject, proctor writes the subjects at the back of the receipt, counter signs, it and gives it back to the student.

Section 11.

A fee shall be paid to the Accounting Office for each special or completion examination applied for, the amount of which shall be determined by the said office.

Section 12.

Open accounts warrant non-release of examination results.

Section 13.

Results of periodic departmental examinations shall be released to the respective deans.

Section 14.

Students caught cheating in any examination or quiz shall be punished automatically merit a grade of 5.0 in the course and dropped from the course itself. (See sanction imposed by the Office of Students Affairs regarding cheating)

ARTICLE IX

GRADING SYSTEM

Section 1. Computation of Grades

1.1 LECTURE/ LABORATORY SUBJECTS

Class Standing	40%
Examinations (Prelim/ Midterm/Final)	60%
Total	100%

Semestral Grade = (Prelim Grade + Midterm Grade + Final Grade)/3

1.2 Apply Base 40 for General education subjects and Base 30 for Professional subjects.

Base 30 = Periodic grade x 0.70 + 30

Base 40 = Periodic grade x 0.60 + 40

75% (3.0) is the passing grade

For General Education Subjects	=	Base 40 is used
For Board Exam Subjects (Major/Professional)	=	Base 30 is used

1.3 ON-THE-JOB TRAINING (OJT)/ PRACTICUM SUBJECTS

School Requirements	30%
Industry Evaluation	70%
Total	100%

Section 2 GRADING SYSTEM EQUIVALENT PERCENTAGE/DESCRIPTION

- 1.1 The grades are computed by a software. Instructor submits the raw scores of students to the Registrar's Office and computation of these raw scores is based on the components and percentages provided.
- 2.2 The academic performance of students shall be graded at the end of each semester/summer in accordance with the following grade points and their corresponding descriptions:

FINAL POINT	EQUIVALENT (%)	DESCRIPTION	REMARKS
1.0	97 – 100	Excellent	Passed
1.25	94 – 96	Superior	Passed
1.50	91 – 93	Very Good	Passed
1.75	88 – 90	Good	Passed

2.00	85 – 87	Very Satisfactory	Passed
2.25	82 – 84	Satisfactory	Passed
2.50	79 - 81	Average	Passed
2.75	76 – 78	Fair	Passed
3.00	75	Passed	Passed
5.00	74 and below	Failed	Failed
INC		Incomplete	INC
OW		Official Withdrawal	OW
UW		Unofficial Withdrawal	UW

2.3 Standard passing grade is 3.0 for all subjects.

2.4 A grade of “INC” (incomplete) is given to a student when:

- 2.4.1 He/she was unable to take the final examination on the appointed date because of a valid reason and his class performance is passing before the final examination;
- 2.4.2 In no case shall the period for the removal of “INC” grade extend beyond one academic year from the date the grade was received. After the one-year period lapses, the grade of “INC” automatically becomes a 5.0

2.5 A grade of “O.W” (Official Withdrawal) is given to the student who drops the subject within the authorized period of dropping. (before the first day of the scheduled mid-term exam).

2.6 A grade of “U. W” (Unofficial Withdrawal) is given to the student when:

- 2.6.1 After having been officially enrolled, he/she has no attendance for the particular subject(s) for the entire semester;
- 2.6.2 He/she accumulates more than the maximum tolerated absences in a given subject.

Section 6.

Final grades are given at the end of every semester or summer term and are viewed online via student portal. Students with balance cannot access the student portal.

ARTICLE X

RULES ON CONDUCT AND DISCIPLINE

Each student of the College is expected to act as a grown-up individual at all times, whether on or off campus, showing respect to proper authority (academic and non- academic personnel) and to fellow students. He/she is duty bound to:

- a. obey the social norms promulgated by the school and the laws of the land.
- b. promote order and harmony among and between all segments of the school.
- c. act in accordance with and/or respect for the principles, traditions and ideals of the Filipino nation within the framework of the policies, rules, and regulations set by the school.

To ensure an atmosphere conducive to the formation of EAC student as law abiding community member and to maintain peace and order, each student is expected to adhere to the following classified norms with their corresponding sanction/s:

Section1. MINOR OFFENSES

The following acts constitute Minor Offenses:

1. Not wearing and/or improper use of school ID includes but not limited to: entering the EAC Building and transacting official business without a valid ID issued by the College; the possession of fake or falsified school ID; the possession of two or more school IDs; and using another student's ID and lending of ID to another person;
2. Wearing an inappropriate attire that is considered offensive to the sensibility of other members of the academic community such as:
 - a. Sando(s)
 - b. P.E. shorts and athletic shorts (except during P.E)
 - c. Plunging necklines
 - d. Any kind of pair of short pants
 - e. "Tokong"
 - f. Ripped pants
 - g. Miniskirts
 - h. Spaghetti straps w/o vest
 - i. Tube blouse w/o vest
 - j. Rubber slippers
 - k. Sandals of any kind
 - l. Cross-Dressing
 - m. Dyed hair with unnatural colors, highlights, or scrunches;
3. Littering;
4. Bringing and eating food and beverage inside the classroom;

5. Loitering or staying near the fire exits and other restricted areas;
6. Creating boisterous noise along the corridors during class hours;
7. Male students sporting long hair (that touches the back of collar of the polo), and wearing earrings and ball caps, hats, bonnets and the likes while inside the EAC Building;
8. Participation in Outside School Activities bearing the name of the College, such as contests, plays, choirs, conferences, congresses, etc., without written authorization by the School Dean, Office of Student Affairs, and the President;
9. Adverse/sexist remarks by the student toward any member of the academic community;
10. Possession and/or use of pornographic materials;
11. Use of cellular phones and other electric communication devices (Mp3, headset, etc.) during class hours;
12. Improper use of classrooms, unauthorized use of whiteboards/ chinks, table, chairs, laboratory apparatus, EAC Gym facilities, safety and warning devices;
13. Posting of unauthorized notices and/or announcements on bulletin boards or posting of notices and announcements outside authorized areas or bulletin boards. This includes verbal announcements and notices;
14. Ignoring summon from the OSA and other authorities of the College;
15. Indiscriminate use of all forms of musical instruments, recorders, megaphones, bull horns, cameras, and the likes, during class hours;
16. The use of abusive or obscene language; and
17. Other misdemeanors not otherwise considered major offense under this manual.

Section 2. MAJOR OFFENSES

The following acts constitute Major Offenses:

- 2.1 Gross misconduct;
- 2.2 Disrespectful to school authority such as social humiliation and besmirched reputation;
- 2.3 Dishonesty, cheating and stealing;
- 2.4 Hazing in any form or manner whether inside or outside the school premises;

- 2.5 Fighting, causing injury to others;
- 2.6 Carrying and concealing a deadly weapon;
- 2.7 Immorality/Act of Lasciviousness/ Sexual harassment/Voyeurism;
- 2.8 Gambling of any sort;
- 2.9 Extortion or asking money from others;
- 2.10 Unauthorized solicitation or collection of money or property;
- 2.11 Smoking cigarettes, vaping, and/or using of e-cigarettes inside the school premises;
- 2.12 Using, selling and/or possession of prohibited drugs;
- 2.13 Drug dependency;
- 2.14 Drunkenness;
- 2.15 Hooliganism (lawless behavior or conduct);
- 2.16 Vandalism, writing on or destroying school property, e.g., chairs, tables, windows, books, laboratory equipment and others;
- 2.17 Bullying (cyber-bullying, assaulting a pupil or student or school personnel or any other school authority or his agents);
- 2.18 Instigating, leading or participating in concerted activities leading to distraction and stoppage of classes;
- 2.19 Preventing or threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering school premises;
- 2.20 Forging or tampering school records or school forms;
- 2.21 Securing and using forged school records, forms and documents; and
- 2.22 Any other act analogous to the foregoing.

