



## BOARD OF TRUSTEES RESOLUTION NO. 2025-23

### **"A RESOLUTION APPROVING RULE NUMBER 11 - POLICIES AND GUIDELINES ON ADMISSIONS, CHANGE OF SUBJECT/PROGRAMS, LEAVES, DROPPING, GRADES, AND GRADING SYSTEM, ACADEMIC DELINQUENCY, HONORS AND AWARDS, GRADUATION ETC., OF THE COLLEGE CODE OF THE CITY COLLEGE OF TAGAYTAY"**

WHEREAS, the City College of Tagaytay College Code is the Manual of Policies and Procedures that presents faculty and staff with the latest rules, regulations, policies, practices, and procedures through which the College functions as an institution. The Manual also seeks to make manifest the rights and prerogatives, as well as the duties and responsibilities, of college personnel.

WHEREAS, this policy manual is the official document of the Board of Trustees and provides a common guide for employees of the College, students, and the general public. The manual sets forth the authority by which the Board acts, as well as the administrative organization and procedural methods by which the official Board functions. Policy established herein reflects either legal restrictions or obligations of the Board or general policies which have been approved by the Board in an effort to facilitate the operation of the College.

WHEREAS, the policies set forth herein are designed to make possible the best program of instructional services for faculty and staff of the City College of Tagaytay. These policies do not supersede action of the Board as recorded in the minutes of the Board meetings. Furthermore, these policies are subject to amendment by the Board of Trustees of the College.

WHEREAS, the College Code does not represent a contract between the college and any employee, student, or other person, instead the College Code constitutes a good-faith effort to outline normal policies, including rules, regulations, procedures, and customary practices currently in force at the City College of Tagaytay.

WHEREAS, Rule number 11 - Policies and Guidelines on Admissions, Change of Subject/Programs, Leaves, Dropping, Grades, and Grading System, Academic Delinquency, Honors and Awards, Graduation etc., as contained in the College Code page 94 to 104, includes the following sections:

1. Academic Programs
2. Policies and Guidelines on Admission
3. Change of Academic Programs
4. Withdrawal of Enrollment
5. Academic Load
6. Petitioned Subjects
7. Removal/Completion of Grades
8. Leave of Absence
9. Maximum Residency Requirements (MRR)/ Time Limit Rule
10. Retention Policy
11. Grades and Grading System
12. Classroom Scheduling
13. Administering Special Examinations
14. Granting Honors and Awards
15. Graduation Requirements
16. Graduating "in absentia"
17. Transcript of Records

WHEREAS, the College Code is an embodiment of functions that defines the manner that college governance cascades from top management down to the middle level structure to the operating core, which well delineates the accountability and responsibility of individuals and offices for the services that they discharge.

WHEREAS, this resolution shall take effect immediately and shall serve as the official document of the Board of Trustees and provides a common guide for employees of the College, students, and the general public.

WHEREAS, the Board of Trustees unanimously approved the resolution approving Rule number 11 - Policies and Guidelines on Admissions, Change of Subject/Programs, Leaves, Dropping, Grades, and Grading System, Academic Delinquency, Honors and Awards, Graduation etc., of the College Code of the City College of Tagaytay.

NOW, THEREFORE, upon the motion of Hon. Agnes D. Tolentino, City Vice Mayor, and Member of the Board of Trustees, duly seconded by Hon. Jojit S. Desingano, CCT College President / BOT Vice-Chairman, approved the following resolution approving Rule number 11 - Policies and Guidelines on Admissions, Change of Subject/Programs, Leaves, Dropping, Grades, and Grading System, Academic Delinquency, Honors and Awards, Graduation etc., of the College Code of the City College of Tagaytay.

Enacted: \_\_\_\_\_

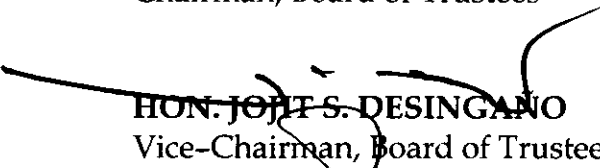
Concurred:




**HON. ABRAHAM N. TOLENTINO**  
Chairman, Board of Trustees



**HON. AGNES D. TOLENTINO, DMD**  
City Vice Mayor




**HON. JOJIT S. DESINGANO**  
Vice-Chairman, Board of Trustees



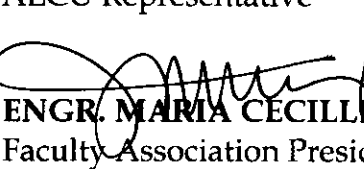
**HON. MARK ERWIN D. MERCADO**  
SK Federation President  
Committee on Education

**ATTY. AVELINO M. SUMAGUI**  
NGO Representative

**DR. RAYMUNDO P. ARCEGA**  
ALCU Representative



**MS. JENNY O. GUARISMO**  
Alumni Association President

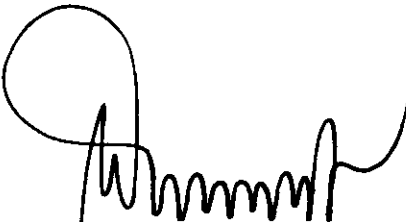


**ENGR. MARIA CECILLE D. NAGA**  
Faculty Association President



**MS. SEDONNE GABRIELLE B. NEULID**  
Supreme Student Council President

**DR. ROGELIO T. GALERA, JR.**  
CHED Representative



**MS. ALMA A. MALABANAN**  
City President - LGU Representative  
BOT - Secretary

CERTIFIED CORRECT:

APPROVED:



**HON. ABRAHAM N. TOLENTINO**  
Chairman, Board of Trustees \_\_\_\_\_