



Message from the President

Welcome to South SEED-LPDH College (SSLC).

We offer today's most in - demand degree programs in the world:

Bachelor of Science in Laboratory Science (BSLS) or Bachelor of Science in Medical Technology (BSMT), Bachelor of Science in Pharmacy (BSP), and Bachelor of Science in Radiologic Technology (BSRT) .These four-year degree programs cater to

individuals who are interested in sustaining the health of the world's society. Graduates of the three degree programs are in-demand not only in the Philippines but in other countries as well'

The **BSLS/BSMT** program offers students internship placement in sites where they could gain hands-on and "real world" experience. Classes use complete laboratories where students have opportunities to practice their skills prior to their internship. The college maintains affiliations in the Philippines and aims to seek for affiliation in related organizations abroad. This Program is the most appropriate Pre-Med course for students who intend to take up Medicine.

BS in Pharmacy students undergo five types of internships: hospital, community, industrial/manufacturing, public health and regulatory pharmacy, and institutional. SSLC has facilities that allow students to practice Pharmacy skills required of the Program.

On the other hand, Licensed Radiologic Technologists (RTs) are in-demand in hospitals and clinics worldwide and are offered high salaries. SSLC teaches students of BSRT techniques and procedures to ward off that notion of being contaminated by radiation.

As part of SSLC's commitment to excellent teaching-learning process, the Faculty members are provided with training besides their qualifying in the stringent hiring process. All are equipped with the highest excellent teaching qualifications as proven by their credentials in their specific discipline and the considerable length of time in their professional practice.

To facilitate students' comprehension of lessons and lectures in class, the **flipped learning** teaching approach necessitating the use of flipped classroom is used in all the on-campus classes. The MOODLE is used to post videos and lectures for students to view or read outside the classroom so that there will be more time for discussions and other activities of what they have learned from the video on MOODLE instead of spending much time for lectures.

It is SSLC's utmost desire to provide each of the students with the best education that can make them the best Medical Technologists, Pharmacists, and Radiologic Technologists, thus, the **Growth Mindset** is always foremost in the teaching-learning processes.

Let us work together so that each of you leaves this institution with a happy smile, a diploma in your hands and a prospect of a good job.

Remedios D. Lagera Ed. D.

President

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Section 1

VISION AND MISSION

Vision

South SEED-LPDH College is a leading educational institution in the field of Allied Health Programs recognized nationally and globally for producing graduates who are ethical professionals, entrepreneurs, and leaders in their respective field of study.

Mission

South SEED-LPDH College (SSLC) is committed to developing and equipping learners with the CARES (Character, Academic competence, Research competence, Execution capability, and Service to the community) Framework of Success, through relevant, innovative, challenging, effective curricula and instructional methods, updated technological applications, and a strong research or orientation within a supportive learning environment.

CORE VALUES

- D** Dependability
- I** Integrity and Professionalism
- G** Grit and Growth Mindset
- N** Nationalism and Service
- I** Innovation based on research
- T** Teamwork and leadership
- Y** Yen for new knowledge for excellence in one's field of expertise

GOALS

In the pursuit of its mission, the initiatives and efforts of the University are geared towards the attainment of the following goals:

- **Quality and Excellence.** Promote quality and relevant educational programs that meet international standards.
- **Sustained Excellence in Instruction.** Hire, train, and develop highly competent and world-class manpower who are proficient in communication skills, critical thinking and with analytical abilities,

- **Relevance and Responsiveness.**
Generate and disseminate knowledge and practices that are relevant and responsive to the dynamically changing environment.
- **Sustainable Resource Generation Projects.** Generate financial resources through the maximized use of the research laboratories and expertise of the faculty in staff to support instruction, research and extension pursuits and physical infrastructure needs since there is no government subsidy to private colleges,
- **Efficient, Effective and Client-Centered Administrative Services.** Provide timely, accessible, acceptable and customer-friendly administrative support system that promotes partnership and sense of shared stewardship with students, faculty, alumni and other stakeholders, and
- **Functional and Adequate Physical Facilities and Infrastructure.** Provide and maintain functional and adequate infrastructure and related facilities essential to a world-class instruction, innovative RD, sustainable resource generation and efficient administration.

Objectives

- To strive for excellence in Allied Health education for national development.
- To enhance focus on high impact programs and projects in instruction, research, and the application of research results.
- To build and sustain linkages with national and international institutions and agencies for the promotion of relevant instruction, meaningful research, and effective transmission of relevant and useful knowledge and practices.
- Support within required components of the programs the theories, principles, and practices that form the foundation of information studies and knowledge management and their relationship to other fields.
- Offer students a variety of educational activities to provide career-oriented concentrations within their field
- Teach interpretation, evaluation, and promotion of information and knowledge resources, technologies, and

services within a diverse global context.

- Provide student advising that promotes informed program choice.
- Promote through course work and by example professional attitudes regarding scholarship, professional ethics, intellectual freedom, and access to information in a diverse democratic society.
- Encourage participation in professional activities and organizations at School, regional, national, and international levels.
- Promote professional development through student involvement in School planning and governance.
- Incorporate theories, principles, techniques, and applications of research within all components of the curriculum.
- Model the practical and productive use of information technology in instruction through the Flipped Learning Method of Instruction.
- Seek and systematically integrate into planning processes the regulatory bodies, practitioners' and experts' input on the

knowledge, practices, skills, and attitudes needed by the three programs: Medical Technology, Pharmacy, and Radiologic Technology.

Core Values

The South SEED-LPDH College (SSLC) embraces the core values of fostering opportunities for collaboration, respect for diversity, demand for excellence and opportunity for students to learn to ethically practice in the industry.

Institutional Philosophy

Guided by its vision and mission of developing learners to become excellent professionals, technocrats, entrepreneurs, and movers of society with hearts of service, SSLC is committed to equip the learners with the CARES Framework of Success: (Character, Academic competence, Research competence, Execution capability, and Service to the community) within a safe, nurturing, scholarly, and technology-driven environment.

Fundamental Objectives and Principles

The SSLC philosophy is expressed through the following principles, objectives, and commitments:

1. Ensures Academic and Values Excellence

SSLC believes that true education does not only focus on knowledge acquisition but more importantly, on how this knowledge is shared and transformed into action, and the impact it will have on other people and the community. The academic and values program of SSLC is expressed through the CARES Framework of Success namely: Character, Academic competence, Research competence, Execution capability, and Service to the community which are embedded in the curriculum. In the end, what matters is the mark the SSLC student or graduate makes wherever he goes.

2. Competence, Character, Commitment to Achieve, Collaboration, Creativity

Since its inception, SSLC has always recognized that to be successful in life, a holistic education is critical. While Competence is a necessary and very significant component in one's field of discipline, it has to be coupled with Character which deals with honor, integrity, ethics, firm resolve, conviction, courage and honoring others. With all these developed internal qualities, the most crucial step that impacts on life and society is its application. Thus, Commitment to Achieve which involves drive, a sense of responsibility, initiative, discipline, results orientation and execution powers behavior to accomplish tasks with joy and fulfillment.

While task management deals with individual work contributions, Collaboration is necessary to rally a group towards a high impact achievement. Individual contributions are important but harnessing collective effort towards ethical and relevant goals pave the way in building an effective organization and a productive, progressive society. Interpersonal relations, empathy, adaptability, conflict management and motivation are skills that are necessary for effective leadership.

To stay competitive and to sustain relevance, creative and heuristic thinking are needed through mental stretching, generating new ideas, challenging and improving processes, and being open to new ways of doing things. Creativity, research, and cognitive flexibility are integral part of the academic and values program of the institution.

3. Sustains a S.E.R.V.I.C.E. and Caring Culture

The spirit that drives the SSLC community to action, the soul of the organization that brings out the will to accomplish the goals is lived out through the school's S.E.R.V.I.C.E. Institutional Values. Institutional Values unite a school community. They are transcendent belief systems that propel a group towards accomplishing its mission. Despite personal diversity of experiences, preferences, educational background, personal interests, these shared beliefs, values, and practices galvanize its members into collective commitment, force, and action.

The following are the INSTITUTIONAL VALUES of SSLC:

- S SEAL of Excellence - Excellent delivery of Instruction is a prime institutional value of SSLC called Excellent Student Engagement and Learning (E-SEAL)
- E Excellence through 5S, productivity, self-reliance, professional academic atmosphere; Excellence in:
 - ☐ Subject matter content
 - ☐ Delivery of programs (Instruction and Assessment)
 - ☐ Systems
 - ☐ Communication and Teamwork
- R Responsiveness to social concerns
- V Viability
- I Innovation through efficiency, research, TQM projects
- C Concern for people through friendly and caring atmosphere
- E Exemplary professionalism through commitment, time consciousness, positive projection, integrity

These institutional values are expressed through fifteen (15) cultural practices that demonstrate the values system of the institution. Specific behaviors are expected from the faculty, staff, officers and students to bring about a culture of quality, excellence, and innovation. A book written by SSLC officers titled an Educational Institution Culture Manual spells out these expected behaviors.

15 SSLC Cultural Practices Emanating From the 7 Institutional Values

1. 6S (Sort, Systematize, Sweep, Sanitize, Self-Discipline, Safety)
2. Professionalism
3. Commitment
4. Friendliness and Caring Attitude
5. Time Consciousness
6. Productivity, Excellence, and Quality
7. SEAL of Educational Excellence
8. Communication through Diaries, Bulletins, Website, MOODLE System, other Forms of Communication
9. Communication in English
10. Positive Physical Projection
11. Independence & Self-Reliance
12. Positive Academic Atmosphere
13. Efficiency
14. Innovation
15. Integrity

A matrix showing the various values with their corresponding cultural practices is presented below. Each key institutional culture practice shows what institutional values it is linked to.

Key Institutional Cultural Practices	S	E	R	V	I	C	E
1. C A R E S	•	•	•	•			•
2. Professionalism	•	•		•		•	•
3. Commitment and Loyalty to Organization and its members	•	•		•	•	•	•
4. Friendliness and Caring Attitude	•	•		•		•	•
5. Time Consciousness	•	•		•		•	•

Key Institutional Cultural Practices	S	E	R	V	I	C	E
6. Productivity, Excellence, and Quality	•	•	•	•	•	•	•
7. Safety	•	•	•	•	•	•	•
8. Communication (Diaries/Learning Logs, Parents and Students' Bulletin, Website, Moodle, etc.)	•	•				•	•
9. Communication (English)	•	•				•	•
10. Positive Physical Projection		•				•	•
11. Independence and Self-Reliance		•		•		•	•
12. Positive Academic Atmosphere	•	•	•	•	•		
13. Efficiency	•	•	•	•	•	•	•
14. Innovation	•	•	•	•	•	•	•
15. Integrity/Honesty	•	•	•	•	•	•	•

CORE VALUES:

- **Leadership** development among students and faculty; leadership by the institution among other educational institutions in terms of developing the students' hospital-related knowledge and skills; and leadership in curricular and co-curricular programs
- **Innovation** in teaching methodologies, hospital practices, and other instructional-related matters.
- **Fusion** and partnership with community officials, government agencies, other educational institutions, and related organizations here and abroad.
- **Excellence** in academics and values.

CREDO

We believe that the transformation of society should respond to the needs of the times, thus, we, the members of the SSLC community commit ourselves to:

- Respect the dignity of each human person,
- Work for justice, promote peace and preserve the integrity of our chosen profession;
- Respect everyone's culture and values as we promote and preserve our own culture and values;
- Practice scholarship, ethics, and leadership in the pursuit of excellence in our field of discipline.

In order for us to pursue our vision and live our mission, we commit to transform the SSLC community members specifically the members of the SSLC to become empowered, enlightened, innovative, proactive, and creative leaders living harmoniously in a God-fearing community towards a peaceful country.

Objectives

1. To provide affordable quality education in Allied Health Programs to qualified students.
2. To produce competitive and ethical professionals who will deliver top services in the country and the world.
3. To produce globally-minded citizens who can work effectively anywhere in the world.

Section 2

ACADEMIC POLICIES

A. ADMISSION

Admission of College students at SSLC is subject to the policies and requirements of the school. The admission requirements and procedures are as follows.

Admission Procedure:

1. Submit the following documents to the SSLC Registration Office for evaluation:

Freshmen: Report Card (Form 138)

Transferees/ Shiftees: Transcript of
Records

For all:
Birth Certificate

Pictures (2x2) 2pcs

2. Pay Processing Fee at the Accounting Office.
3. Take SSLC Entrance Test (SET) at the CAPS Office.
4. Proceed for interview with Dean or Chair.
5. Undergo Medical (including drug test) and Dental check up with designated clinic.

* Applicant may proceed with the Enrollment Process if all provisions in the SET are complied with.

Admission Applicants must meet the following qualifications and requirements.

1. Certified by the school physician to be in good state of health.
 - 1.a No medical condition like asthma, heart ailment and the like that could hinder their performance in the college, especially in the clinical area.
2. Passed the SSLC Entrance Test (SET).
3. Satisfactory interview results by the Dean and or Admission Director.

Has to submit the following:

- a. Certificate of Good Moral Character from the previous school.
- b. Duly accomplished recommendation from the previous faculty (2).
- c. In addition to the general requirements stipulated, a married applicant shall submit original and photocopy of the Marriage Contract.