Section 3. SANCTIONS

3.1 MINOR OFFENSE

- 3.1.1 First Offense shall be sanctioned by verbal reprimand.
- 3.1.2 Second Offense. A second violation of the same offense within the current semester merits the following sanction:
 - 3.1.2.1.1 Written Reprimand and Promissory Letter duly signed by the Parents/Guardians
 - 3.1.2.1.2 Summon of parents
- 3.1.3 Third Offense. A third violation of the same offense within the current semester shall be punishable by suspension for a period of (7-14) schooldays.
- 3.1.4 Fourth and Subsequent Offense. A fourth and subsequent violation of the same offense within the current semester shall be punishable by non-readmission. A resolution imposing the penalty of non-readmission shall be subjected to the approval of the President.

3.2 MAJOR OFFENSE

The following scale of penalties shall be imposed for the commission of a major offense under this Manual depending on the gravity of the act.

- 3.2.1 Suspension
- 3.2.2 Non-readmission
- 3.2.3 Exclusion
- 3.2.4 Expulsion

Matrix on Sanctions or Penalties

Degree	Infractions Committed	Penalties/Sanctions
1	1 st	Verbal reprimand
	2 nd	Written Reprimand and Promissory Letter/ Summon of Parents
	3 rd	7-14 school days Suspension
	4 th	Non-readmission
2	1 st	Suspension
	2 nd	Non-readmission
	3 rd	Exclusion
	4 th	Expulsion
3	1st	Non-readmission
	2nd	Exclusion
	3rd	Expulsion
4	1st	Exclusion
	2nd	Expulsion
5	1 st	Expulsion

Offenses and Degree of Infractions

Offenses	Degree of Infractions
<p>a. <u>Minor and Less Serious Offenses</u></p> <ol style="list-style-type: none"> 1. Not wearing and/or improper use of school ID includes but not limited to: entering the EAC Building and transacting official business without a valid ID issued by the College; the possession of fake or falsified school ID; the possession of two or more school IDs; and using another student's ID and lending of ID to another person; 1 2. Wearing an inappropriate attire that is considered offensive to the sensibility of other members of the academic community such as: 1 <ol style="list-style-type: none"> a. Sando(s) b. P.E. shorts and athletic shorts (except during P.E) c. Plunging necklines d. Any kind of pair of short pants e. "Tokong" f. Ripped pants g. Miniskirts h. Spaghetti straps w/o vest i. Tube blouse w/o vest j. Rubber slippers k. Sandals of any kind l. Cross-Dressing m. Dyed hair with unnatural colors, highlights, or scrunches; 3. Littering; 1 4. Bringing and eating food and beverage inside the classroom; 1 5. Loitering or staying near the fire exits and other restricted areas; 1 6. Creating boisterous noise along the corridors during class hours; 1-2 7. Male students sporting long hair (that touches the back of collar of the polo), and wearing earrings and ball caps, hats, bonnets and the likes while inside the EAC Building; 1 8. Participation in Outside School Activities bearing the name of the College, such as contests, plays, choirs, conferences, congresses, etc., without written authorization by the School Dean, Office of Student Affairs, and the President; 1-2 9. Adverse/sexist remarks by the student toward any member of the academic community; 1-2 10. Possession and/or use of pornographic materials; 1-2 11. Use of cellular phones and other electric communication devices (Mp3, headset, etc.) during class hours; 1-2 12. Improper use of classrooms, unauthorized use of whiteboards/ chalks, table, chairs, laboratory 1-2 	

apparatus, EAC Gym facilities, safety and warning devices;	
13. Posting of unauthorized notices and/or announcements on bulletin boards or posting of notices and announcements outside authorized areas or bulletin boards. This includes verbal announcements and notices;	1-2
14. Ignoring summon from the OSA and other authorities of the College;	1
15. Indiscriminate use of all forms of musical instruments, recorders, megaphones, bull horns, cameras, and the likes, during class hours;	1-2
16. The use of abusive or obscene language; and	1-2
17. Other misdemeanors not otherwise considered serious offense under this manual.	2
b. <u>Major Offenses</u>	
1. Gross misconduct;	2-3
2. Disrespectful to school authority such as social humiliation and besmirched reputation;	2-3
3. Dishonesty, cheating and stealing;	3-4
4. Hazing in any form or manner whether inside or outside the school premises;	5
5. Fighting, causing injury to others;	3-4
6. Carrying and concealing a deadly weapon;	5
7. Immorality/Act of Lasciviousness/ Sexual harassment/Voyeurism;	5
8. Gambling of any sort;	4-5
9. Extortion or asking money from others;	3-4
10. Unauthorized solicitation or collection of money or property;	3-4
11. Smoking cigarettes, vaping, and/or using of e-cigarettes inside the school premises;	3-4
12. Using, selling and/or possession of prohibited drugs;	5
13. Drug dependency;	5
14. Drunkenness;	3-4
15. Hooliganism (lawless behavior or conduct);	3-4
16. Vandalism, writing on or destroying school property, e.g., chairs, tables, windows, books, laboratory equipment and others;	4
17. Bullying (cyber-bullying, assaulting a pupil or student or school personnel or any other school authority or his agents);	5
18. Instigating, leading or participating in concerted activities leading to distraction and stoppage of classes;	5
19. Preventing or threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering school premises;	4-5
20. Forging or tampering school records or school forms;	5
21. Securing and using forged school records, forms and documents; and	5
22. Any other act analogous to the foregoing.	4-5

PROCEDURES AND IMPOSITION OF DISCIPLINARY RULES AND ACTIONS

Section 1. COMPLAINT

A complaint is a written statement subscribed/signed by the complainant, containing the acts and the person complained of, and filed before the Office of Student Affairs (OSA) for appropriate action.

Section 2. OFFICE OF STUDENT AFFAIRS (OSA)

Upon proper receipt of the Complaint referred to in the preceding section, the Dean of the Student Affairs shall determine the validity of the complaint and, after evaluation of the act/s stated thereon, shall determine whether the act/s constitute a Minor or Major Offense/s under this Manual.

If Minor Offense/s, it shall be the duty of the OSA to conduct the proper investigation and resolve the same. The OSA shall furnish a copy of the resolution to the Office of the President.

If Major Offense/s, it shall be the duty of the OSA to cause the proper endorsement of the complaint to the Investigating Committee.

In all cases, it shall be the duty of the Office of Students Affairs to issue the proper notices and summon to all parties concerned.

Section 3. INVESTIGATION COMMITTEE

The investigation for Major Offense/s shall be conducted by an Investigation Committee composed namely of, (a) A Legal Counsel who shall preside as Chairman; (b) Dean of the School concerned; (c) Dean of Student Affairs; (d) A representative from the Central Student Council Board; and (e) Guidance Director.

Approval of the President shall be mandatory for the validity and effectivity of Resolutions by the Investigation Committee recommending sanctions for Major Offenses.

Section 4. PREVENTIVE SUSPENSION

In order to deter any serious disruption of normal school operations, to maintain peace and order within the campus premises and an atmosphere conducive to education in the school, to preserve decorum in the classroom, uphold respect for administrators and teachers, and in order to protect the student-offender from acts of vindictiveness, the Investigating Committee may immediately place a student concerned under preventive suspension during the pendency of the investigation for a period of not more than fifteen (15) school days.

Section 5. IMPLEMENTATION OR ENFORCEMENT OF THE RESOLUTION OR DECISION

The decision or resolution of cases falling either under Minor or Major Offense/s shall be forwarded to the OSA for proper implementation and enforcement of the same.

Section 6. MOTION FOR RECONSIDERATION

Motion for Reconsideration shall be filed within ten (10) days from notice of the Decision/Resolution, with copies thereof served upon the adverse party. No second motion for reconsideration of a Decision/Resolution shall be allowed.

After the 10-day period or whenever a motion for reconsideration is denied, the Decision shall become final and executory.