B. ENROLMENT/RE-ENROLMENT, SUMMER ENROLMENT, WITHDRAWAL, or DROPPING

1. Enrolment

- 1.1 Every prospective student must enroll during the prescribed registration period. Detailed instructions on enrolment procedures are found in the enrolment procedure and are posted on the bulletin board during enrolment period.
- 1.2 No enrolment is possible without the necessary credentials or requirements.
- 1.3 A student is deemed officially enrolled after he/she has submitted the required admission or transfer credentials, has made an initial payment of school fees with the accounting office and has been issued class card.
- 1.4 The name and data on personal circumstances of each student as indicated in his/her birth certificate or Alien Certificate of Registration, where applicable, shall prevail.
- 1.5 Changes are not permitted after the closure of the official enrolment period.

2. Summer Enrolment

A student in SSLC may enroll in any accredited school, or university during summer session only

upon the prior recommendation of the Dean, and with the written permit from the College President.

A permit-to-study will be granted if the subject to be taken is not offered in SSLC.

3. Cross Enrolment

A student in SSLC may enroll simultaneously in SSLC and in another school, subject to the approval of the Dean and the Registrar. Violation of this rule may cancel the student's right to credit for work done in either school or both.

3.1 Permission for cross-enrolment is granted only if the applicant is a candidate for graduation and the course is not offered during the semester in the college, or is in conflict with the other subjects.

3.2 The maximum number of units for which cross-enrolment is permitted is six (6) units during the summer term.

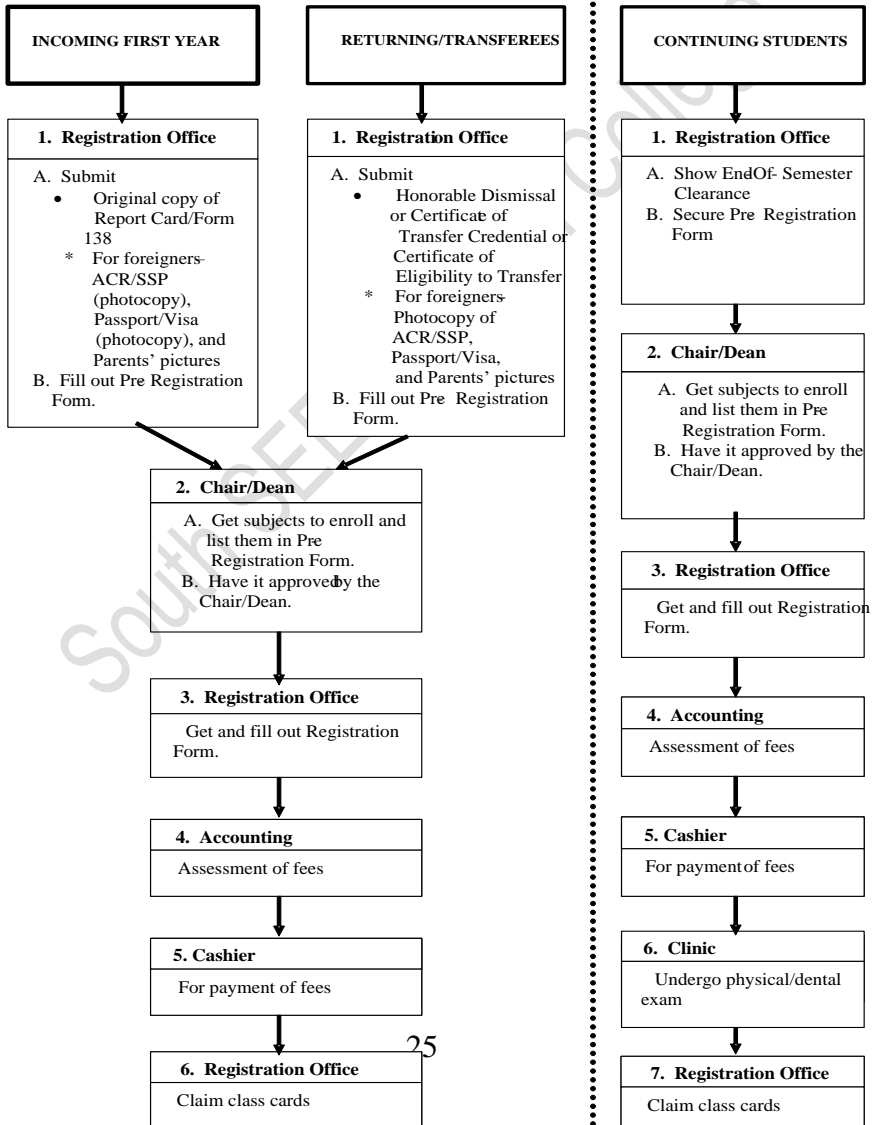
4. Withdrawal or Dropping

4.1 A student may officially withdraw any of his/her courses even after the close of the enrolment period with the consent of his/her parents or guardian upon the approval of the Dean using the prescribed form and following the process stipulated in the SSLC College Student Handbook. Withdrawal is no longer allowed after the Preliminary Examination. The student shall also file a clearance and confer with the Dean of Nursing before leaving.

4.2 A student who drops subjects without formal notification to school authorities after the specified time of the registrar office shall

automatically get a grade of 0.0 or failure at the end of the semester.

ENROLLMENT FLOWCHART



*Foreigners

C. FEES AND MODES OF PAYMENT

Payment for tuition and other school fees may be done in full at the time of enrolment or by installment. Students are required to claim their Examination Permit and or validate their permit with the accounting office.

1. Full Payment During Enrolment

SSLC accepts full payment for tuition and other school fees during enrolment. However, full payment during enrolment shall be done without prejudice to the need to pay for additional assessment that may have to be applied during the semester enrolled by the student in view of whatever rate increases in tuition and other school fees the college may implement and, for which related information may as yet be available to the student and/or parents at the time of enrolment.

2. Payment by Installment

Down payment shall be made according to the amount fixed by the Accounting Office at the time of enrolment. Information relative to this is available at the Finance Department.

The balance shall be paid before Prelim and Midterm examination.

3. CLAIMS FOR REFUNDS AND OTHER ACCOUNTING REQUIREMENTS

If a student desires to drop out, he/she shall notify the Accounting Office and the Registrar by filing a Dropping Form within the prescribed period. The date of receipt of the Dropping Form shall be the effective date of dropping.

Refund of Fees for Registration Withdrawal

1. A service fee, as may hereinafter approved and imposed, shall be deducted from the initial deposit when a student is withdrawing before opening of classes.
2. If a student withdraws after the opening of classes, the amount to be refunded is as follows :

Period of Withdrawal	Percentage of Refund
Within the week from the first day of classes.	80%
Within the second week of classes.	50%
Within the third to the fourth week of classes.	25%
After the fourth week of classes.	No refund.

3. A penalty will be charged (per month) for delayed payment of school fees.
4. A penalty will be charged for bounced check of Php. 500.00 per check.

- 4.1 If a student enrolls after the start of classes, the date of payment or registration shall be considered as his/her first day of class. The student shall be responsible for all missed sessions. He/she shall pay for ALL the fees required for the semester.

4.2 Fees other than tuition are not refundable.

4.3 Students desiring to add/drop/change subjects must do it within the prescribed period by notifying the Registrar and the Finance Office for the necessary adjustments. A fee will be charged for each subject. The foregoing rules will apply whether or not a student has attended classes.

4.4 No school fees shall be refunded one month after the beginning of classes.

Section 3

CURRICULAR AND NON-CURRICULAR ACADEMIC REQUIREMENTS

1. ACADEMIC YEAR

The Academic Year is divided into two (2) semesters of 18 weeks each, exclusive of registration period. A summer term of six (6) weeks follows the second semester. Class work in the summer sessions is equivalent to class work in one (1) semester.

Major exams (prelim, midterm, and finals) are scheduled on the 6th, 12th and 18th week respectively during the semester. For summer, there are only two (2) major exams namely midterm and finals.

2. Academic Load

- a. The normal study load term is ordinarily prescribed by the curriculum in which the student is enrolled. A student is considered full time if he/she carries normal prescribed study load for a given term.
- b. Course load and sequence of courses shall be in accordance with the approved curriculum. Reasonable exceptions may be permitted in individual cases taking into account the best interest of the students, the objectives of the curriculum and the mission of the COLLEGE.
- c. As a general rule, a student shall not be permitted to take any advanced courses

unless he/she satisfactorily passes the prerequisite courses.

- d. A graduating student may be permitted an additional course load of not more than 6 units in excess of the normal, provided the student has a good academic performance, has incurred no failures and the course/s is/are non-prerequisites. Course/s taken again due to failure may be taken together with the overload if approved by the Dean.
- e. NSTP Implementing Rules and Regulations (IRR) of the National Service Training (NSTP), R.A. 2001 states that: "All incoming freshmen students, male and female, starting ACADEMIC YEAR 2002-2003, enrolled in any baccalaureate and at least two (2) years technical-vocational or associate course, are required to complete NSTP component, as a graduation requirement. The NSTP shall have the following component, which the students can choose from: Literacy Training Service (LTS) and Civic welfare Training Service (CWTS). Each aforementioned NSTP component shall be undertaken for an academic period of two semesters."
- f. PHYSICAL EDUCATION. Students are required 8 units of Physical education (PE) during the first two (2) years. Simultaneous enrolment in two or more basic (PE) courses in a particular term is not permitted. P.E. units are included in the summation of the total study load for the term and in the computation of the general point average (GPA).

3. Examination, Grading and Promotion Systems

3.1 Scholastic Standards

Besides regular class quizzes, test and other requirements, three (3) official general examinations are given every term- preliminary, mid-term, final examinations. Dates for these examinations are posted on the bulletin boards and in websites. Faculty members are provided with the schedule of examinations for their information and guidance.

3,1,1, No student is allowed to take any examination unless he/she presents a duly validated examination Clearance by the accounting department.

3.1.2. Students are advised to claim their grades after each semester from their respective Instructors, and keep them in a folder together with other important documents ready for reference on such occasions as advising, enrolment, graduation and other activities where evidence of academic performance is needed.

4. Grading System

At the end of every semester, the academic performance of the student shall be computed using AVERAGING as the grading system. Students are evaluated by their instructors and are compared with other students in terms of meritorious performance, expected competencies, and other parameters. Below is the matrix of the grading system for reference and guidance.

MATRIX OF THE GRADING SYSTEM

Grade Point	Percentage	Description
4.00	99-100	Outstanding
3.75	97-98	
3.5	95-96	
3.25	93-94	Very Satisfactory
3.0	91-92	
2.75	89-90	
2.5	87-88	Satisfactory
2.25	85-86	
2.0	83-84	
1.75	80-82	Moderately Satisfactory
1.5	78-79	Fair
1.25	76-77	Moderately Fair
1.0	75	Passed
Inc	No grade	Incomplete
OD		Officially dropped
0.0	74 and below	Failed
0.0	Dropped from the rule due to excessive absences (20% of the total number of class hours.	Failed

Please refer to policies below with regard to grading system.

A student is given two semesters to complete the requirements for a class wherein a student is given a grade of INC. Failure to satisfy the requirements within the duration will automatically be given a grade of 0.00.

1. A student is marked Officially Dropped (OD) if he/she follows the dropping procedure prescribed by the Registrar.

2. A grade of 0.00 (Failed) is given for the following reasons:
 - a. Student's inability to satisfy the minimum requirements subject/s, and;
 - b. Excessive absences (20% or more of the total number of class hours)
3. The approved form for dropping a subject shall be presented by the student to his/her instructor. Otherwise, the student shall be given a grade of 0.00.
4. A change of grade by the instructor may be allowed only if there was a mistake in the computation of the final grade. However, the change must be substantiated by the necessary documents, namely, the class record, the final examination paper, and other related documents.
5. Only grades in academic courses and Physical Education (P.E.) are included in the computation of the semester grade point average (GPA) or the cumulative grade point average (cumulative GPA). However, NSTP and IC are qualifiers with a grade of 3.0 (83%).

The semester GPA refers to the average of grades in all academic courses taken in a given semester, while the cumulative GPA refers to the average of grades from the first semester to the semester just finished.

6. The GPA is obtained through the following procedure:
 - a. Multiply the credit units for each course by the corresponding grade point to get the equivalent points;
 - b. Add all the equivalent points to get the total; and

- c. Divide the total equivalent points by the total number of credit units during the semester up to three (3) decimal places, then round off the quotient to two (2) decimal places.

Example:

$$\text{GPA} \frac{70.0 \text{ total equivalent points}}{23 \text{ total credit points}} = 3.043$$

The GPA and the cumulative GPA are computed up to three (3) decimal places only. The third decimal place is automatically dropped after rounding off. No rounding off of numbers is allowed thereafter.

- .7 All college subjects enrolled in and corresponding grades obtained by the student at SSLC or at any post-secondary school shall be reflected in the official transcript of records. All grades shall be considered in the computation of the overall GPA.
- 8 If a student is NOT given a grade on the grading sheets submitted to the Registrar by instructors either because of the student's failure to take the final examination and/or to do other work prescribed for the course. His/her grade automatically becomes 0.00 two weeks after the last day of the final special examination schedule.
9. If a student obtains a grade of incomplete (INC) for non-compliance with some

requirements of the course, he/she should not be given any credit for the subject or course unless he/she satisfactorily removes the incomplete grade within one year from the date it was obtained. The incomplete grade not removed within one year will automatically become 0.00 (failed).

10. In case of a discrepancy between the grade encoded in the system and what is indicated in the grading sheet, the encoded grade shall be considered unless the instructor changes the encoded grade with the approval of the Dean.
11. No grade lower than 81% in any subject.
12. A conditional grade is given to a student whose numerical grade falls within 73 – 74.

A student with conditional grade is given a chance to pass the course through the removal exam. Below are the guidelines:

- ◆ A student with a grade of 73/74 can take the removal exam.
- ◆ The removal exam is given within 4 working days after the final exam of the subject.
- ◆ A student can obtain only a grade of 0.0 (failed) / 1.0 (passed) from the removal exam.
- ◆ The removal exam must be taken within the prescribed period. The student with conditional grade will be notified by the teacher. The list of students with conditional grades will be posted at the dean's office.
- ◆ Failure to take the removal exam within the prescribed schedule will automatically mean a grade of 0.0 (failed).

Section 4

QUALIFYING FOR HONORS (Dean's List)

Students with excellent grades in all academic subjects deserve recognition through the publication of an Honors List at the end of every semester of each academic year.

Honors List

1, To qualify for the Honors List, a student should meet the following criteria:

- ♦ A minimum academic load of 18 units during the semester.
 - ♦ No grade below 3.0 in any academic subject.
 - ♦ No grade below 3.0 in NSTP, P.E., and Institutional Course (IC)C.
 - ♦ Must have a GPA of at least 3.00 (91%).
 - ♦ No subject dropped unofficially; and
 - ♦ Must not have been involved in any (minor or major) disciplinary case
2. The Dean's/Honors List is prepared by the Registrar, verified by the Deans/Chairpersons, and approved by the President.
3. For graduating students, the Dean's list Awards are given during the Recognition Day.

Section 5

Promotions and Retention Policy

A.Promotion Policy

1. **A Student to be promoted to Level II must have:**

No failing mark/dropped in any subject for 2 semesters in Level I.

2. **A student who desires to enroll in the third year program must have:**

No failing mark/dropped in any subject for 3 semesters in Levels I & II.

3. **To be promoted to 4th Year a student must have:**

- a. No failing grade mark/dropped in any subject for 2 semesters in Level III
- b. Completed all Practicum requirements
- c. No disciplinary record.
- d. Not incurred absences in excess of the 20% allowable in any subject.
- e. Completed major part of Portfolio checklist and Portfolio Assessment skills audit

B. Repeat Work

- a. A student repeats any major, professional and other related subjects with a grade lower than 1.25
- b. A student once advised to shift shall not be allowed to return to the College.

- C.** A student who repeats any subject undergoes regular counseling within the semester.

* Exemption to the rule: Third year and fourth year students will be treated on a case to case basis.

C. Academic Probation

- a. A student is placed under Academic Probation within the semester if she/he did not reach a GPA of at least 80% but no grade lower than 78% in any of the major subjects.
- b. A contract as provided shall be signed.
- c. Probationary periods apply to regular semesters only. Summer grades cannot raise the students' second semester GPA.
- d. A student will be allowed to be on Academic Probation only once or will be treated on case to case basis. Students will be advised to shift or be dismissed.
- e. Senior students will be dealt with on a case to case basis.

Section 6

Graduation Requirements

To qualify for graduation, a student must have:

Completed all the subjects required in the curriculum.

Submitted 3 copies of hard bound thesis

Completed all Practicum requirements

Complied with all other graduation requirements

A. Zero Deficiency Policy

The school policy of “zero deficiency” as a requirement for a student to graduate should be strictly observed.

B.Comprehensive Exams

The comprehensive exam is a requirement for all graduating students on their last semester in school. This consists of items that cover topics from the professional subjects. The passing score is 75%.

Students who do not reach the required grade are given one chance to re-sit the exam. Failure in the re-sit means enrollment in tutorial classes. Failure to re-sit means disqualification from graduation.

Comprehensive exam grade is part of the CPAP.

C. The Campus Life Portfolio

It is a developmental approach of documenting and assessing the Campus Life experiences of the students during his/her college life.

Supervised by the Deans, the students collect evidence of their learning experience in

college – write ups, certificates, awards, videos, or the like, and package these according to the KALEIDOSCOPE:

- Knowledge Quest and Research
- Achiever Self Regard
- Leadership and Socialization
- Ethics, Values and Spirituality
- Innovation, Creativity, and Arts
- Drive for Excellence
- Optimism and Commitment to Achieve
- Service and Social Responsibility
- Collaboration
- Open-mindedness
- Physical Development
- Entrepreneurship

As students are required to submit their portfolios to their respective Deans/Chairpersons at the end of each academic year, it is envisioned that students grow in awareness, consciousness, and in living out the **CARES** (Character, Academic competence, Research competence, Execution capability, and Service to the community) for Success Framework. The Campus Life Portfolio showcases the students' achievements preparing them to be more competitive graduates and futures leaders of society. The Portfolio also serves as a reference for their resume when they apply for work after graduation.

d. Internship Portfolio

Practicum portfolio is a requirement for graduating students undertaking the practicum program.

Section 7

Graduation Guidelines

Graduation is an important milestone in the life of a student and his/her family. It is an occasion that they look forward to with enthusiasm and eager anticipation. Therefore, the process of accomplishing all graduation requirements should be facilitated and done in a systematic manner.

In view thereof, and in order to attain this objective, the following guidelines are hereby issued for guidance and strict compliance:

1. Candidate for Graduation

A student is considered a candidate if he/she satisfies the estimated two (2) terms and an estimated thirty-six (36) units maximum left before concluding college.

2. Application for Graduation

- 2.1. Regular fourth year students graduating in March should file their application for graduation in July of their senior year, using the approved form issued by the Office of the Registrar.
- 2.2. Irregular fourth year students graduating during the first semester should file their application for graduation in January of the preceding academic year

3. Deadline for Submission of Graduation Application

- 3.1. Deadline for application for second semester graduates – August 31 of the academic year of their 4th year.

- 3.2. Deadline for the application for graduation for first semester graduates – March 30 of the academic year of their 4th year

4. Submission of Documents

- 4.1. All documents to support and complete the student's school records required by the Registrar's Office should be submitted two months before graduation. A student shall be recommended for graduation after he/she has complied with all the following requirements and prerequisites prescribed for graduation:

- ◆ Timely filing of completely filled out application form for graduation.
- ◆ Submission of all documents required including thesis/feasibility study; submitted final revised research copy is required.
- ◆ Successfully passing all the subjects specified in the curriculum of his/her degree program;
- ◆ Successful passing of the Comprehensive examination prescribed by his/her course;
- ◆ Accomplishment of clearance; and
- ◆ Notification of venue for graduation will be given to all concerned.

Section 8

GRADUATING WITH HONORS

A. Students who have maintained the required academic standards may be recommended for graduation with honors.

- a. In order to graduate with honors, a student must not have a grade below 2.0 (83%) in all academic subjects taken inside and outside SSLC;
- b. A student must have earned at least 60% of total credits in SSLC;
- c. A student must have completed ALL P.E. and NSTP classes during his/her first two (2) years of stay in SSLC;
- d. A student must not have been involved in any major disciplinary case;
- e. He/she must have no subject dropped unofficially

B. The GPA of a graduating student refers to his cumulative GPA.

The following cumulative GPA requirements apply to students graduating with honors:

Honors	Required General Point Average (GPA)
A. Latin Honors	
Summa Cum Laude	3.76 – 4.00 With no grade lower than 2.0 (83%) and must have completed at least 90% of the total unit credits in SSLC.

Magna Cum Laude	<p>3.51 – 3.75</p> <p>With no grade lower than 2.00 (83%) and must have completed 80% of the total unit credits in SSLC.</p>
Cum Laude	<p>3.26 – 3.50</p> <p>With no grade lower than 2.00 (83%) and must have completed 70% of the total unit credits in SSLC.</p>
B. Honorable Mention	<p>3.00 – 3.25</p> <p>With no grade lower than 2.00 (83%) and must have completed 60% of the total unit credits in SSLC.</p>
C. Dean's Merit Award	<p>At least 3.00</p> <p>The Dean's Merit Award is given to students with an average of 3.00, with no grade lower than 2.00 in the professional subjects only.</p>

Grades in all subjects shall be considered in the computation of the GPA. Grades that transferees earned from their former schools shall be converted to the SSLC grading system.

ACADEMIC AND SPECIAL AWARDS

1. Academic Awards

Criteria for academic awards will follow the policies prescribed by the CHED and SSLC.

2. Special Awards are for deliberation by the Academic Committee.

Section 9 PROBATIONARY STATUS

- ☐ A student who gets 24 units accumulated failure shall be placed under Academic Probation
- ☐ If a student gets a grade of 0.0 and retake such and gets of grade of 2.0 or better, the previous 0 grade will not be added in the accumulated count.

Section 10 RETENTION AND RESIDENCY

A student who accumulates 24 academic units of failure from the time the student is admitted to SSLC shall be placed in academic probation. A student should meet all requirements stipulated in the contract to be lifted from academic probation.

Section 11 STUDENT CLEARANCE

1. **A clearance** is required from a student who is either graduating or dropping from the course at any academic year or semester. He/she should be cleared from all financial obligations and administrative accountabilities from the different departments/units of the school before

any diploma, transcript of records, certification, or other similar documents/records is issued to him/her.

2. Clearance procedure is as follows:

1. Graduating students secure the (1) Student Clearance Form from the Registrar; Accomplished clearance must be submitted 2 weeks before the graduation ceremony or earlier.
2. Students dropping out of SSLC secure the Student Clearance Form from the Registrar;
3. He/she then secures the signatures of ALL unit heads indicated in the forms;
4. The student submits the accomplished Student Clearance Form to the Registrar and goes to the Accounting Office for necessary payments (if any) and goes back to the Registrar to present his/her receipt; and
5. The Registrar issues a slip which indicates the release date of the document/record requested.

Exclusion/Elimination

A student may be excluded from the enrolment list, eliminated or expelled or asked to withdraw, after due process, on the ground of:

- a. immorality or gross misconduct (drug abuse, manhandling, illegal assembly, etc.)
- b. serious error in the clinical area which directly or indirectly affect the condition of the patient (e.g. error in blood transfusion)
- c. health conditions such as maladaptive behavior, cancer, heart

- disease, palsy, epilepsy, STD's, spiral injuries.
- d. subversion
 - e. falsification and tampering of school and hospital records
 - f. fraudulent acts
 - g. utilizing hospital and school supplies and equipment for personal use, making false entries, and charting medications not actually administered
 - h. abandonment of duty
 - i. forgery
 - j. plagiarism
 - k. malversation / estafa
 - l. vandalism
 - m. inflicting physical injury to another student
 - n. involvement in any scandal that tarnishes the neame of the school
 - o. other violations or offenses stipulated in the SSLC Student Handbook

4.8. Transferee

4.8.1. Only applicant on their second year and with a GPA of at least 80% and no grade lower than 78% in any subject can be accepted.

4.8.2. Eliminated or dismissed student from other schools or Colleges due to immoral conduct, or conduct under the notoriously undesirable category will not be accepted as transferee to the course.

F. MEDIUM OF INSTRUCTION

The medium of instruction is English for all classes except in Filipino and foreign language classes. The language of the school is English and students are expected to use English whenever they are in campus.

Section 12 CLASSIFICATION OF STUDENTS

Students are classified as regular and irregular. Regular students comply with requirements which lead to the bachelor's degree. They carry a full semester load as called for by their respective curricula. For registration and classification purposes, programs are divided generally into first year, second year, third year and fourth year. Irregular students are those who have advance or back subjects and who will not be able to complete the course in the regular term.

Section 13 CROSS-ENROLMENT

A. Rationale

Cross-enrolment provides opportunities for enriched educational programs by permitting students to take courses from other accredited institutions. SSLC allows students to cross-enroll with accredited schools under certain conditions.

B.Guidelines

A student in SSLC may enrol simultaneously in another school, subject to the endorsement of the Dean and Registrar and approval of the Vice President for Academic and Research (VPAR). Violation of this rule may cancel the student's right to credit for the course/s (subject/s) enrolled in the other school.

1. Permission for cross-enrolment is basically granted to CANDIDATES FOR GRADUATION, if the course/s is/are not offered during the semester in the college, or is/are in conflict with the subject/s the student needs to enrol. However special cases may be granted on a case to case basis.
2. The maximum number of units for which cross-enrolment is permitted is six (6) units during the semester/summer term.
3. The subject/s in the other school to be cross-enrolled is/are not offered at SSLC and has/have the same description and number of units as that/those offered in SSLC.
4. The student has taken up all prerequisite subject/s of the ones to be enrolled in another school; or the subject/s to be enrolled does/do not require prerequisite subjects.
5. The number of units enrolled by the student in the SSLC and host school should not exceed the required number

of units set by CHED for graduating students.

6. The school where the students will enroll is accredited and on a par with the quality of education of SSLC.
7. Student has to pay the school fees (corresponding to the subject/s and other fees enrolled) in the school where he will do cross-enrolment.