Section 7. APPEAL OF FINAL DISCIPLINARY RESOLUTION/DECISION

Decision/Resolution of cases for Minor Offense/s shall be final and executory and non-appealable. Final Decision/Resolution of cases for Major Offense/s shall be appealable directly to the Office of the President.

ARTICLE XI

STUDENT LIFE

Section 1. Student Organizations and Councils

The College has a complete program of cultural, professional, athletics, enrichment program, values education program, and co-curricular activities offered by the different student organizations to interested students who desire to expand their horizons and their life more interesting, enriching and rewarding.

Section 2. Student Organization Accreditation

2.1 The specific functions of the Dean of Student Affairs over student organizations are as follows:

- 2.1.1 Supervises, as Administration liaison with the Central Student Council Board, the different student organizations publications with the assistance of their respective advisers;
- 2.1.2 Provides technical guidance and ensures professionalism in the management and writings skills of student writers. All student publications including newsletters and mimeographed release must be conferred with the Office of Student Affairs before and after circulation;
- 2.1.3 Accredits and reaccredits student organizations;
- 2.1.4 Maintains good order and discipline among students;
- 2.1.5 Performs the duties of a counselor adviser to those with disciplinary problems;
- 2.1.6 Plans and coordinates the freshmen orientation;
- 2.1.7 Supervises student activities sponsored by the Central Student Council Board and accredited student organizations;
- 2.1.8 Approves seminar workshops to upgrade and maintain a high level of management efficiency and effectiveness sponsored by student organizations;
- 2.1.9 Approves student organizations plan of activities;
- 2.1.10 Supervises and regulates the operations and activities of all duly recognized student organizations in cooperation with the Central Student Council Board, for the purpose of providing guidance for the maximum utilization of human potentials and resources and efforts toward the attainment of goals of the organization as envisioned in their approved constitution and by-laws; and
- 2.1.11 Supervises election of officers of the Central Student Council Board held towards the end of the second semester of each school year.

2.2 The Central Student Council Board (CSCB) is the supreme student organization in the College. It functions in accordance with its Constitution and By-Laws duly approved by the Board of Trustees.

For the efficient implementation of its programs, the Central Student Council Board collects student council fee, through the Accounting Office, at the beginning of every semester from all students enrolled for the current semester. The amount of which depends on the result of the tuition consultation between the administrators and the student body.

2.3 Students who desire to establish, join and participate in student organizations on campus shall do so as a matter of right, subject to the following requirements for recognition and affiliation and reasonable regulations promulgated by the College through the Dean of Student Affairs, in turn recognize by, affiliated with and/or supported by the Office of Student Affairs:

- 2.3.1 Any group of twenty (20) students may apply for recognition/accreditation to the Dean of Student Affairs. An application must be presented to the College President and to the Student Council within one (1) week after the final examinations of the second semester of the current school year.
- 2.3.2 The following supporting documents, accomplished in triplicate, must be presented at the time of application: a.) formal letter of application; b.) Constitution and By-Laws; c.) list of interim board officers, with their names, respective positions, majors, year levels, addresses, telephone numbers, birthdays and specimen signatures of at least twenty (20) founding members, inclusive of officers; d.) proposed activities for entire school year, including tentative dates of implementation and brief descriptions of each activity; and e.) Name of the faculty adviser with a letter of acceptance addressed to the Dean of Student Affairs. The organization shall submit a copy of the foregoing requirements to the Dean of Student Affairs.
- 2.3.3 The Office of Student Affairs will deliberate upon the application in consultation with the Central Student Council Board, the School Legal Counsel and the College President. It must ensure that the applicant organization's constitution and By-Laws and proposed activities are in accordance with the school policies and/or other rules and regulations of the Central Student Council Board and the Office of Student Affairs, and do not conflict or overlap with those of existing student organizations. The Dean of Student Affairs shall inform the applicant organization of the approval within one (1) month from date of submission of requirements.
- 2.3.4 No student organization shall be allowed to inflict physical punishment or any other form of hazing as a requirement for membership.
- 2.3.5 The Constitution and By-Laws of the applicant student organization shall be approved by the College President upon the recommendation of the Dean of Student Affairs in consultation with the Central Student Council Board. No Student organization shall be allowed to function without approval.
- 2.3.6 The Office of Student Affairs shall issue a corresponding certificate of recognition to the student organization upon full compliance with the requirements herein prescribed. However, such certificate shall be effective for one (1) school year only and must be renewed each succeeding school year for the organization to exist officially.
- 2.3.7 All new organized student organizations shall be placed for one (1) school year under probationary status. In certain cases, the probationary period

- may be extended for another school year for further evaluation of the organization.
- 2.3.8 Any student organization, which does not renew its registration within the first three weeks of a school year or fails the evaluation of the Office of the Student Affairs, shall be automatically considered defunct.
 - 2.3.9 Every accredited or registered student organization shall be enlisted with the Central Student Council Board.
 - 2.3.10 Any organized student organization which violates its own statement of purpose and/or Constitution and By-Laws, or fails to comply with the policies of the College and the Student Affairs Office is liable to revocation of its certificate of recognition, after an investigation to be conducted by the Dean of Student Affairs and the Central Student Council Board.
 - 2.3.11 Only bonafide students who comply with the following requirements are allowed to join student organizations:
 - 2.3.11.1 Students taking an academic load of at least 18 units with the exception of graduating students; and
 - 2.3.11.2 Students who are not under disciplinary action
 - 2.3.12 A student cannot be a president of more than one (1) organization.
 - 2.3.13 The selection of a faculty adviser shall be based on the following criteria:
 - 2.3.13.1 Full time faculty member of the College;
 - 2.3.13.2 Must be connected with a particular academic area and knowledgeable in that field; and
 - 2.3.13.3 Must be a faculty for at least one (1) year.
 - 2.3.14 The Dean of Student Affairs appoints the faculty adviser. His/her acceptance of the position as adviser must be in writing (2 copies). A copy of the letter must be submitted to the Office of Student Affairs and a duplicate copy shall be filed with the Central Student Council Board.
 - 2.3.15 The term of appointment of a faculty adviser is for one (1) school year but may be renewed for a period of three (3) years. If he/she withdraws before the period expires, a new faculty adviser shall be recommended by the organization to the Dean for Student Affairs to serve the remaining term.

Section 3. Guidelines and Procedures for Extra-curricular and Co-curricular Activities

3.1 Definitions

- 3.1.1 Any activity which involves students, academic, non-academic personnel and officers of EAC-YLFI is either a co-curricular, extra-curricular or a combination of both.
- 3.1.2 Generally, the objectives of the activity determine its character. Co-curricular activities are those with academic content. These need not be directly connected with a particular curricular offering but their content is academic in nature, e.g. "Buwan ng Wika". These activities are usually sponsored by the schools.
- 3.1.3 Extra-curricular activities are those which are usually social or civic in character, e.g. "Clean and Green Campaign". These activities are usually sponsored by an officially recognized student organizations.

- 3.1.4 Groups authorized to sponsor co-curricular and extra-curricular activities.
 - 3.1.4.1 Schools and administrative units of the school
 - 3.1.4.2 Central Student Council Board and School Student Councils
 - 3.1.4.3 Student organizations accredited for the school year.

3.2 Holding of Extra-Curricular and Co-curricular Activities

The establishment and operation of student organizations in the College are governed by the rules and regulations established by the Department of Education as contained in Department Order No. 6, series 1985 on the Rules and Regulations concerning student organization and their activities and CHED CMO No. 17 Series 2012.

As a matter of school policy, the following guidelines shall be strictly followed for holding student organization co-curricular and extra activities within and outside the EAC campuses.