***List of accredited schools**

1. Immaculate Heart of Mary College, Paranaque
2. Lyceum of the Philippines University- Laguna
3. Manila Tytana Colleges
4. Olivares College
5. PATTS College of Aeronautics
6. San Beda College – Alabang
7. South Mansfield College (SMC)
8. Southville International School and Colleges (SSLC)
9. Southville Foreign University (SFU)

Procedures:

1. Student gets a certification from Registration that he/she is graduating within the Academic Year, fills out the Cross Enrolment Form Request in triplicate.
2. Dean endorses the Request after an interview with the student.
3. At the end of the semester/summer, student submits a copy of the grades from the school where he/she did cross enrolment.
4. EVP approves request. Student submits forms to Registrar.
5. Student brings the Request for Cross Enrolment to the intended accredited school.
6. Student enrolls in the approved school, submits a copy of the Registration form to Registrar.

Section 14

RULES AND REGULATIONS RELEVANT TO STUDENT CONDUCT, BEHAVIOR DECORUM AND DISCIPLINE OF STUDENTS

A.

1. Sectioning

Sectioning of student and class scheduling is the sole discretion of the Dean/Registrar. Schedules and sections posted on the bulletin board are considered final and absolute. No request of change of section shall be allowed.

2. Attendance/Absences

2.1. ABSENCES

100% attendance is encouraged. Absence means failure to attend classes and/or scheduled activities or a state of being late beyond 15 minutes from schedule.

A student is deemed absent if he/she is not able to acknowledge the attendance roll call of an instructor; or arrives on the 16th minute, after the scheduled inception of a class; or is on suspension. The maximum allowable number of absences per subject of a student per Semester is 20% of the total number of class hours.

For any absence, an excuse letter shall be presented to the Faculty/Clinical Instructor the following meeting. The instructor will keep the letter on file.

An absence may be considered excused if it is properly documented for the following:

- Illness
- Natural disaster (flood, earthquake, etc.)
- Accidents
- death of an immediate family member
(for 3 days only)

If absence is due to illness, the excuse letter should be accompanied with a medical certificate from the attending physician, to be validated by the school physician or certified by proper authorities.

Medical certificate will only be accepted if done by a legitimate physician who is not in any way related to the student as a parent, a relative, or a family friend.

A student who incurs 20% or more consecutive absences from the total days or classes will have a grade of 0.0 for the semester and may be considered as grounds for disqualification from the program.

2.2.Tardiness

Tardiness is the state of being late for one (1) or more minutes but not to exceed fifteen (15) minutes.

For the 1st 15 minutes, students will be accepted to class. Warning will be given by the Faculty/Clinical Instructor concerned. For subsequent tardiness, a student is required to submit an excuse letter to the Faculty concerned. The adviser will keep the letter on file.

A student, who is late by 16 minutes or more of the scheduled time, is considered absent. He is required to submit an excuse letter the following day of class. The adviser will keep the letter on file.

Habitual tardiness is the state of being late for 3 or more times. The student will be asked to present an explanation letter to the Dean. The Discipline Committee will convene for proper assessment and recommendations.

Section 15

LEAVE OF ABSENCE

Rationale

Students sometimes interrupt their studies for a variety of reasons like financial, academic or personal problems. A student may leave SSLC by either withdrawing from school (this means, leave SSLC with no intention of returning) or by taking a leave of absence (means leave SSLC with the intention of returning). Students taking a leave of absence should discuss their plans of temporarily not enrolling to their dean/chairperson.

Policy

A student may apply for Leave of Absence if the following guidelines are met;

1. The student has to be enrolled in the SSLC for two (2) semesters.
2. The student has no disciplinary record.
3. The student has no pending financial obligation.
4. The student has submitted all requirements needed for enrollment.
5. If the student did not re-enroll and did not inform the school shall be considered AWOL (Absence without Leave).
6. AWOL students may be re-admitted after the deliberation of the deans and Executive Vice President (EVP)

Student will be charged a re-admission fee of PhP 500.00

A student who wishes to re-enroll after his/her LOA has expired MUST apply for Re-admission at the Admission's Office.

Procedure

1. Secure Leave of Absence Form from the Registrar's Office.
2. Fill out the form and get approval from the dean and VP for Academic and Research.
3. Process student clearance.
4. Submit approved LOA form and Student clearance to the Registrar's Office.

A student who files a leave of absence may be refunded if he/she submits his/her duly approved LOA form within the following dates:

NO REFUND AFTER THE SECOND WEEK except when the student is considered INELIGIBLE. In this case, the refund will be 100% of the total tuition assessment or in the case of an installment basis, the amount to be refunded will be the amount paid by the student.

Students who paid on installment basis and, eventually, files a leave of absence after the second week of classes will have to settle the balance of their tuition and other fees.

Section 16

Uniform and Dress Code

1. Personal Grooming

1.1 Hair

Hair should never touch the collar of the uniform and should not cover the face when stooping while in duty. Hair with colored highlights is not allowed.

1.1.1 Female Students. Long hair should be brushed up and covered with a black hair net. Colored rubber band used to tie the hair must be concealed. Fancy colored hairpins and clips are not allowed

1.1.2 Male Students. They should maintain a neat haircut. Long hair, mustache or beard is not allowed.

1.2 Make-up

Only light make-up and light colored lipstick are allowed for female students.

1.3 Fingernails

Fingernails should be cut short, clean and without colored polish. Colorless polish may be used.

1.4 Jewelry

Wearing of jewelry is absolutely prohibited, except for wristwatch that has second hand and wedding band for married students.

1.5 Perfume

Use of strong perfume is absolutely prohibited.

1.6. Personal hygiene

It is a must for all students to be clean in personal appearance. They should likewise smell clean and good. For students whose food is spicy that makes them smelly, they should see to it that they wear deodorant.

2. Attire and Uniform

2.1 Campus Uniform

Male – plain white polo (prescribed design w/ embroidered logo), white undershirt, white pants, dark-colored socks, and shined black leather shoes.

Female – prescribed white uniform: white blouse with embroidered logo, belt with purple and green piping, knee-length skirt, white skin tone stockings (optional), and closed black shoes with heels. White under garment like a “chemise” or half slip should be worn.

2.2 Hospital Uniform

Male – well –pressed prescribed white polo with plain white undershirt, white pants, nameplate, white socks and black leather shoes (duty shoes)

Female - well – pressed prescribed white uniform,

2.3 Guidelines in the Wearing of Uniform

Complete uniform should be worn at all times whether in the classroom, clinical area or

community affiliation during class periods and for any official transaction during the regular term.

2.4. College/Organization Shirt/P.E. uniform

2.4.1. Wearing of college organization shirts is only allowed during events/activities related to a program of the said college or organization. Wearing of organization shirt should be endorsed in writing by the Moderator of the organization and duly received and authorized by the Office of Student Affairs 3 days prior the event/activity. Notice is given to the office of Discipline and the Safety and Security Office.

2.4.2. College and/or organizations shirts are NOT substitutes for the prescribed uniform.

2.4.3. **P.E. Uniform.** P.E. uniform shall only be worn during PE classes NOT before and after P.E. classes. The P.E uniform shirt is NOT a substitute for the prescribed regular uniform. Students found violating the uniform and dress code of SSLC shall be refused entry into any SSLC facility. If the student has gained access into the facility, he/she shall be escorted out of the facility.

Section 17

Examinations

All students must take the three (3) major examinations (Prelim, Midterm, and Final).

1. **Major examinations** during the semester are the **Prelim, Mid-term, and Final**. Physical Education and Laboratory related examinations are administered the week before the regular examination week.
2. An examination permit is issued by the Accounting Office. This is required for every major examination and must be presented during the examination period.
3. Students who fail to take any of the three (3) major examinations due to a valid reason may apply for a Special Examination with a fee the week immediately after last day of the scheduled examination period.

Any student who incurs an excused absence at a time of prelim, midterm, and final exam may be given a Special Exam provided all provisions in the procedure are complied with.

The procedure in applying for Special Examination is as follows:

- a. The student fills out the prescribed Request Form for Special Examination available in the Dean's/ Chair's Office/or the Registrar.
- b. Student presents the accomplished Form for Special Examination to the instructor concerned together with

the supporting documents for his/her concurrence and signature;

- c. Student presents the signed Request for Special Examination to the Dean/Chairperson for endorsement to the Registrar;
- d. The student proceeds to the Accounting Office to pay the fee;
- e. Student goes back to his/her instructor and submits the form together with the official receipt; and
- f. The instructor sets a date to administer the Special Examination within one (1) week after the scheduled major exam.

Any Student who fails to take the Special Examination on the date set regardless of payment status forfeits his/her right to avail of said special exam.

Section 18

EXEMPTIONS IN MAJOR EXAMS

In order to encourage and motivate the students to attend instructional sessions and perform well in their coursework, they are given the chance to be exempted from major exams (prelims, midterms, or finals) of selected professional subjects in non-board courses upon recommendation of the faculty and approval of the dean/chairperson and EVP.

1. A student with a grade of at least 87% in his/her coursework will be exempted from taking the major exam.
2. The list of exempted students is announced one week before the major exam.
3. The coursework grade of the student which originally comprises 60% of the term grade will be converted to 100%.
4. Application for exemption is upon the recommendation of the faculty and the approval of the Dean and Vice-President for Academics and Research.

Section 19

ERRORS AND OFFENSES IN THE CLASSROOMS AND RELATED LEARNING EXPERIENCE

Listed below are errors and offenses in the classrooms and clinical area and their corresponding penalties and measure to be taken.

A. ERRORS IN THE CLASSROOM	PENALTIES
<u>Cheating</u> During examination and other forms of dishonesty are not tolerated (as stipulated in the SSLC College Student Handbook)	To be given a grade of zero for that particular examination A contract to be signed by the parents or guardians and the student, to be witnessed by the adviser, the clinical instructor and the Chairman, with the following contents: <i>Awareness of the offense committed and the consequence of being eliminated from college if caught doing the same act.</i>

B. ERRORS IN LABORATORY RESULTS	Number of Hours Extension
A. Wrong treatment of specimen. B. Failure to mark specimens properly. C. Sending a wrong laboratory result. D. Failure to endorse task regarding a specimen collection.	8 8 + pay laboratory exam if another is done 8 + pay laboratory exam 8*
<i>Please refer to College Internship Manual</i>	

C. BEHAVIORAL PROBLEMS IN THE CLINICAL AREA	Number of Hours Extension
A. Insubordination	40*
B. Leaving the department without the CI's permission.	80*
C. Loitering in other departments.	4
D. Visiting sick friends or relatives in other department of the hospital while on duty and without notifying the CI.	4
E. Exchange of duty hours or patient assignment without notifying the CI.	8
F. Eating in the work station, patient's room or ward while on duty.	8
G. Reading non-professional books, magazines, and pocketbook, while on duty.	8
H. Studying for exams in other subjects while on duty.	8
I. Sleeping during duty hours.	8
J. Using the telephone in the work station for personal use.	16
K. Improper use of hospital supplies.	14

C. BEHAVIORAL PROBLEMS IN THE CLINICAL AREA	Number of Hours Extension
L. Getting hospital supplies for personal use.	8
M. Improper grooming, (i.e. wrinkled and/or stained uniform, or shoes, use of other jewelry except wrist watch with second hand and wedding band for married students, use of strong perfumes, heavy make-up, no socks, no caps, no nameplate).	20*
N. Failure to bring complete paraphernalia	24
Q. Inappropriate behavior while on duty, (e.g. loud boisterous voice, over familiarity, etc.).	4
R. Going out of the hospital premises while on duty.	4
S. Playing PSP, computer related games and gadgets such as head phones and mobile phones.	4
T. Playing cards and other table games.	
U. Copying other students written requirements.	4
V. Smoking within the hospital premises or other places while in clinical uniform.	40 same as cheating 40
<i>Please refer to College Internship Manual</i>	

D. OTHER OFFENSES

Other offenses not covered in this manual but are found in the general rules and guidelines of the SSLC College Student Handbook shall be subject to disciplinary measures in accordance to the Handbook.

Section 20

STUDENT SERVICES

A. Office of Academic Support Services and Student Affairs

The Academic Support Services and Student Affairs (ASSA) Office supports student success by providing a variety of support services, programs, and activities to enhance the student learning experience and to assist students in meeting the many demands of their personal and academic life.

The ASSSA through the Office of Student Affairs is the key resource on campus for students and serves as the main liaison between students and administration at SSLC. It is the “go to” office for a wide range of information such as how to find information about housing or where to turn to for any academic support needed.

1. Hospital Visits/Related Learning Experience

SSLC believes in experiential learning. Exposure trips are encouraged across college courses and are a significant part of the academic life. As a safety policy, OSA-College informs parents/guardians through a parental consent form and waiver that stipulate the objectives of the activity and other information deemed necessary.

No student can endorse himself/herself as a signatory of any waiver of the same nature. Any student who fails to submit the waiver to

the faculty or to the officer directly involved in the activity will not be allowed to join.

The waiver must be submitted at least a day before the date of the activity. The school will not be liable for a student who, in any circumstance, appeared in the venue of the activity without prior submission of the waiver.

2. College Organizations

Students are encouraged to be involved in curricular activities and co-curricular activities. Forming groups or clubs is also encouraged. Students are required to be active members of a (1) college-wide organization and (2) college-based organization before he/she graduates. This will help widen their social and leadership skills. Coaches, mentors, trainers, and moderators are assigned to monitor their programs and other activities.

Performance in the organizations will be taken into consideration when deliberating for leadership and values awards for graduation.

Clubs or organizations are not allowed to use the name of the school for any of their activities without a written permission from the EVP.