- 3.2.1 Written request for holding any student activities shall be done through channels and submitted two (2) weeks before the scheduled activity. It must include the following signatories:
 - 3.2.1.1 Adviser
 - 3.2.1.2 Dean or OIC of the School
 - 3.2.1.3 Dean of Student Affairs
 - 3.2.1.4 Vice President for Academic Affairs
 - 3.2.1.5 President
- 3.2.2 Written request for holding any student activity shall likewise include the following attachments:
 - 3.2.2.1 Detailed plans of the activity
 - 3.2.2.2 Objectives
 - 3.2.2.3 Date, venue and time frame of the activity
 - 3.2.2.4 Program
 - 3.2.2.5 Budget
 - 3.2.2.6 Waiver and written permission from the parents of students if activity shall be conducted outside EAC campus (attendance should be voluntary)
- 3.2.3 It shall be the responsibility of the adviser(s) of the student organizations/school council/central student council to supervise and regulate the operations of the student activities, with the approval of the Dean of Student Affairs
- 3.2.4 Any amount collected from donors, sponsors, and members for holding any student activity shall be deposited in the EAC Accounting Office under the name of the organization.
- 3.2.5 In case the organization needs money, a written request to withdraw an amount for whatever approved purpose it may serve shall be made. It shall be addressed to the Office of the President, noted by the Office of Student Affairs.
- 3.2.6 The student organization/school council shall submit a documentation

report of the activity it last held within two (2) weeks after its culmination in addition to a financial statement to the Office of Student Affairs.

- 3.2.7 After every student activity, the treasurer of the organization shall submit to the Office of Student Affairs three (3) copies of the financial statement supported by receipts and properly signed by the organization president, treasurer, auditor and advisers two (2) weeks after the activity.
- 3.2.8 No student organization/school council shall be allowed to hold another activity without complying first to the above-mentioned provisions.
- 3.2.9 There should be no activity a week before preliminary, mid-term and final examinations.
- 3.2.10 Any student organization must at least hold one major activity for a certain School Year depicting their respective objectives for the students or EAC adopted community. Non-compliance to this mandate means waiving of their right to be reaccredited as a recognized student organization.

Section 4. Institutional Guidelines on Educational Tours or Field Trips

- 4.1 To minimize and/or to obviate untoward incidents during field trips, the following as embodied in CHED CMO no. 17 s. 2012 should be observed:
 - 4.1.1 The outing/field trip should be related to or part of school activity/lesson;
 - 4.1.2 Pre- and post-conferences should be held;
 - 4.1.3 The place to be visited should be pre-arranged and necessary permit to visit or stay in the place should be secured;
 - 4.1.4 Waiver form issued by OSA signed by the parents of students;
 - 4.1.5 Medical clearance issued by the School Clinic;
 - 4.1.6 The students should be accompanied by responsible school officials (teacher/adviser) at a ratio of one for every class 40-50 student, who will oversee the safety, discipline and needs of the students;
 - 4.1.7 Necessary safety precautions regarding travel, visit to factories, staying overnight, disasters, (earthquake, flood, typhoon, fire, etc.) shall be instituted and observed; and
 - 4.1.8 The activities should be well-planned and prepared and should be strictly followed by the participants.
- 4.2 Further, as a matter of policy, the following school requirements should be properly observed. Written request for educational tours:
 - 4.2.1 Should be done through channels with the following signatories:
 - 4.2.1.1 Faculty
 - 4.2.1.2 Dean of the School
 - 4.2.1.3 Dean of Student Affairs
 - 4.2.1.4 Vice President for Academic Affairs
 - 4.2.1.5 President

- 4.2.2 Should be accompanied by a permit with the following information:
 - 4.2.2.1 Objectives
 - 4.2.2.2 Places to be visited
 - 4.2.2.3 Date and time
 - 4.2.2.4 Time of departure and arrival (at EAC)
 - 4.2.2.5 Faculty members concerned
 - 4.2.2.6 Permit from faculty members whose classes will be affected
 - 4.2.2.7 Budget.
- 4.2.3 Prepare questionnaire or guidelines for observation to be discussed in the class after the fieldtrip;
- 4.2.4 All students should bring their own school I.D.;
- 4.2.5 All money collections made should be done by students and deposited in the Cashier's office for safekeeping;
- 4.2.6 A written report on the trip should be submitted not later than 3 days after the arrival, excluding holidays and Sundays; and
- 4.2.7 No student organizations or classes will be allowed to hold any educational tours /field trip one (1) week before the preliminary, mid-term and final examinations of each semester.

Section 5. Student Publication

- 5.1 An Adviser for Publications, appointed by the President, is directly in-charge of all student publications in the College, specifically The MAGDALO, the official student publication of EAC.
- 5.2 A student publication, such as newspapers, magazines, newsletters, and other related materials, whether, printed, mimeographed or photocopied, can attain official recognition if it has been registered with and duly authorized by the Office of Student Affairs. A recognized student organization sponsoring a publication may apply to the Office of Student Affairs through the Central Student Council Board.
- 5.3 The following procedures shall be allowed to obtain official recognition:
 - 5.3.1 The student publication shall present a proposal, which shall include the purpose and intended contents of the publication congruent to the field of interest or specialization of the sponsoring organization;
 - 5.3.2 A list of Editorial Board shall be submitted;
 - 5.3.3 The number of copies to be printed and circulated as well as the readers of the publication must be acknowledged in the proposal;
 - 5.3.4 A budget with breakdown of cost must be provided and certified by the president and treasurer of the organization sponsoring the publication. Sources of funds for the publication must also be stipulated in the proposal; and
 - 5.3.5 A publication shall receive official recognition only after these requirements have been met and approved by the Dean of Student Affairs.
- 5.4 Violations of the foregoing requirements shall be subjected to disciplinary action of the Editorial Board of the erring publication.
- 5.5 The Editorial Screening Board shall be composed of the following: The Publication Adviser, who acts as Chairperson and two (2) faculty members with background in journalism and creative writing appointed by the President, upon the recommendation of the Vice-President for Academic Affairs, and the

Dean of Student Affairs to serve as consultants. The board shall have the following powers and functions:

- 5.5.1 To determine the criteria for selection of the editorial staff for organization's publication; and
- 5.5.2 To prescribe the manner and procedure for implementation of the editorial examinations.

ARTICLE XII

STUDENT SERVICES

Section 1. THE COLLEGE LIBRARY

1.1 Library Readership

The faculty, students, staff, and alumni of EAC constitute the library's regular readers.

Outside users, such as researchers and students of similar institutions, may research in the library every Wednesday upon presentation of their school/office, I.D., and referral letters from the librarians.

1.2 Library Hours

Monday – Saturday
8:00 a.m. – 6:00 p.m.

1.3 Library Rules and Regulations.

- 1.3.1 Students, faculty, and employees of the EAC, Manila Medical Center, and UPSI with valid I.D. are entitled to use the Library.
- 1.3.2 Borrowing privileges are not transferable and must be exercised personally. Tampered picture and/or not properly laminated I.D. is not honored.
- 1.3.3 Books from Circulation and Reserve Section maybe withdrawn for home use upon presentation of the borrower's library card at the counter or charging desk.
- 1.3.4 Library materials borrowed should first be endorsed to the librarian for inspection of any damaged/mutilated pages. The borrower signs properly the book card and leaves this to the librarian-in-charge together with his Library Card.
- 1.3.5 Borrowers are responsible for books/materials borrowed until they have returned them.
- 1.3.6 SILENCE and COURTESY must be strictly observed at all times inside the library.
- 1.3.7 Group discussion, smoking, eating, littering, and sleeping are not allowed in the library.
- 1.3.8 Violation of library rules and regulations subjects student to disciplinary action and automatic revocation of library privileges.