Similarly, clubs or organizations may not solicit funds in any form (i.e. sell tickets, collect funds/contributions, get financial sponsorships, etc.) without the endorsement of the Office of Student Affairs.

3. Office of the Registrar

The Office of the Registrar supports registered students at SSLC as well as all faculty and staff members as regards to Registration-related matters. The Registrar is responsible for: class admission and registration, unit credit assessment, verifying graduation, diplomas, and preservation of student academic records and protection of their privacy, transcripts, maintenance of the schedule of classes, student residency determinations, and assistance for special students.

4. Office of Discipline

The Office of Discipline promotes and supervises student discipline and furthers values clarification and development in coordination with the Offices of Academic Support Services and Student Affairs, Counseling and Psychological Services (CAPS) and the Supreme Student Council (SSC). The Office maintains that a student's behavior, on and off campus, adheres to the principles espoused by SSLC Discipline – men and women of character and moral integrity adhering to what is RIGHT, FAIR and JUST for ALL members of the community.

The Head of Discipline acts as an intermediary between students and administration (faculty and management) and is an advocate of good governance and ethical leadership on all levels of the academic community. Since sensitive cases are brought to the Office, the Head of Discipline may report directly to the Office of the EVP when necessary.

5. Counseling and Psychological Services (CAPS)

Support services like psychological testing, personal and career counseling, group guidance sessions are made available to all students to facilitate their growth and development.

Schedules are provided so that counselors can reach out to as many students and help address their concerns. The CAPS spearheads the following:

5.1.Mentoring Program

Studies have shown that the adults to whom students of all ages are most likely to turn to, after their parents, are teachers. Teachers as Mentors are directly involved in student development guidance. Designated teachers are trained in paracounseling and are assigned a number of students whom they follow up, at least two (2) times during the semester.

Mentors act as tutors, advisers, listeners, or basically play the role of a friendly adult. They help students attain success in academics and facilitate their ongoing personal, emotional, social, and psychological development.

5.2.Comprehensive Growth Series (CGS)

Referred to as 'learning beyond the classroom', the CGS is an overnight live-in seminar held usually outside the school. Sessions aim to develop in the students a deeper capacity for introspection. Students are helped to recognize their personal strengths, values, self-esteem, and sensitivity to others, sense of responsibility, and other values needed for mature and meaningful relationships.

6. The Library

The library is a rich resource unit for learning as it is fully supported since the school desires to provide students with information and data. Located at the fourth floor of the Administration Building, the College Library has a reference, technical, circulation sections, discussion rooms and audio-visual room. SSLC maintains an array of updated books and journals. The librarian conducts orientation for new students every start of the semester. He also ensures that students are oriented with the latest books. It also offers Internet services for the research purposes of students.

7. Health Services

The health services aims to promote good physical and mental health as well as proper health attitudes and practices among students and school personnel. These are available to all members of the SSLC community. The Health Services Department is composed of doctors, dentists, and nurses. The school physicians

visit the campus at least twice a week and the dentist, thrice a week. They are also on call anytime.

The clinic also provides the venue for drug testing in compliance of the R.A. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, in cooperation and close coordination with a service provider.

9. The SSLC Diagnostic Laboratory

SSLC has a Diagnostic Lab duly licensed by DOH. Students use it for hands-on activities and their lab tests are done in the Lab.

10. Management Information

Systems (MIS) and WIFI Support

The Management Information Systems (MIS) Department holds the principal responsibility for all IS/IT- related projects of the school. It is mainly in charge of systems, data and network administration.

In coordination with the Office of the Vice President for Administration, The MIS provides extensive IT services like help-desk supports and computer laboratory maintenance.

SSLC is a WIFI ready campus. Internet access is available within the facility.

The Internet through desktops is available in the Library, offices and in the Computer Laboratories. Internet users are requested to be sensitive to others who may also want to use the Computer Laboratory facilities. The internet is only used for research purposes and everyone is enjoined to use the facilities wisely and responsibly. Downloading or uploading of software and visiting sites unrelated to instruction are strictly prohibited

11. College Cafeteria

Food is served in the cafeteria. Everyone is expected to practice 5S. Trays, plates, bowls, and other utensils must be returned to the designated area located inside the cafeteria. Proper disposal of trash and leftovers and proper arrangement of chairs and tables must be observed. Loud conversations and boisterous laughter are prohibited.

12. Food Court

There are numerous kiosks in the food court where students could choose variety of food and beverage that are provided by SSLC concessionaires.

13. Gymnasium

The Gymnasiums are for Physical Education (P.E.) classes and other activities. Students are discouraged from entering the gymnasiums when P.E classes are going on. Equipment must be used solely for their intended purpose. Luxembourg Gym and Monarch's Gym are located in the Luxembourg Campus while Tropical Gym is located in the Tropical Campus.

14. Automated Teller Machine (Automated Banking)

Two automated teller machines(ATM) are made available for students, parents, stakeholders, faculty, and staff to facilitate easy bank transactions. It is located in the Luxembourg Campus.

15. Scholarships and Educational Assistance

SSLC offers various scholarships and educational assistance. There are academic scholarships for honor graduates in high school and those whose grades (GPA) satisfy the scholarship requirements. Educational assistance include, GLT Scholarship, community Scholarship, and LPDH sponsorship. Deserving/qualified students can apply as Student Assistants.

Section 21

Safety and Security

A.Wearing of Uniform and Student I.D.

To ensure the safety and security of the SSLC community, both students and faculty are required to wear the prescribed school uniform and ID cards. Students must present their ID to the Guard on Duty upon entry and is to be worn at all times while inside the school premises.

In case of loss of the ID with valid reason, the student shall immediately submit a notarized affidavit of loss to the Office of the Registrar upon the endorsement of the Office of Discipline, in order to get a replacement. A temporary ID will be given to the student while awaiting replacement. The temporary ID must be returned to the Office of the Registrar upon release of new ID. Failure to present the ID at anytime shall deny the student entry into any SSLC facility and is tantamount to a violation of the school policy which shall be dealt with accordingly. If The I.D. is not worn, it will be confiscated.

B. PARKING

Students with current and valid driving licenses may drive their own vehicles to school and park them in SSLC designated parking areas. Vehicles must be duly registered with the Safety and Security Office for the issuance of SSLC parking stickers. Only vehicles with SSLC parking stickers are allowed to park within designated parking spaces.

SSLC will readily assist but will NOT be held liable for any incident concerning vehicles parked within the designated parking areas. Students however must exercise utmost care in the parking area to ensure the safety of all vehicles and persons. Accidents should be reported immediately to any SSLC security personnel.

Students whose vehicles are driven by drivers are also directed to use SSLC designated parking areas. The drivers are bound by SSLC policies whenever they are within SSLC facilities.

C. Accident Insurance

All SSLC students are covered by an accident and liability insurance.

D. Crisis Management

1. Fire Emergencies

During fire emergencies, everyone is expected to do the following:

- 1.) Leave the building as quickly as possible using the nearest fire escape and go to the assembly point; and
- 2.) Warn as many people as possible on his/her way out without necessarily slowing down. The person who discovers the fire must see to it that the nearest fire alarm is set-off

2. Earthquake Preparedness

During an earthquake, it is imperative that the following safety tips should be observed.

1. Duck, Cover, Hold
 - a. Duck or drop down on the floor. Start counting 1-60.
 - b. Take cover under a sturdy desk, table or furniture, or cover your head with your bag to avoid falling debris.
 - c. Hold onto the legs of the table. If the table moves. Move with it.
2. After 60 seconds or when tremor stops
 - a. Be alert and pay attention to the instructions.
 - b. Quickly walk out of the classroom in an orderly manner.
 - c. Look out for falling debris and exit at the nearest way out.
 - d. Do not use the elevator. Walk down the stairs calmly and proceed to a safe and open area.
3. If and when aftershocks occur while evacuating, do the DUCK, COVER & HOLD procedure again and continue to do so until you reach the final designated evacuation area.
4. **Bomb Threat**
 - a. Vacate for safety within 5 minutes or less.
 - b. Do not run or push each other.
 - c. Do not bring your things with you.
 - d. No one is allowed to go back to the building unless cleared by the Disaster Brigade Commander or any authorized person.

Section 22

STUDENT ACADEMIC INTEGRITY CODE

Students of SSLC shall observe, practice, and pursue the highest degree of intellectual honesty and integrity in academic conduct by not choosing to cheat, lie, or plagiarize in accomplishing any academic work.

A. RATIONALE

The Student Academic Integrity Code (SAIC) aims to create an environment where academic integrity, and its resulting behavior, can be lived and practiced. It recognizes the importance of honesty, trust, fairness, respect, and responsibility in the academic life of the students enabling them to have responsibility for, and the ability to attain appropriate recognition for their academic and personal achievements. Moreover, it aims to establish standards of academic conduct and to provide a procedure that assures fair and just treatment to any student accused of violating any of the rules. By upholding the letter and the spirit of the code, ultimately, the SAIC aims to promote a culture of excellence where the students can be formed to be future “movers and leaders” of society.

B. STUDENT ACADEMIC INTEGRITY

Students of SSLC shall observe, practice, and pursue the highest degree of intellectual honesty and integrity in academic conduct by not choosing to cheat, lie, or plagiarize in accomplishing any academic work.

C. PREAMBLE

The Student Academic Integrity Code (SAIC) is a student's commitment to observe, practice, and pursue the highest degree of ethical integrity and honesty in academic conduct. It is an individual and collective commitment that students shall not cheat, lie, or plagiarize to gain an academic advantage over fellow students or gain undeserved academic credits in all their academic requirements.

D. STANDARDS OF ACADEMIC INTEGRITY

- 1.) An SsIC student shall not cheat.

Whereas CHEATING is defined as the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, and fraudulent means, a student, therefore, shall not commit any of the following:

1. Give, receive, or use unauthorized or prohibited information, resources, or assistance on an examination, assignment, project, or any academic requirement;
2. Write, take, research, develop, prepare, or answer an examination, assignment or homework, create a project, or make any academic requirement for another student, in whole or in part;
3. Submit an examination, assignment, project, or any academic requirement written, taken, researched, developed, prepared, or created by another person, in whole or in part;
4. Prevent or interfere with the use by other students of any library, laboratory, or other academic-related resource;
5. Damage, destroy, impair, or steal any library, laboratory, or other academic-

related resources or another student's completed assignments;

6. Copy, in whole or in part, from another student during a test, competition, seatwork, project, etc.;
7. Purposely allow oneself to be an accomplice in cheating by permitting another student to copy from one's academic work during a test;
8. Alter or interfere with grading done on any form of academic work or as seen on the report card or any grading document/record;
9. Use or consult, during an examination, any sources (e.g. electronic equipment such as mobile phones, laptops, palm pilot or PDAs, etc.), other students, or any material not authorized by the teacher/instructor;
10. Commit other acts of fraud or deceit;
11. Steal and/or sell copies of tests and/or other instruments of evaluation; or
12. Forge signatures on any document that would require the signature of an authority (e.g. school officer, teacher/instructor, or parent, etc.).

2) An SSLC student shall not lie.

Whereas LYING is defined as the act of deceiving, misleading, or confusing another person or group of persons by telling half-truth statements or acts to gain undue academic advantage or avoid natural consequences of violation/s against the SAIC for oneself and/or another student, a student, therefore, shall not lie, verbally or in writing, to a teacher/instructor, officer, or parent/guardian to:

1. Improve one's grade or academic standing;
2. Unjustly accuse another/other student/s to gain academic advantage;
3. Cast doubt on the integrity of another student, a teacher, or school officer without enough proof or basis;
4. Conjure/make-up false stories to save oneself and/or another student from consequences as a result of the violation;
5. Conjure/make-up stories to mislead, delay, or confuse an investigation of an offense against the code; and
6. Coerce another student/other students to lie during an investigation.

3) An SSLC student shall not plagiarize.

Whereas PLAGIARISM is defined as the act of representing the work of someone else as one's own and submitting it for any purpose, a student, therefore, shall not commit the following:

1. Use, quote, or incorporate the ideas, words, sentences, paragraphs, or parts of another person's writings without giving appropriate credit, and representing the output as one's own;
2. Represent another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures as one's own;

3. Allow oneself to be an accomplice by permitting another student to plagiarize one's academic work;
4. Submit a paper or project purchased from a research or term paper service, including the internet; or undocumented web source usage; and
5. Coerce another person to plagiarize and/or submit work in one's name.

E. THE STUDENT ACADEMIC INTEGRITY CODE PLEDGE STATEMENT

All SSLC students are expected to memorize by heart and understand the SAIC Pledge Statement.

ORAL PLEDGE

All students are expected to memorize this pledge statement at the start of the year. It is part of the institution's Hallmarks. It is also recited as one of the requirements in Institutional Course (IC) 1.

I do hereby acknowledge the existence of the SSLC Student Academic Integrity Code.

I therefore commit myself to avoid cheating, lying, and plagiarizing.

I understand that the code is important in maintaining a culture of excellence in the campus characterized by the highest degree of intellectual honesty and integrity in academic conduct.

I understand that I shall be responsible for any consequence that might result should I choose to violate the letter and or spirit of any of the provisions stated in the code.

So help me God.

This short version of the written pledge is placed in all printed tests (long tests, quizzes, prelim, midterm, and final exams, etc.) and signed by the students before they start taking the tests/exams.

I do hereby commit to observe, practice, and pursue the highest degree of intellectual honesty and integrity in academic conduct by not choosing to cheat, lie, or plagiarize in accomplishing any academic work. So help me God.

F. PROCEDURE IN HANDLING VIOLATIONS AGAINST THE STUDENT ACADEMIC INTEGRITY CODE

In the event that a student violates any of the standards/provisions in the Student Academic

Integrity Code, the investigating officer and/or body is/are bound to observe substantive

and procedural due processes. A student accused of violating any of the standards of the

code shall be given due process and shall remain innocent until proven guilty.

G. CONSEQUENCES OF VIOLATIONS AGAINST THE STUDENT ACADEMIC INTEGRITY CODE

In the event a student is proven guilty after having been given subjected to due process, the sanctions stated in this Handbook shall be upheld unless changed, tampered, or refined by the Discipline Board and/or the Academic Council.

Section 23

I. CONCEPTS OF DISCIPLINE: S.P.A.C.E.S.

A. Social Commitment

Discipline springs from the understanding that we are social beings. This means that we take other people into consideration. As we strive to achieve discipline, we keep in mind that we are not alone and that we always have to consider others. We are committed to put order in our social interactions in school as well as in our communities. In a sense, discipline for us is a ***social commitment*** that instills order in our lives and helps us to develop respect for others.

B. Personal Commitment

Discipline is personal. We believe that unless we make it our ***personal commitment*** to work on achieving discipline, unless we believe in it and take it as our own, behaviors will not be consistent and permanent. Discipline should be something imposed internally and not just externally. We make it a personal goal to become disciplined.

C. Accountability

Accountability means that we are responsible to ourselves for our own behavior and to others for the impact of our behavior. As maturing persons, we stand accountable for the consequences of our behavior. People assist us in our effort to grow towards full maturity. We are answerable to them for our behavior, they, in turn can contribute to the development of our well-being. This implies that we are expected to be aware not only of our rights but of our responsibilities as well.

D. Choices

Choice means that we are actively involved in making decisions, which we think are best for us and to others. This also implies that we are willing to bear the consequences of our actions since they spring from our choice.

E. Establishing Priorities

In the whole process of learning more about discipline and excellence, we need to **establish priorities** indicating what is really important to us and for our future. We do not get distracted by the pursuit of petty things, instead, we strive to get our priorities right and set our sights on them to make ourselves ready for the future.

F. Sincerity

Sincerity is another key to achieve discipline. We are expected to behave well at all times.

We behave properly because we know that it is the right thing to do. We follow rules not just to please anyone in school but because we sincerely believe that it is best for us.

A. DEFINITION OF DISCIPLINE

Discipline is defined as adherence to or following a certain order of behavior in accordance with what is **RIGHT**, **FAIR**, and, **JUST**. These are espoused in the **3Rs of Discipline**:

- ❖ **Respect** for oneself, for others, and for the school
- ❖ **Responsibility** towards self, others, and tasks by coming to school everyday and getting ready to learn, working hard, and following rules and regulations
- ❖ **Relationships** that positively contribute to a safe and caring environment and affirm the dignity of every individual

Discipline is another word for love and care. As responsible adults in SSLC, love and care for our students are manifested by helping them develop good habits in school at work, and at play; feeding their minds with healthy thoughts, and preventing and protecting them from trouble and harm.

Starting them out with a disciplined life while they are young will help them become adults who will be more consistently responsible and successful in their later years.

Section 24

STUDENT CODE OF CONDUCT

In order to carry out its work of teaching, nurturing, character building, research, and public service, South SEED-LPDH College has an obligation to maintain conditions under which the work of the school can freely, in accordance with the highest standards of quality, and institutional integrity, with full recognition by all concerned of the rights and privileges, as well as the responsibilities and accountabilities, of those who comprise the SSLC Community.

Students are members of both society and the academic community with inherent rights and responsibilities. Students are expected to comply with the general laws, school policies, and campus regulations.

Students' behavior not only projects their upbringing but also their education, hence, SSLC wants to uphold academic and values excellence among the students. College students are expected to exhibit good behavior at all times.

1. Definition of Terms

The term "student" refers to an individual whom SSLC maintains records and who;

- a. is enrolled in or registered with an academic program of SSLC.
- b. has completed the immediately preceding semester or term and is

eligible for re-enrolment, including the break between academic terms.

2. Jurisdiction

This Discipline Policy covers students in all the various college programs of SSLC.

Although SSLC will not routinely invoke its disciplinary processes over student conduct that occurs off-campus except in connection with official school functions, SSLC shall have discretion over conduct that occurs off-campus if the **alleged misconduct affects the good name and reputation of the school.**

C. PROCEDURAL PROCESS

In the event a major offense is committed by a student, all faculty and staff are expected to observe the following procedures:

1. A written report must be submitted to the Office of Discipline.
2. Head of Discipline informs the concerned student and parents/guardians of the complaint and requires the said student to submit a written response.
3. Upon receipt of the written response, the Office of Discipline will conduct an investigation, and evaluate the case.
4. Head of Discipline shall convene the Discipline Board. Based on the facts

gathered, the Discipline Board decides on the case.

5. Head of Discipline and/or Chairperson informs the parents/guardians of the decision/sanction of the Discipline Board.

In case of an appeal:

1. The concerned student will be asked to write a Letter of Appeal addressed to the College Dean.
2. Dean convenes the Academic Council and decides on the case.
3. Head of Discipline and/or Chairperson informs the parents/guardians of the decision of the Academic Council.

In case of Minor Violations, the following procedures are to be followed:

1. Any Instructor or staff who would witness a violation concerning minor offenses must issue a Violation Slip (in duplicate) to student.

First copy – will be given to the student

Second copy – will be forwarded to the Office of

Discipline.

2. The Office of Discipline keeps track of the minor offenses.
3. On the second offense, the student will receive a Written Reminder from the Office of Discipline.

4. On the third offense, the student will be charged of a major offense.

Section 25

Types of Offenses

1 Major Offenses

1.1 Vandalism

Vandalism or the destruction of property belonging to the school and/or any school administrator, faculty member, staff, another student or to a visitor while in campus or in any school function.

1.2 Destruction of Property

Damage to or destruction of any property of Southville or its employees, students, visitors, or the neighboring community.

1.3 Cheating

Cheating in any form of assessment, which includes but is not limited to the following: Prelim, Midterm and Final Exams, reaction papers, case analysis, experiments or assignments required.

1.3.1. Unauthorized possession of any material relative to the assessment or test whether the student actually uses them or not.

1.3.2. Copying or allowing another student to copy. In this case, both parties are liable.

1.3.3. Looking at (allowing someone to look at) another student's (one's)

examination paper. In this case, both parties are liable.

1.3.4. Unauthorized communication in any form with another student or any person in any form during an examination or test.

1.3.5. Having somebody else take an examination or test for oneself. If in case, both parties will be liable.

1.3.6. Plagiarism and other forms of academic

1.4 Physical Abuse

Physical abuse including but not limited to rape, sexual assault, sex offenses, and other physical assault, threats of violence or conduct that threatens the health and safety of any person.

1.5 Use of Fighting Words and Fighting Gestures

“Fighting words” and fighting gestures are personally abusive words, while fighting gestures are actions which, when directly addressed to any person are, in the context used and as a matter of common knowledge, will most likely provoke a violent reaction. Such words include but are not limited to terms widely recognized to be derogatory references to race, religion, sex, sexual orientation, and other personal characteristics.

1.6. Engaging in Fights

Fights within SSLC premises or outside the school during an academic function and or school activity

1.7. Inflicting Physical Injury

Inflicting physical injury on another inside or outside SSLC premises during an academic function or school activity.

1.8. Physical Confrontation/Aggravation

Any kind of aggravation that results in heated verbal or physical confrontation between or among students.

1.9. Threatening Resulting to Crime

Threatening another, regardless of his position in the institution, with any act amounting to a crime or with the infliction of any injury or harm upon the person, honor or integrity.

1.10. Unauthorized Possession and/or Use of Prohibited Drugs and/or Drug Paraphernalia

Unauthorized bringing in, carrying, possession or using of prohibited or regulated drugs or chemicals without proper prescription and/or drug paraphernalia, inside SSLC premises or outside the institution during any academic function or school activity, and any other violation of the provision or R.A. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002".*

1.11. Possession of Prohibited Drugs and/or Regulated Drugs

Bringing in, carrying or possession of a deadly weapon inside SSLC premises or outside the school during an academic function or activity without the approval of

any of the following directly concerned:
Head of Student Affairs, Head of Discipline,
Dean/Chairperson or Vice President for
Academics and Research.

1.12. Possession of Deadly Weapon

Bringing in, carrying or possession of a
deadly weapon inside SSLC premises or
outside the school during an academic
function or activity without the approval of
any of the following directly concerned:
Head of Student Affairs, Head of Discipline,
Dean/Chairperson or Vice President for
Academics and Research.

1.13. Deliberate Disruption Resulting to Serious Disturbance

Deliberate disruption resulting to serious
disturbance of any academic function or
school activity.

1.14 Unauthorized Bringing of prohibited items/Drinking of Alcoholic Beverages

Unauthorized bringing in, possession of
items such as cigarette and e-cigarette or
drinking of liquor or alcoholic beverages
inside SSLC premises or outside the
institution during an academic or school
activity, or entering SSLC premises or
attending academic functions or school
activity under the influence of liquor or
alcoholic beverages.

1.15 Smoking

Smoking inside the campus and smoking
outside the school during academic
functions or school activities is also
prohibited. (Please see Appendix F - NO
SMOKING POLICY AND
CORRESPONDING PENALTIES.)

1.16 Deliberate Act to Malign Resulting to Contempt

Deliberate act to malign (in any form) any SSLC administrator, faculty, staff, security guards, maintenance personnel, students, and visitors resulting to ridicule or contempt.

1.17 Direct Assault upon the Person

Direct assault upon the person of any member of the administration, faculty, staff, or any student or person vested with authority.

1.18 Act of Profanity

Acts of profanity that include but is not limited to the display or distribution of pornographic materials inside SSLC which includes accessing internet sites not related to any academic course within the school.

1.19 Acts that Bring the Name of the School into Disrepute

Acts that bring the name of the school into disrepute such as public and malicious imputation or a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance, tending to cause dishonor, discredit, or contempt to the name of SSLC, SSLC, and other SGEN schools.

1.20 Stealing

Stealing whether attempted, frustrated or consummated.

1.21 Unauthorized Collection or Exaction of Money

Unauthorized collection or exaction of money, checks or other instruments as equivalent to money, in connection with matters pertaining to the school.

1.22 Habitual Disregard or Willful Violation of Policies

Habitual disregard or willful violation of established policies, rules or regulation consisting in the commission of three minor offenses of the same kind or nature, or five minor offenses of different kinds or nature.

1.23 Forgery, Falsification of Official Records or Documents

1.23.1 Forging, falsifying or tampering with academic or official records or document of any kind, or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the SSLC, SSLC or any SGEN school..

1.23.2 Using fake ID or another Student's ID.

1.24 Gambling

Any form of gambling or games of risk where items of value are involved or wagered.

1.25 Acts of Subversion or Insurgency

Any act of sedition or act of rebellion. An insurgency is an armed rebellion against a constituted authority.

1.26 Membership with and/or organizing a Fraternity or a Sorority Membership with and/or organizing a fraternity, sorority or any organization not sanctioned by the school.

1.27 Involvement in Hazing or any Form of Physical Injuries

Involvement in hazing or any form of physical injuries, for the purpose of initiation, admission or continuance of membership in any organization, society or group, whether open or secret. For this purpose, the members involved shall be liable whether they actually participate in the hazing or not. The officers of the organization, society or group, shall also be liable, whether or not they were present during the hazing incident.

1.28 Being Convicted in Court for a Criminal Offense

Conviction in any court for a criminal offense involving moral turpitude, against person or property other than through reckless imprudence.

1.29 Sexual Harassment

Making sexual advances in words or deeds to another student or to any member of the academic community and any other violations of RA 7877 also known as the Anti-Sexual Harassment Act of 1995.

1.30 Public Display of Physical Intimacy

Public display of affection or intimacy while inside the premises of the school or even outside the school during school activities

or outside the school wearing the school uniform.

27.1.1.31 Perjury

Willful giving of false, misleading or making verifiably false statements or incomplete testimony to any authority, verbal or otherwise.

1.32 Computer Security Breach

Accessing an institution computer or computer network without authority or beyond authorized access. Acts that constitute computer security breach include but are not limited to the following:

1.32.1 Altering Information

Altering information(changing passwords or any school person or altering of information beyond one's authorized access, etc) damaging or destroying information (deleting someone else's file, etc.).

1.32.2 Introducing False Information

Any act to mislead by giving false information.

1.32.3 Preventing Authorized Use of Information

Preventing authorized use of information that may lead to non-productivity and inefficiency.

1.32.4 Preventing Normal Operations

Preventing normal operations of computers or computer networks of SSLC or SSLC.

1.33 Possession and Use of any Explosive Device

Possession or use of explosive device legal or otherwise inside the school or outside the school during academic or school activity.

1.34 Failure to Present or Lending an I.D.

Failure to present an I.D. card upon entry and other official school transactions or lending an I.D. to another/using someone else's I.D.