1.4 Guidelines on Proper Use of the Library

1.4.1 Procedures in Securing Library Card:

- 1.4.1.1 Present a currently validated I.D. plus two (2) 1x1 picture (for new applicant) and one (1) 1x1 for old students (with lost library card) to the librarian in the Circulation Counter;
- 1.4.1.2 Fill-out application form for library card;

- 1.4.1.3 Librarian counter-checks information written in the application form; and
- 1.4.1.4 Student may claim his/her library card a day after the submission of application form.
- 1.4.2 Implementing Guidelines for Library Cards:
 - 1.4.2.1 Lost library card may be replaced three days after report of loss and upon payment of necessary fee at the accounting department.
 - 1.4.2.2 Student with lost library card should submit letter of explanation to the library staff-in-charge.
 - 1.4.2.3 Library card is NON-TRANSFERABLE. Violation of this may result to the suspension of library privileges.
 - 1.4.2.4 Library card should be validated upon enrollment by presenting current registration form to the library staff in the Circulation Counter.
- 1.4.3 Guidelines in Borrowing Books
 - 1.4.3.1 Students with validated library card for the current semester are allowed to borrow books.
 - 1.4.3.2 Students are allowed to borrow a maximum of three (3) titles of references for overnight use (renewable if not in demand), and two (2) titles of fiction books for three (3) days (renewable if not in demand).
 - 1.4.3.3 Return the borrowed books before 9:00 AM on the specified due date.
 - 1.4.3.4 Failure to return borrowed books on time is charged appropriately. Borrower's loan privilege shall be suspended if the offense is still committed after the last warning has been given.
 - 1.4.3.5 Release of loans is from 3:00 PM to 6:00PM.
 - 1.4.3.6 Overnight loan is suspended one (1) week before the start of the final examinations.
 - 1.4.3.7 Final grades of students with overdue accounts shall be put on hold.
- 1.4.4 Fines for Overdue Reserve Books:
 - 1.4.4.1 Five pesos (P5.00) is charged for the first hour or a fraction thereof (9:00 A.M. to 10:00 A.M.) and P1.00 for each succeeding hour or fraction thereof, until 4:00 P.M., that the book is kept beyond time.
 - 1.4.4.2 Twenty pesos (P20.00) is charged for the first day the reference book is returned beyond 4:00 P.M. Succeeding days is charged with P20.00 per day. P5.00 is charged for overdue fiction books.
- 1.4.5 Penalty for Lost Books
 - 1.4.5.1 Replacement with latest edition plus processing fee of P100 per book, or
 - 1.4.5.2 Payment of the book equivalent to its current market price plus processing fee, or
 - 1.4.5.3 For lost books not available in the market, the borrower can replace the books with the same subject plus a processing fee.
 - 1.4.5.4 In addition to any of the above, the borrower has to pay for the accrued overdue fines.

1.5 Readers Services

The main objective of the Readers' Services is to assist and interface directly with the library clientele, including students, faculty, and other library users, in meeting their library needs and problems. It offers services such as lending books for outside use, providing books assigned by teachers for research, and assisting readers in obtaining and locating information. In addition, orientation lectures on the use of library resources are conducted by the library staff for all freshmen, usually at the start of each school year. Specialized group or individual on research methods are also held.

Under Readers' Services are those sections that provide services or circulate materials to the readers, where personal interaction continually takes place. In addition to the responsibility of running the library branches, it supervises and coordinates the clientele service aspects of (1) Main Library at Bldg. 1 that has: Circulation and Reserve, Reference, Filipiniana Collection, where each area handles the loans and usage of the respective collections. (2) Technology Resource Center (TRC) at Bldg. 7 that includes: Audio-Visual, Internet/On-Line Review System, Periodical Section, Archives, and Medical Library.

- 1.5.1 The Circulation and Reserve Section provides books in circulation that may be withdrawn for home use. Such books are selected from the stacks and checked at the charging desk. This section consists of books which are used as references and textbooks which have been designated by faculty members as required for their courses.

The Circulation and Reserve Librarians are also responsible for the amount of library fines as determined by the number of days the book is not returned. Students pay the library fine at the accounting department with temporary receipt issued by the librarian indicating the amount.

- 1.5.2 The Reference Section contains collection of extensive reference materials such as dictionaries, encyclopedias, guides, directories, and other reference type of books. It has also a collection of geographical, historical, political and economic maps and atlases. All the resources are restricted for room use only. These are updated and supplemented by information that can be accessed through the available Internet.
- 1.5.3 The Filipiniana collections include books in Philippine history and culture, political science, literature, and other subjects. These include writings by Filipino authors whether published in the Philippines or abroad, and writings by foreign authors but treating substantially on the Philippines.
- 1.5.4 Audi-Visual. Instructional materials are available in the Audio-Visual Section on a first come, first serve basis and brought to the Audio-Visual Room where equipment is available. Only AVR technician is allowed to borrow materials requested by the faculty.
- 1.5.5 Internet Services. The provision of Internet facilities for both faculty and students to supplement the latest information that is not available in the book collections. WI-FI access is provided for those students and faculty who have their own laptop.

On-line Review System. This enables students to review for periodic examination questions from the test bank through computer tutorial in the library upon payment at the accounting department.

- 1.5.6 Periodical Section. Provides recent bound and unbound journals, periodicals, and newspapers to which the library subscribes, as well as annual reports and other publications of local and foreign corporations, school catalogues, journals which may be issued by other educational institutions, likewise a continues acquisition or subscription of microfilms from 1998 to present of Manila Bulletin, Philippine Star, Philippine Daily Inquirer, and Philippine Free Press. As sources of information and knowledge, serials are much more current and up-to-date, often containing items that never find their way in books, as well as matters which ultimately are published in book form. These materials are available for room use only but can be reproduced as the need arises. The section is at the 3rd floor of Building 7.
- 1.5.7 Archives Section. The library is the repository of the archives of the College. The archives as defined here constitute all the documentation, including programs, photographs, and printed or published materials that pertain to the history of the College and its major personalities, especially its Presidents. These archives serve as a repository for research on the history of the College, its activities in the past, and as a source of materials for periodic exhibitions in the College.
- The collections include annual bulletins, yearbooks, research publications and other publications on various activities especially during Foundation Week and Commencement Exercises of the College.
- 1.5.8 Medical Library. This section is designed primarily for the research needs of the medical students. Its collections include books and journals for medicine students.

Section 2. GUIDANCE AND PLACEMENT SERVICES OFFICE

2.1 Guidance Services Center

The Guidance Services Center offers five major services namely: Information, Individual Inventory, Counseling, Testing, and Follow-up. Specifically, it aims to help students make an effective adjustment to the school environment through awareness of their strengths and weaknesses; undertaking steps in developing a well-rounded personality during the duration of stay in this institution.

The Center administers the entrance examination for new students, the results of which determine the students' skills and potentialities. It also offers group guidance, sensitivity training, and group therapy.

2.2 Career and Placement Service

Through its placement service, the Placement Officer assists the students and alumni in securing positions best suited to their aptitudes, qualifications, and interests. The

Guidance and Placement Office carries out this service, and is tasked to do the following activities:

- 2.2.1 To assist students in learning basic skills needed for job hunting and to assist students attain their career goals;
- 2.2.2 To identify and secure sites for apprenticeships and cooperative education.
- 2.2.3 To brief students for employment opportunities here or abroad by providing information and materials about the various professions, companies and hospital profiles and benefits; and
- 2.2.4 To maintain contact with employers in business, industry, government, academic, social and health institutions for possible employment of EAC graduates.

Section 3. SCHOOL HEALTH SERVICES

The College has an active role in promoting, preserving, and maintaining the physical, biological, and social status of the students with the aim of forming a healthy and wholesome school population.

EAC's health program, therefore, includes three major services:

3.1 School Health Services

These services include methods and procedures that determine the health condition of the school population through involvement and intervention of the school health personnel. These methods and procedures consist of the following:

- 3.1.1 Physical Examination of administrators, students, faculty members and non-academic personnel.
- 3.1.2 Immunizations - Hepatitis B, Influenza Vaccine, Anti- Pneumonia
- 3.1.3 Consultations
- 3.1.4 First Aid treatment
- 3.1.5 Referrals and Follow-ups- Referral to MCM, OPD, San Lazaro Hospital and RITM (Research Institute for Tropical Medicine).
- 3.1.6 Dental Services as fluoridizations, prophylaxis, fillings, extractions, etc.