1.35 Disrespect to authority

Students are expected to show respect to everyone – teachers, staff, aides, maintenance personnel, school officials, parents, visitors as well as their co-students who have been given the authority to lead. Respect for others should be manifested in words, thoughts, and actions.

1.36 BULLYING

1.36.1 Real Time

Willful aggressive behavior that is directed towards a particular victim who may be outnumbered, younger, weak, with disability, less confident, or otherwise vulnerable.

1.36.2 Cyber Bullying

Cyber bullying is any conduct mentioned above of which are through electronic devices, such as, but are not limited to, texting, instant messaging, chatting, internet and social networking websites.

1.37 Analogous Acts to Previously Cited Cases and Circumstances

Other acts analogous to the aforementioned, which may be determined by the school authorities.

2.1 Consequences for Major Offenses will be any or a combination of the following:

a. Restitution

Reimbursement, which may be in the form of monetary payment or appropriate service to repair for the damaged property.

b. Community Service

All those who were suspended will be required to render two (2) days of community service.

c. Probation

The student will be placed under strict disciplinary probation from the time the offense was committed until the following semester.

d. Suspension

The student will not be allowed to attend classes. The student will be held responsible for all the lessons he/she will miss during his/her suspension. Number of days will be determined upon the deliberation of the Discipline Board.

e. Non re-admission

The student will be allowed to finish the semester but will not be allowed to re-enroll the following semester.

f. Dismissal

Permanent termination of student status in the school

2. Minor Offenses

2.1. Entering Any Restricted Area

Entering any restricted area within the campus without prior authority.

2.2. Loitering

Going into another campus or building (SFU, SSLC Luxembourg, Munich, and Elizalde Campuses) without any official business. The act of loitering results to the disruption of classes and/or destruction of properties.

2.3 Habitual and Willful Failure to Comply with Summons or Notices

Habitual and willful failure to comply with summons or notices issued for purposes of investigation conducted in connection with discipline related offenses.

2.4. Willful Disregard of the Summons or Notices

Willful disregard of the summons or notices issued for purposes of Routine Urine Test, and case conferences.

2.5 Using Mobile Phones and Other Electronic Gadgets

Use of cellular phones and other electronic gadgets during academic time or class hours or during school convocations or program is strictly prohibited.

***Students may be allowed at times to take a photo of board work or presentations**

2.6 Acts which Disturb Peace and Order

Acts which disturb peace and order such as disrupting classes and academic related activities or school function.

2.7 Non-Wearing/ Inappropriate Wearing of Prescribed School

Uniform This includes non-wearing of ID.

2.8 Littering

This includes littering and not doing 5S. Violators are bound by the No Littering Policy of SSLC.

2.9 Eating in Non-Eating Places

Eating in areas designated as non-eating places such as classrooms, laboratories, library, Multi-Purpose Halls, Mini-Theater, and SOF.

2.10. Bringing Food in the Classrooms.

This is highly discouraged to maintain a clean and healthy academic-friendly environment.

2.11 Selling/Engaging in Business and Soliciting Donations

Selling items, engaging in business or soliciting contributions or donations in campus without prior approval or authority by the Office of the EVP.

2.12. Preventing the Circulation of School Publication

Preventing the circulation of a recognized student publication by withholding or removing a substantial number of copies from the newsstands.

2.13 Violating any Policy of the Management Information System

Violation of any policy of the MIS such as but not limited to playing of any form of computer games, chatting and using of cellular phones and other electronic communication devices in computer laboratories.

.2.14. Use of Classrooms and other Facilities without Reservation

Use of classrooms and other school facilities for any purpose without any reservation or proper authority.

2.15. Uttering and Writing Derogatory Remarks

Uttering or writing derogatory remarks, profane, obscene words/phrases and/or making indecent, obscene gestures.

2.16 Violating the Speak English Drive Policy

Violating the policy on the Speak English Drive by not interacting and communicating in correct English.

2.17 Wearing Inappropriate Attire during MUFTI Day and Orgs Day

Wearing inappropriate attire during MUFTI Day and Orgs Day.

2.18 Analogous Acts to Previously Cited Cases and

Other acts analogous to the aforementioned, which may be determined by the school authorities.

**2.19 Other offenses deemed Minor by the
Office of Discipline**

**2.20 Consequences for Minor
Offenses will be any or a
combination of the following:**

- a. Verbal reprimand
- b. Issuance of violation slip
- c. Charged of a major offense

2.21 Other consequences

Confiscation of prohibited items upon entry at the gate (during bag inspection) or if used within the campus.

Policy on Confiscated Items:

1. Consumable items like cigarettes, lighters, and the like will be disposed of at the end of each day.
2. Non-consumable items like shades, earrings, bull caps, etc. must be claimed at the Discipline Office within five (5) school days.
3. Unclaimed items will be disposed of accordingly at the end of each month.

Section 26

DISCIPLINE PROCEDURAL PROCESS

In the event a MAJOR OFFENSE is committed by a student, the following procedure shall be observed:

1. A written Incident Report must be submitted by the victim or a witness to the incident to the Office of Discipline and the Head of Discipline initiates formal investigation;
2. If student is of majority age, Head of Discipline initially informs the concerned student of the complaint and requires the said student to submit a written response within 48 hours from time of notice;
3. If student is a minor, Head of Discipline initially informs the parents/guardians of concerned student of the complaint and invites the parents/guardians for a case conference. A written response is solicited from the concerned student within 48 hours from time of notice to parents/guardians;
4. Upon receipt of the written response of the concerned student and/or the case conference with the parents/guardians, Head of Discipline considers the response of concerned student in the investigation and does initial evaluation on the facts of the case.
5. Head of Discipline submits copies of the case file to members of the Discipline Board for assessment within 48 hours after receipt of concerned students' response.

6. Head of Discipline convenes the Discipline Board to decide on the case within 48 hours after Boards' receipt of the case file and decides on the case.
7. Head of Discipline informs the student (if student is of majority age) or the parents/guardians (if student is a minor) in person of the decision of the Discipline Board within 24 hours.
8. If student or parents/guardians are not in favor of the decision, they may appeal the case by elevating such to the Academic Board.

In case of an appeal:

- a. The concerned student may write a Letter of Appeal addressed to the Vice President for Academic and Research.
- b. The Vice President for Academic and Research convenes the Academic Council to restudy the decision and make a decision.
- c. Head of Discipline informs the parents/guardians of the decision of the Academic Council.

In case of MINOR VIOLATIONS, the following procedures are to be followed:

- a. Any Instructor or staff who would witness a violation concerning minor offenses (24.1.2) submits an Incident Report to the Discipline's Office.
- b. Head of Discipline invites the concerned student for a case discussion within 24

hours. A conference form is given to the student. Warning document is given to a student.

- c. Head of Discipline sanctions concerned student accordingly.

D. THE DISCIPLINE BOARD

The Discipline Board is convened and chaired by the Head of Discipline. The presence of three (3) members will be considered a quorum. The following are the permanent members of the Discipline Board:

1. Head of Discipline
2. Head of Student Affairs
3. Assistant Head for Student Affairs
4. College Dean

In case of an appeal, the case will be elevated to the **College Academic Council**. The following are the members of the Academic Council:

1. EVP of SSLC
2. College Dean
3. Executive Dean

NOTE: Other minor and major offenses not stipulated in this Section shall be subject to Disciplinary measures in accordance to SSLC DISCIPLINARY rules, regulation, and procedures.

APPENDICES

APPENDIX A **S.T.A.R. POLICY**

South SEED-LPDH College believes that character is a critical aspect to workplace, industry, and business success. As one of the 5C's (Competence, Character, Commitment to Achieve, Collaboration, and Creativity) which is the mission of the SSLC, character is given its due importance in terms of focus in instruction, student activities, and program thrusts.

S- SPEAK IN ENGLISH

A. RATIONALE

S.T.A.R. Which stands for Speak in English, Time Management/Consciousness, Affection Control/Management, and Rubbish-Free Environment is a program with the end goal to develop these professional habits. The Speak in English Drive of the institution underscores professionalism among students and graduates in their transactions. The English language is the lingua franca of the industry and it is an expected communication skill in all sectors of the industry. Hence, competence is a must and furthermore, it aims to:

- Respond to the CRITICAL DEMAND of the industry. Good communication skills, particularly verbal and written English are expected from graduates who will join the industry and the world of work.

- Facilitate understanding among different cultures. English as an international language has been the global language of business, education, science and technology.
- Widen the opportunity of improving one's communication skills. Speaking, listening, reading, and writing are fundamental to human communication and the only way to improve these skills is through constant use and practice.

In the end, an SSLC graduate is envisioned to be a contributing member of any professional organization that makes a difference in the world through a high regard of professionalism specially in terms of speaking English, time management, affection control, and rubbish-free environment.

B. Implementing guidelines

1. All Heads, Faculty and staff are expected to use English when dealing with students.
2. In order to successfully execute the Speak English Drive, this policy shall be observed:
 - a. Apprehending authority is ANY member (teaching and non-teaching personnel) of the SGEN community;
 - b. The student violator will be identified by the apprehending authority indicating all pertinent information;
 - c. Student violators will pay the penalty or fine.

- d. Funds collected will go to student's activities.

T - TIME CONSCIOUSNESS

A. Rationale

One should maximize the use of time. Time is a very limited and scarce resource. If one does not use his/her time wisely, he/she can never get it back.

To prioritize what one wants out of life, he/she needs time to do almost anything worthwhile in life. He/she needs to learn how to make time for the things that are important. Even if one can only afford to give a small amount of time each week to one's goals, he/she will be surprised at how much progress one can make.

To accomplish more with less effort, one should improve his/her time management skills in order to accomplish more with less effort. Reducing wasted time and effort will yield even more productive time throughout the day.

B. Implementing guidelines

Please refer to Section 11 on ABSENCES and MATRIX of TARDINESS and ABSENCES of this Handbook.

A - AFFECTION CONTROL / MANAGEMENT

A. Rationale

To ensure that students are focused on what is academically necessary in

their dealing inside SSLC, public display of physical intimacy and affection is prohibited.

B. Implementing guidelines

Please refer to Section 30, STUDENT CODE OF CONDUCT, Types of Offenses, 30.1 of this Handbook.

R- RUBBISH-FREE ENVIRONMENT

A. Rationale

A healthy and rubbish-free environment is pursued to enhance high educational performance. A person feels and performs better in clean classrooms and sitting in clean desks.

The school environment should be free from health hazards. Sanitation makes students free from possible illnesses such as respiratory infections, asthma attacks, skin diseases, and diarrhea outbreaks.

The campaign helps shape one's behavior and responsibility. If one becomes responsible to his/her litter/"excesses", one starts to build social responsibility that will be observed and followed by others.

B. Implementing guidelines

Please refer to STUDENT CODE OF CONDUCT, Types of Offenses of this Handbook.

APPENDIX B

PROFESSIONAL DECORUM

1. Rationale

The Professional Decorum Program of the Southville Global Education Network (SGEN) is a program that will serve as a vehicle for the students to achieve Academic and Values Excellence.

It is a program designed to facilitate a student's growth in the life values such as Respect, Responsibility, Relationship, Integrity, and Humility – values that are critical in an individual's personal development. Ultimately, it is SGEN's way of giving to the world the gift of well-formed and values driven individuals who will make a difference and who will become movers of society.

2. Objectives

The SGEN Professional Decorum aims to:

- a. Develop students who respect themselves, others, and properties.
- b. Develop students who build positive relationships;
- c. Develop students who are responsible with themselves, others, and properties;
- d. Develop students who possess integrity;
- e. Develop students who possess humility;
- f. Develop teachers and staff who will exemplify the values of respect, responsibility, relationship, integrity and humility. And

g. Develop a culture of excellence in the campus where good manners and social graces prevail.

3. Components

- a. Respect
- b. Responsibility
- c. Relationship
- d. Integrity
- e. Humility

4. Behavioral Indicators

a. RESPECTFUL Learners...

- 1) Greet each other, teachers, staff/personnel, parents, guests as they see and meet them.
- 2) Wait to be recognized before talking in class or in an assembly and in conversations with adults.
- 3) Practice good social graces in varied situations like dining, assemblies, etc.
- 4) Knock before entering a room.
- 5) Say "please", "thank you", "excuse me", "sorry", or "welcome" in a day-to-day conversations with peers and adults.
- 6) Maintain silence along the corridors and hallways to promote positive academic atmosphere.
- 7) Talk with tact and respect to peers, teachers, staff/personnel, adults, etc.

APPENDIX C

Related Learning Experience (RLE)

Rationale

SSLC is committed to provide students quality learning experiences beyond the four corners of the classroom so that a deeper appreciation of their course will be inculcated in them.

The school believes that bringing and exposing students to the real world will not only enhance their learning, but will also give them real-life experiences as well. We expose our students to industries related to their field of study. These activities supplement what is learned in the classroom.

Hence, RLE activities are scheduled at least once per semester with the following guidelines:

A. Before the Trip

1. OEP venues/sites are pre-determined during Summer Planning.
2. A letter which serves as the waiver will be sent to the parents/guardian at least one
(1) week prior to the actual departure of the class.
3. A duly signed reply slip **MUST** be returned to the instructor/professor/dean.
4. Only those with reply slips duly signed by the parent or guardian will be allowed to join the trip.
5. On-the-spot phone calls asking permission to join will not be entertained.

- 6.All students joining the OEP will be required to wear a certain uniform for easy identification and security reasons.
- 7.A medical certificate is required.