3.2 School Health Instructions

- 3.2.1 Health education for all members of the EAC Community;
- 3.2.2 Health awareness campaign through bulletins and seminars;
- 3.2.3 Film showing about health and fitness;
- 3.2.4 Fire prevention campaign;
- 3.2.5 Drug-alcohol abuse and addiction control campaign

3.3 School Health Living

- 3.3.1 To provide wholesome, healthy and safe school environment;
- 3.3.2 To establish a wholesome interpersonal relationship favorable to physical, social, and mental health;

- 3.3.3 To maintain the safety of the school buildings;
- 3.3.4 To check the proper sanitation of the school environment (annual examination of food court personnel, typhoid and hepatitis A immunization, quarterly water analysis and request for regular pest control);
- 3.3.5 To conduct fire, earthquake, and bomb drills;
- 3.3.6 To organize emergency service plans needed during disaster situations and to recommend improvements to attain healthful living in the school.

Section 4. AUDIO-VISUAL RESOURCE CENTER

4.1 Program

The AVR Program of the College was conceived and launched to minimize and address other materials, poor student comprehensions, and inadequate science logistics. It includes academic, classical, and entertainment films.

4.2 Materials

The up-to-date materials include, among others: 16 mm films, slides, transparencies, audio tape recordings, video tape recordings, filmstrips.

4.3 Equipment and Facilities

The AVR Center has the following facilities: overhead projectors, movie projectors, record players, cameras, microphones, photo copying machines and central sound system.

There are assigned air-conditioned viewing theaters for 100-120 students; bulletin and display boards for interesting displays, exhibits and dissemination of information; control room where the operator handles and manipulates AV equipment and materials; equipment storage and repair area; preview room for selection and evaluation of appropriate materials; storage area and a dark room.

Section 5. EAC COMPUTER SERVICES

Emilio Aguinaldo College students, faculty and staff are provided with the computer services for learning and development to information technology.

5.1 General Computer Laboratory Guidelines

Keeping the laboratory clean and working is everyone's best interest. The following guidelines should be observed:

- 5.1.1 All users are required to sign in the log book provided.
- 5.1.2 Only enrolled students in the current semester are allowed to use the Computer Laboratories.
- 5.1.3 Students without laboratory schedule can be allowed to use the computers depending on the availability of computer units. They must request a permit from the Laboratory Custodian. Permission on the use of

computers will depend on the availability of units on a “first come, first serve” basis.

5.1.4 Users should NOT change the configuration settings on the hardware or software.

5.1.5 Users are LIABLE for the misuse of any hardware, software or equipment residing in the computer laboratories.

5.1.6 The consumption of food and beverages, including bottled water, is strictly prohibited.

5.1.7 All bags are to be placed in the baggage area.

5.1.8 No personal computer or laptop can be connected to the laboratory network under any circumstance. Peripherals such as digital cameras, jump drives, and other USB devices can be connected to the laboratory computer with the permission of the Faculty/Instructor assigned and Laboratory Custodian.

5.1.9 All computers in the laboratory are for academic, instructional and research purposes ONLY. Playing games or using school-related equipment for commercial gain is strictly prohibited and is subject to disciplinary actions.

5.1.10 Repeated or serious violations of Computer Laboratory Policies shall result to the loss of computer laboratory privileges and corresponding disciplinary action/s.

Section 6. CENTER FOR ACADEMIC ASSESSMENT AND ANALYTICS (TEST BANK)

The OFFICE serves as a storage of departmental examinations and raw scores in the different courses. It has the following functions and services:

1. Downloading and generating exams for regular and special midterm exams, final exams and completion exams.
2. Preparing of test questions for Manila and Cavite campuses
3. Collating and sorting test questions by schedule of exams, control number, date, time and venue of exams
4. Releasing of answer sheets by schedule of exams
5. Scanning and checking of answer sheets,
6. Releasing of raw scores for all schools
7. Downloading exams for computerized review system and computerized exams for Midterm and Final Exams
8. Receiving and checking of verification of students (with INC grades)

Section 7. E-Learning

EAC provides an online student-teacher communication facility through its E-learning Program. It is an essential component of modern education. This program allows students to access their lessons, assignments, class notes, and even interact with their teacher about their lessons from the convenience of their home computer.

Learning no longer needs to be interrupted because of suspension of classes due to bad weather, pandemic alerts, or other similar causes. Students can continue their learning online in the comfort of their home.

Section 8. Allied Health Science Laboratories

The Laboratory Class is a venue where students can learn and apply the theoretical principles and concepts learned in the lecture and develop skills and dexterity. The following are the guidelines and policies in the Allied Health Science Laboratories:

1. The faculty and students must use the full hours schedule for each laboratory class particularly during pre-laboratory and post laboratory discussions.
2. The faculty member of each class applies for a requisition on the materials needed for a specific laboratory activity, at least two (2) days prior to the schedule date of the laboratory activity by filling-out the LABORATORY REQUISITION FORM, BORROWER'S FORM.
3. On the scheduled date and time of the activity, the laboratory technician dispenses the requested materials either to the faculty member or student leader after the requisition form has been signed and student ID is submitted.
4. At the end of the laboratory exercise, the student leader returns the cleaned and dyed apparatus, prepared slides, microscope, and other equipment used.
5. In case, the items borrowed by a student are not returned, he/she is issued the FAILURE TO RETURN FORM, with the instructions from the laboratory technician that item/s have to be returned not later than the next laboratory period of the class. After the next laboratory period of the student and still he/she failed to return the item/s, ACCOUNTABILITY FORM is issued to the student. The account has to be paid at the EAC Cashier Office.

Section 9. Community Extension Outreach Program

The Community Outreach Office (COO) adheres to the principle that real and meaningful learning transcends beyond the four walls of the classroom. Through the inter-related and the dynamic processes of instruction, outreach, effective, responsive and meaningful participation in the development of individual persons and communities are integral parts of real learning.

The COO also believes on the importance of the shared learning experience between the Emilio Aguinaldo College Community and the partner community – that is, the “academic walls” provide the formal education and enriching endeavors for the holistic development of EAC’s administration, faculty members, non-teaching personnel, and students, while the partner community remains self-motivated and participative recipients of sustainable outreach program.

ARTICLE XIII

STUDENT AUXILIARY SERVICES

Section 1. SCHOOL CANTEEN AND FOOD SERVICES

The College makes available canteens where nutritious meals and snacks are served at reasonable prices. The EAC Food Court, located at the lobby of EAC 6, serves variety of Filipino and international cuisines that also includes snacks, as well.

Section 2. EAC Alumni Office

The Alumni Office serves as a liaison between the Alumni and the rest of the academic community. It provides the alumni community pertinent information regarding college activities, plans and programs, and coordinates activities and projects which provide avenues for alumni interaction, job placement assistance, and possible trainings.

Section3. Dormitories

The College offers to its students dormitories that are accessible to the school and of affordable rates. These dormitories are located at EAC buildings 1 and 8. Likewise, there are also units in Lope de Vega building and Villaruel Tower located near Doroteo Jose LRT station and Gil Puyat LRT station, respectively.

Section 4. Bookstore

The Bookstore provides students with its basic needs in their studies such as ballpens, books, notebooks, ID laces, wash day shirts, school uniforms, and other important requirements at a reasonable price.

ARTICLE XIV

National Service Training Program (NSTP)

Section 1. Purpose and Objectives

The 1987 Philippine Constitution explicitly provides that the blessings of democracy entail the maintenance of peace and order; protection of life, liberty and property; and the promotion of the general welfare. However, despite the country's rich human and natural resources, majority of the Filipinos are still living in fear, experiencing inadequacy on the basic needs in life (food, water supply, shelter, clothing, education, and health care), and worrying about the prospects of their future. Unless this situation is addressed, the Philippines cannot fulfill its dream of building "... a just and humane society" under a democratic Government.

As citizens, we share with the government the responsibility or legal mandate to "... serve and protect the people" (Article II, section 4). The citizens and the Government should mutually work in building a just and humane society. For this purpose, the Constitution provides the Government authority to "... call upon the people... to render personal military and civil service." This constitutional provision served as basis in formulating R.A. No. 9163 or the National Service Training Program Law.

Section 2. NSTP COMPONENTS

The NSTP now forms part of the curricula for all baccalaureate degree programs and of at least two-year technical-vocational courses, with the following components:

- 2.1 Reserve Officers' Training Course (ROTC);
- 2.2 Literacy Training Service (LTS); and
- 2.3 Civic Welfare Training Service (CWTS).

Two (2) of the three (3) components of the NSTP are offered in Emilio Aguinaldo College, CWTS and ROTC.

Section 3. CREDIT UNITS

Each of the above-mentioned components shall be undertaken for an academic period of two (2) semesters. It shall be credited for three (3) units per semester, for 54 to 90 training hours per semester. However, students must finish the NSTP component they started.

Section 4. ENROLLMENT

All incoming freshmen students, male or female, starting school year 2002-2003, enrolled in baccalaureate and in at least two (2) year technical-vocational or associate courses, are required to complete one (1) NSTP component of their choice, as graduation requirement (Rule III, section 4).

The above provision does not include the following:

- 4.1 Students who finished or graduated from baccalaureate degree or two-year technical-vocational or associate course and pursuing or enrolled in another or additional baccalaureate degree or two-year technical-vocational or associate course in school year 2003-2004;
- 4.2 Students who completed one (1) NSTP component of their choice but considered freshmen for the course they were transferred or shifted; and
- 4.3 Foreign students (CHED Memo date February 28, 2005). A student intending to cross-enroll shall be subject to the existing rules and regulations of the EAC and accepting school.

Section 5. RESERVE OFFICERS TRAINING CORPS (1 AND 2)

The ROTC is a program institutionalized under Section 38 and 39 of Republic Act 7077 designed to provide military training to tertiary level students in order to motivate, train, organize, and mobilize them for defense preparedness. This program also intends to train officers and enlisted reservists for the reserve components of the Armed Forces of the Philippines.

- 5.1 Enrollment status. Student enrolled in ROTC shall be classified as follows:
 - 5.1.1 Active. The status of a student enrolled in any ROTC course of instruction and qualified to become an AFP reservist;
 - 5.1.2 Deferred. The status of a student who has been granted permission to postpone his/her enrollment in ROTC for valid reasons;
 - 5.1.3 Exempted. The status of a student enrolled in any ROTC course but who has attended a military course of instruction such as active military personnel, ex-serviceman of the AFP with at least six (6) months of active duty, enlisted reservists (trainee graduates), foreign students, and those with permanent physical disability.
- 5.2 Female students may also enroll in ROTC.

Section 6. CIVIC WELFARE TRAINING SERVICE (1 AND 2)

This program was designed to prepare students participate in activities that promote general welfare and betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation, and morals of the citizenry. The CWTS in EAC is anchored on the human and ecological security paradigm as its course framework.

Section 7. NSTP FEE

No fees shall be collected for any of the NSTP components except basic tuition fees which should not be more than fifty (50%) percent of the charges of the school per academic unit.

ARTICLE XV

RECOGNITION AND AWARDS

Section 1. Dean's List

Any student who qualifies to the College Academic Scholarship automatically belongs to the Dean's List. For inclusion to the Dean's List, the student should satisfy the same minimum requirements as in the academic scholarship; however, the general weighted average should at least be 1.75 or higher with no grade below 2.25. No reduction in tuition fee. A certification as Dean's list will be given as signed by respective School Deans, the College of Registrar, and the Vice President for Academic Affairs.

Incomplete (INC) remark should be completed until the fourth week from the start of classes of the following regular semester.

Section 2. Graduation Honors and Awards

2.1 Academic/Latin Honors

Students who complete their courses with the following averages, computed on the basis of units, shall be awarded during the commencement exercise with the following honors:

2.1.1 For Baccalaureate Degrees:

- 2.1.1.1 Summa Cum Laude – Obtained a weighted average of 1.24 or higher and with no grade in any one (1) subject lower than 1.50.
- 2.1.1.2 Magna Cum Laude – Obtained a weighted average of 1.25 to 1.49 and with no grade in any one (1) subject lower than 1.75.
- 2.1.1.3 Cum Laude – Obtained a weighted average of 1.50 to 1.75 and with no grade in any one (1) subject lower than 2.25.

2.1.2 For Non-baccalaureate Courses:

- 2.1.2.1 With Highest Distinction – Obtained a weighted average of 1.24 or higher and with no grade in any one (1) subject lower than 1.50.
- 2.1.2.2 With High Distinction – Obtained a weighted average of 1.49 to 1.25 and with no grade in any one (1) subject lower than 1.75.
- 2.1.2.3 With Distinction – Obtained a weighted average of 1.75 to 1.50 and with no grade in any one (1) subject lower than 2.25.

2.1.3 Guidelines and other criteria:

- 2.1.3.1 All academic grades in all subjects prescribed in the curriculum shall be included in the computation of the general weighted average grade. For transferees and shiftees, students must not have any failing grade in any subject taken from previous school.
- 2.1.3.2 Students who are candidates for graduation with honors shall have a residency in the College of at least six (6) semesters immediately prior to graduation (for a 4-year curriculum) and at least eight (8) semesters (for a 5-year curriculum).
- 2.1.3.3 A student who is a candidate for graduation with honors shall take not less than 18 units of credits during each semester or the usual load prescribed in the curriculum. Consideration is given to a candidate who is a working student. A minimum of 12 units is justifiable.
- 2.1.3.4 Has passed the Comprehensive exam when required.
- 2.1.3.5 Has no record of disciplinary sanction whether minor or major.

2.2 Leadership Award

The medal for leadership award shall be given during the commencement exercises to a graduate who garners the highest points based on the following criteria:

- 2.2.1 Academic grades 20%
- Extra-Curricular activities 40%
- Experience in Leadership 40%
- 2.2.2 Has passed the comprehensive examination when required.
- 2.2.3 Has no failing grade in any subject since 1st Year.
- 2.2.4 Has completed all graduation requirements.
- 2.2.5 Has no record of disciplinary sanction, whether minor or major.

2.3 Most Outstanding Interns

The medal for Most Outstanding Intern shall be awarded during the College commencement exercises to graduates who satisfy the following criteria.

- 2.3.1 Received the highest cumulative Affiliation grade with no failed affiliation grade.
- 2.3.2 Passed the comprehensive exam given by the College.
- 2.3.3 Have completed all requirements for internship on time.
- 2.3.4 Have no unexcused absence.
- 2.3.5 Have no record of disciplinary sanction whether minor or major.
- 2.3.6 Have completed all requirements for the course.

2.4 Special Award

A plaque of recognition shall be awarded during the College commencement exercises to the following individuals:

- 2.4.1 Any EAC graduate who is included in the list of the top ten (10) successful board examinees given by the Philippine Regulatory

Commission.

- 2.4.2 Any graduate with an outstanding or highly commendable accomplishments and/or service recognized by a duly authorized association in their respective fields.

2.5 Proficiency in Clinical Experience Award

A certificate for proficiency in clinical experience shall be awarded to graduates of the college who meet the following criteria:

- 2.5.1 No reprimand throughout the period of residency.
- 2.5.2 No unexcused absences.
- 2.5.3 Highest cumulative grade.