B.During the Trip

- 1.Students are to sit only in their assigned seats.
- 2.No one is allowed to use the jump seats.
- 3.Rest stops for restroom breaks may be scheduled during the duration of the travel depending on the distance.
- 4.Students are expected to listen to instructions/lectures done in the bus.
- 5.Attendance will be checked every time the students get on the bus from one site to another.

C.After the Trip

- 1.All students will be brought back to Southville.
- 2.No one will be dropped off anywhere along the way.
- 3.Students are required to submit the required output(s) one week after the trip.

APPENDIX D

ANTI-BULLYING POLICY

Willful aggressive behavior that is directed towards a particular victim who may be outnumbered, younger, weak, with disability, less confident, or otherwise vulnerable.

- a. Threats to inflict a wrong upon the person, honour or property of the person or on his/her family.
- b. Stalking or constantly following or pursuing a person in his or her daily activities, with unwanted and obsessive attention.
- c. Taking of property.
- d. Public humiliation or public and malicious imputation of a crime, or of a vice or defect, real or imaginary or any act, omission, condition, status or circumstances tending to cause the dishonour, discredit or contempt, against a person;
- e. Deliberate destruction, defacement or damage of another's property;
- f. Physical violence committed upon a minor student, which may or may not result to harm or injury with or without the aid of weapon. Such violence may be in the form of mauling, hitting, punching, kicking and throwing things at the student, pinching, spanking property or others similar acts;

CYBERBULLYING

Cyber bullying is any conduct mentioned above of which are through electronic devices, such as, but are not limited to, texting, instant messaging, chatting, internet and social networking websites.

South SEED-LPDH College

APPENDIX E

SEXUAL HARASSMENT

SEXUAL HARASSMENT R.A. 7877

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.

SECTION 3 Work, Education or Training-related Harassment Defined- Work education or training related sexual harassment is committed by an employer, manager, supervisor, agent of employer, teacher, instructor, professor, coach, or any other person ,who having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other , regardless of whether the demand , request or requirement for submission is accepted by the object of said Act.

APPENDIX F

NO SMOKING POLICY

A. Rationale

Pursuant to the implementing Rules and Regulations of Tobacco Regulation Act of 2003(RA 9211), CHED Memo No. 63, Series of 2007, and Las Pinas City Ordinance No. 353-97, SSLC implements a strict NO SMOKING POLICY within 100 meters from any point of school vicinity including the parking lots and its peripheries (Tropical Avenue, Lima, Yokohama, Munich, and Luxembourg Streets, Legacy Town Homes, CAA Road in front of LPDH, Select, Shell Gas Station, McDonalds, 7-11, South Star Drug Store, Pan de Manila, Bon Jour, Total Gas Station), effective April 2015

B. Penalty

Offenders will be charged a fine of:

First Offense: Php 1000.00 and 1 day
suspension

Second Offense Php 2000.00 and 3 days
suspension

Third and succeeding offense Php 5000.00 and
5 days
suspension

All payments shall be made at Window 1, Accounting Office. The student then presents the Original receipt to the Office of Discipline.

C. Implementing guidelines

1. Anyone who catches students violating this policy must report immediately to the nearest guard on duty or the Head of Discipline.

Non-student violators will be handled by the Office of Administration and the Safety and

Security Office. Student violators will be managed by the Office of Discipline.

2. School Authorities (i.e. teachers, staff and security personnel et al) are empowered and mandated to apprehend the violators.
3. The I.D of college students who would violate the policy shall be confiscated and endorsed to the Office of Discipline for implementation of appropriate sanction. If the student refuses to surrender their I.D., the name would suffice. If the student refuses to surrender his/her I.D., any features that will help identify the violator should be noted down so the student can be tracked down.
4. Once the student is identified, he/she will be summoned to the Discipline Office for a case conference and proper disposition of the case.
5. Student violators will be issued a violation slip by the apprehending personnel through the guard on duty.
6. Fines shall be paid only to the Accounting Office
7. Effective date: April 2015

NOTE: This supersedes the smoking policy in the SGEN Student Handbook dated June 2014

APPENDIX G

Republic Act 9165 – “The Comprehensive Dangerous Drugs Act of 2002”

The school heads, supervisors, and teachers may apprehend or cause the arrest of suspected drug fiends in school or within the vicinity of schools.

The arrest powers may be exercised beyond the immediate vicinity of schools if the school officials are in attendance of any school or class function in their capacity as school heads, supervisors, and teachers.

The new drug law provides for random drug testing of high school and college students in public and private schools.

For urine specimen that yields positive result, students will be sanctioned accordingly following the procedure on processing major cases. Meeting will be set with parent and/or guardian to discuss the sanctions and other implications. The Head of the Drug Testing provider may be invited to help in the investigation and/or explain the result to the student and/or parent. The Drug Testing Laboratory may conduct the Confirmatory Test on the same specimen as necessary.

APPENDIX H

PETITION FOR SUBSTITUTION AND CREDITING OF SUBJECTS (For Transferees and Shiftees)

The substitution and crediting form is executed by transferring/shifting student applying for substitution and crediting of subjects and grades taken from SSLC or another school.

A student-transferee must apply for substitution and crediting of subjects within one month after enrolment. Completion of substitution and crediting of subjects must be complied with within the semester.

Guidelines:

1. The student should present the Transcript of Records and description of subjects from another school in filing the Substitution and Crediting of Grades. Subjects taken from other school is valid only for 5 years for major subjects and 10 years for the General Education subjects.
2. The student fills out the form listing the course title of the subjects to substitute on the first column and the corresponding course title of the subjects to be substituted on the second column with its corresponding number of units.
3. In cases when a subject has an indefinite course title (e.g. Natural Science, Mathematics 1), the student has to present the course description of the subjects he/she wishes to credit and substitute. If the course description

does not match with the course description of the SSLC subject, substitution and crediting will NOT be granted.

4. In cases when the number of units for a subject taken from another school is insufficient with the required number of units for the subjects he/she wishes to be substituted to, the petition for substitution and crediting of grades will NOT be granted.
5. After filling out the form, the Dean/Chairperson in charge will recommend the Petition for Substitution and Crediting of Grades upon evaluation.
6. The Registrar will approve the Petition for Substitution and Crediting of Grades upon validation of records.
7. The Petition for Substitution and Crediting of Grades must be furnished in triplicate. (1-Registrar's file, 1- Student's 201 file, 1- Student copy)
8. Subjects, which are not applied and approved for substitution and crediting, will not be credited.
9. The Dean/Chairperson should ensure that there is actual demonstration of competency.
10. The Petition for Substitution and Crediting of Grades must be duly approved by the College Dean/ Chair, EVP and is subject for CHED's approval.
11. The form for the Petition for Substitution and Crediting of subjects is available at the Office of the Registrar.

APPENDIX I

GUIDELINES ON STUDENT EDUCATIONAL ASSISTANCE

I.RATIONALE

South SEED-LPDH (SSLC) believes in supporting the community in terms of providing assistance to students who are mentally and physically capable but have limited financial capability to acquire education.

Every academic year, SSLC thinks of ways and means to make the school fees more affordable for parents to enroll their children in school through school fees discount and scholarships. In order to provide a standardized way of assisting students and their parents, SSLC will implement the following guidelines on Student Educational Assistance effective Academic Year 2010-2011 until superseded by a new directive.

II.TYPES OF EDUCATIONAL ASSISTANCE

1.Academic Scholarship

1.1.Entrance Scholarship (For incoming College Freshmen)

1.1.1. Top 1 100% on tuition; 50% on miscellaneous fees

1.1.2. Top 2 50% on tuition; 25% on miscellaneous fees

1.1.3. Top 3 25% on tuition

Applicant shall be a member of at least 50 graduating students.

2.IMPLEMENTING GUIDELINES

A.GENERAL IMPLEMENTING GUIDELINES

1.One who leaves SSLC for a fraction of a year (e.g. one semester) and comes back to enroll, will not be able to avail of any scholarship upon re-enrolment.

2.Corollary to SSLC's objective of preparing all SSLC graduates specifically those who have been given scholarships or educational assistance to become not just excellent in knowledge but competent in their work as well, any college student granted with any form of scholarship or educational assistance program shall be given work assignment in any office in SSLC at least one hour a day. The work training will ensure that the student develops the right attitude for work and that he/she will have that seal of approval meaning, he/she has the knowledge, the competence, and the desirable work attitude upon graduation. Student Education Assistance grantees may work as:

- a.Library Assistant
- b.Office assistant (does filing, encoding, etc.)

3.Any scholar or anyone with any form of student education assistance grant who incurs any policy violation shall be ripped off his/her scholarship/education assistance grant.

4. Any student with scholarship/student assistance grant who is rated Less than Acceptable in any of the areas for assessment (Punctuality, Attendance, Delivery of tasks, work attitude, etc.) in the assigned offices shall not be given renewal of their grants/scholarship.

5. Student Education Assistance grantees with 75%-100% tuition discount may be asked to work in the offices during summer to make up for office work hours that they missed during the semester due to valid reasons like sickness, participation in co-curricular activities, or any related reasons. Those who incurred excessive absences at work will not be asked to do make-up work but their grant will not be evaluated for renewal.

B. SPECIFIC IMPLEMENTING GUIDELINES

1. Grades of scholarship/education assistance grantees are evaluated every end of the semester

2. Entrance scholars may not enjoy the same scholarship when they finished the first semester. They have to satisfy the stipulated requirements in their contracts.

3. In case an academic scholar does not achieve the GPA required, he/she will not be granted the scholarship for the next semester. However, he/she may regain his/her scholarship the following semester once he/she achieves the required GPA.

The scholarship discount may get lowered due to non-achievement of the required GPA but it could not go higher than the original grant even if he/she achieves a GPA higher than the required GPA to maintain his/her grant.

4.Scholars/grantees are expected to uphold the name of SSLC all the time as a student and even after leaving SSLC.

a.They should act as ambassadors of SSLC. They should act in a manner that will make other students want to enroll in SSLC.

b.They should help in campaigning for more enrollees for SSLC through their good behavior and by not saying anything negative about SSLC.

4. Any scholar/grantee found guilty of any case (in school or outside the school) that puts down the name of the school such as theft, use or peddling of illegal drugs, or any related act, will be sanctioned based on the Student Manual and his/her scholarship/grant will not be renewed.

ROLE OF PARENTS

Parents are expected to act as partners of SSLC in the growth and well-being of the students. As parents of scholars/education grantees, they are expected to work with the school not against the school.

- 1.The scholarship/education grant of any scholar/grantee who has been proven or whose parent has been proven to be saying or doing any negative thing about the school, its officers, faculty, non-teaching staff, or other SSLC students shall be automatically revoked. The student has to pay in full the school fees before he/she could get any credential from the school.
- 2.Parents of scholars shall sign a pact before a scholar/grantee is enrolled to ensure that the parents are well apprised of the conditions of the scholarship/grant given to their children.
- 3.No scholar or grantee or parent of a scholar/grantee has the right to question the evaluation/assessment of the SSLC Educational Assistance Committee regarding the non-renewal of a scholar's or grantee's educational assistance.

SSLC Song

Hail, Hail, Alma Mater dear
We all hail thy name, our dear SSLC!

Armed with wisdom from your bosom
We wander far and wide
Every success that we achieve
Are thine, dear Alma Mater

(Repeat Chorus)
We leave thy nurturing portals
To seek our rightful place
We pledge to thee our loyalty,
Our grateful hearts belong to thee

CHORUS:
Hail, Hail, Alma Mater dear
We all hail thy name, our dear SSLC!

Zeal of wisdom and success you are
Service and excellence you impart
Light of learning you ignite in us
Guiding us to our success

Hail, Hail, Alma Mater dear
We all hail thy name, our dear SSLC!

SSLC Students' Pledge

I am a member of South SEED-LPDH College
An educational institution committed to academic
and values excellence,
An educational institution that thinks global and
acts local on national and universal concerns
An educational institution committed to mold
students to become excellent and ethical
professionals in the field of allied health
practice
As a student of this noble institution, I pledge to live
by its vision, mission, and objectives.

I pledge to help my fellow students to become
successful in their academic endeavors;
I pledge to uphold the name of South SEED-LPDH
College and do nothing to tarnish its image and
its officers, faculty, staff and my fellow students
So help me, God.

South SEED-LPDH College

Yokohoma St., BF Homes International, Las Piñas
City, Philippines

Tel. Nos. (632) 810-7284; (632) 810-7283

TeleFax: (632) 820-8709/820-5161

SSLC Student Handbook

Effective A.Y. 2018-2019

South SEED-LPDH College
Yokohama St., BF Homes International,
Las Piñas City, Philippines

This is to certify that I read the SSLC Handbook, effective AY 2018-2019, and understood the provisions therein and promise to abide by them for as long as I am with South SEED-LPDH College.

I understand further, that the school shall NOT be held responsible for the loss, theft of, or damage to student's personal belongings. It shall be my sole responsibility if I bring a cellular phone or any valuable possessions.. The instructor, staff , and school officers are not expected to safeguard students' possessions such as cellular phone as delivery of instruction and ensuring students achievement is their main responsibility. I will not oblige the school to replace or pay for items that have been lost inside the school premises.

Student's Signature Over Printed Name

Date Signed

Effective date June 2018

(Please cut this page and submit to the Office of the Executive Dean)