ARTICLE XVI

GRADUATION

Section 1. GRADUATION REQUIREMENTS

A student shall be recommended for graduation when he/she has complied with all the academic requirements and other prerequisites prescribed for graduation as follows:

- 1.1 He/she has successfully completed the number of units in all the subjects specified in the curriculum in his/her particular course;
- 1.2 He/she has passed all required examinations;
- 1.3 He/she has completed the requirements for ROTC/CWTS/LTS;
- 1.4 He/she has met the college residency requirements, namely: he has taken a minimum of 50% of the total units or credit of the course and registered for at least two years prior to graduation;
- 1.5 He/she has no pending case at the Office of Student Affairs; and
- 1.6 He/she has cleared all financial obligations.

Section 2. Procedures for Application of Clearance

A copy of the transcript of records, transfer credentials (honorable dismissal), diploma or other similar documents/records can be secured from the Registrar's Office upon submission of the duly accomplished clearance form. The procedures are as follows:

- 2.1 Pay to the Cashier for the clearance form;
- 2.2 Fill-out the form and proceed to the office of the departments and schools listed on the form for clearance certification. If the student has any accountability, he/she should settle this first at the Accounting Office;
- 2.3 Upon completion of the clearance, submit two (2) copies to the Registrar's Office, along with the receipts of all requested documents; and
- 2.4 The clerk in-charge schedules the date of release of the records being requested.

EAC Building Directory

Building 1

- Aguinaldo International School
- 3/F AIS Library
- 6-9/F Dormitory for foreign students

Building 2

- Varsity Dormitory

Building 3

- Dental Technology Laboratory

Building 4

- School of Dentistry

Building 5

- G/F School Clinic
- G/F Warehouse
- 2/F Audio Visual Rooms
- 2/F Broadcast Studio
- 3/F School of Arts & Sciences
- 3-5/F Classrooms
- 5/F Anatomy Laboratory
- 5/F Amphi-theater

Building 5 Extension

- School of Nursing and Midwifery

Building 6

- G/F Students' Locker Area
- G/F Magdalo Office, Property Office, Central Student Council Office, ROTC/NSTP Office
- G/F Engineering and Maintenance
- 2/F Audio Visual Rooms
- 3-4/F Laboratories
- 3/F Main Library
- 3-5/F Classrooms
- 4/F School of Nursing Simulation Rooms
- 6/F School of Hotel & Restaurant Management, Nutrition & Dietetics
- 6/F Tea Room
- 7/F Main Auditorium

Building 7

- G/F Food Court
- 3/F Extension Library, Office of the Chief Librarian, Technology Resource Center
- 4/F School of Computer Studies
- 5/F School of Business Education, School of Education
- 6/F School of Criminology
- 6/F School of Radiologic Technology
- 7/F School of Pharmacy
- 8/F School of Medical Technology
- 8/F School of Physical, Occupational and Respiratory Therapy
- 9/F School of Medicine

Administrative Offices:

- 2/F Admissions and Student Recruitment Office, Accounting, Office of Student Affairs, Human Resource Department, Guidance and Placement Office, Registrar, Network Department
- 3/F MIS Department, Technology Resource Center
- 10/F Office of the President, Office of the Vice Pres. for Legal and Administration, Office of the Vice Pres. for Academic Affairs, Planning and Quality Management Office, Center for Research and Publication, Center for Academic Assessment and Analytics, Board Room, Conference Room and Mini Boardroom

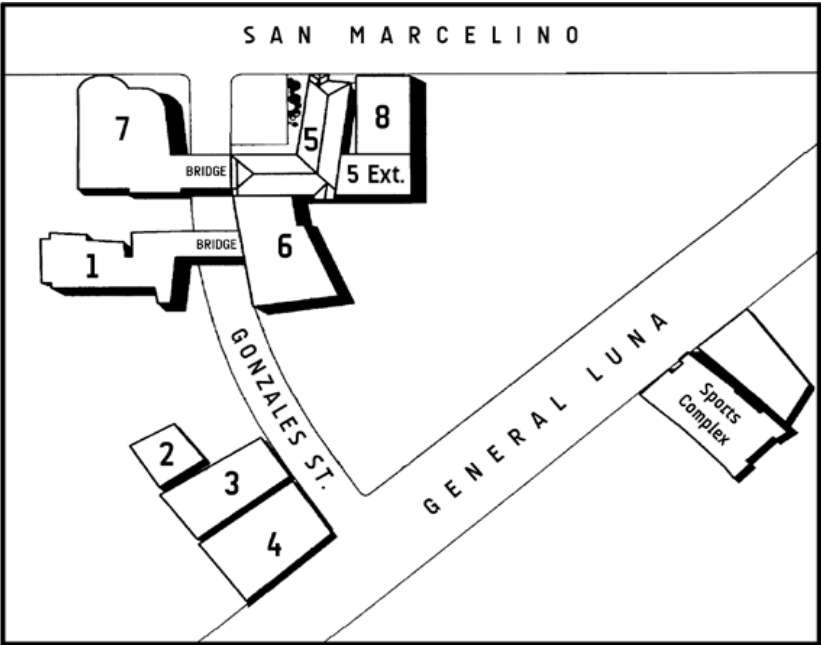
Building 8

- EAC-ORBIT House

EAC Sports Complex:

- G/F Swimming Pool
- Sports Development Office
- 2/F Basketball Court
- 5/F Physical Education Department
- 7/F Yaman Lahi Theater

EAC Vicinity Map



EMILIO AGUINALDO COLLEGE
STUDENT MANUAL REVIEW COMMITTEE
Student Manual 2019 Edition

(SGD.) MR. ESTEFANIO V. BOQUIRON, JR.
Chair

(SGD.) MS. GRACE SANTILLAN-LEE
Member

(SGD.) MS. ILEEN MENDOZA, RGC
Member

(SGD.) MR. FRANCIS JAMES R. ESMERALDA
Member

(SGD.) MR. WILBERTO E. MAYOL
Member

ELLEN S.N. SALAC , Ph.D.
Consultant

EAC CODE OF CONDUCT

1. God fearing;
2. Self-disciplined;
3. Clean, neat and orderly at all times;
4. Compassionate and considerate;
5. Punctual and regular in attending academic, extra-curricular and co-curricular functions;
6. Honest and dependable;
7. Courteous and polite;
8. Rule and law abiding;
9. Diligent and hard working; and
10. Morally upright by practicing GOOD MANNERS AND RIGHT CONDUCT.

EAC HYMN

All praise to you, our College true
Whose flame in our hearts will burn.
May your red and white
Give us strength and might
For the sake of man we'll use all we've learned.

For Emilio Aguinaldo, our Alma Mater so fair
We bear your name, feel proud, keep its fame
As our voices fill the air.

Virtue and Excellence
To serve for all we are worth,
We'll see this through
Alma Mater for you,
Do God's will while here on earth.

ACKNOWLEDGMENT

I, _____, having duly enrolled at the Emilio Aguinaldo College (EAC), do hereby certify and state that:

- i) I acknowledge receipt, have read and fully understood the contents of the Student Manual 2019 of EAC.
- ii) I commit to strictly comply with all the EAC rules and regulations and those which may be prescribed by the EAC authorities from time to time.
- iii) In the event of any breach or violation, I am fully aware and understand that I will be subject to appropriate disciplinary measures or actions that may be imposed upon me by the EAC authorities.
- iv) I hereby bind myself to obey the Manual during the course of my schooling with EAC.
- v) Further, by signing hereof, I do hereby expressly agree and consent to the privacy policy of the EAC, the Data Privacy Act of 2012 and its implementing rules and regulations, and other data privacy laws of the Philippines and affirm my rights to: 1) be informed, 2) access, 3) object, 4) erasure or blocking, 5) rectify, 6) data portability, 7) damages, and 8) file a complaint.
- vi) Furthermore, I hereby agree to hold the EAC, its affiliates, its directors, officers, employees, consultants, advisers, agents and authorized representatives, free and harmless from any actions, damages and suits of whatever kind and nature in relation with my confirmation, declaration and consent hereof.

With my conformity:

Student's signature over Printed Name

Date

Course: _____

School Year: _____

Parent's/Guardian's on Record signature over
Printed Name

Date