

# STUDENT HANDBOOK

Know your Rights.  
Move your Responsibilities.  
Make a Difference.



# TABLE OF CONTENTS

<b>HANDBOOK OVERVIEW</b>	1
<b>MESSAGE FROM THE PRESIDENT</b>	3
<b>ABOUT CIIT COLLEGE OF ARTS AND TECHNOLOGY</b>	4
HISTORY	4
<b>VISION, MISSION AND CORE VALUES</b>	5
<b>ACADEMIC LIFE</b>	6
OVERVIEW	7
COURSE OFFERINGS	7
LIST OF ADMISSION REQUIREMENTS	7
ADMISSION PROCEDURES	8
ENROLLMENT PROCEDURES	8
Academic Calendar	10
Authorized Withdrawal, Addition and Change of Subjects	12
Payment of Tuition and other Fees	13
Student Financial Assistance Program	15
Academic Directives	18
Student Attendance	18
Academic Load	20
Grading System	22
Academic Honor List	24
Examination Policies	25
Policies on Completion of Academic Programs	26
On Academic Conditional Status	29
Issuance of Records & Request for documents	30
Practicum & Placement Policy Procedures	30
Role of the Adviser	33
The Placement Office	34
Honors and Awards	36

<b>Graduation Policies</b>	<b>36</b>
Academic Grievance and Due Process	38
<b>Policies on Off-Campus Activities and Field Trips</b>	<b>39</b>
 <b>STUDENT LIFE</b>	 <b>41</b>
<b>Student Organization and Activities</b>	<b>42</b>
<b>Co-Curricular Activities</b>	<b>42</b>
<b>Extra-Curricular Activities</b>	<b>43</b>
<b>Student Organization</b>	<b>44</b>
Program Organization	46
Guidelines in the Formation of Interest Organization as a Recognized Student Organization (RSO)	48
Role of the Student Organization Adviser	50
<b>Managing the Student Funds</b>	<b>54</b>
<b>Student Publication</b>	<b>57</b>
<b>Official Mediums of Communication and Policies</b>	<b>58</b>
<b>Grievance and Due Process</b>	<b>59</b>
Services	61
<b>Guidance office</b>	<b>61</b>
Policies and Procedures	62
Values	63
<b>Medical Services</b>	<b>64</b>
Clinic Services and Activities	64
Clinic Policies and Procedures	65
<b>Library Services</b>	<b>71</b>
Library Policies	71
<b>Student Discipline</b>	<b>74</b>
Discipline Management Process	74
Classification of Offenses:	77
Minor Offense	80
Major Offense	82
On Disciplinary Conditional Status	86

<b>IT Department</b>	<b>87</b>
Computer Laboratory and Equipment Procedure	87
Users Account	87
Workstations	87
CIIT Network Drive	88
Computer Hardware Do's and Don'ts	88
Reminders before leaving the Laboratory	89
Maintenance	89
Availability and Reservation	89
Fair Use	89
Bandwidth and the Internet	89
<b>Network Internet &amp; Intranet Usage Policy</b>	<b>89</b>
Network Usage	90
Files	90
<b>Facility Management Services</b>	<b>91</b>
Borrowing of Assets and Room Reservations	91
Reporting of Missing & Lost Items	92
On Lost Student ID and Reproduction	93
<b>APPENDICES</b>	<b>95</b>
Related National Law	96
<b>AFFIDAVIT OF CONFORMITY</b>	<b>100</b>
<b>CONSENT TO USE OF WORK/S</b>	<b>101</b>



# HANDBOOK OVERVIEW

Welcome to the CIIT community! As part of CIIT's vision to educate and mold our students to become future industry professionals and well-rounded citizens, we'd like you to take the time to read and understand the contents of this Student Handbook. It will serve as a guide to help ensure that you have a fruitful and memorable learning experience for the next few years as part of our community. The policies and procedures written here are for the benefit of each individual student, faculty, staff and more importantly, ***for the harmony of all of us as we try and live together while having fun in our second home.*** This Student Handbook is also guided by the rules and regulations provided by the Commission on Higher Education in its thrust to improve the quality of education.

Should any member of the community commit an infraction, we will all refer to this Handbook as our guide to ensure that we learn from these negative experiences and grow from the corrective actions prescribed. Please be reminded also that ignorance of its content does not excuse anyone from everything that is written in the Student Handbook.

Any changes made in the Student Handbook may be drafted and implemented after the release of the Handbook to Students. The School will make announcement to the changes but it is the responsibility of the student to make sure that he/she is informed about such changes.



Luigi Ojeda

# PANDAZILLA

A FILM BY LUIGI OJEDA

## MESSAGE FROM THE PRESIDENT



To all our students - Freshmen,

Transferees from other institutions, those starting their second course and those returning to continue their studies, I am very happy to have you as part of our CIIT community! A community characterized by our collective passion in digital arts and technology, and our common goal of turning these passions into our future careers.

This Student Handbook will serve as a guide to ensure that everyone's journey in CIIT will be as smooth

and enriching as possible. You will find here all the policies and procedures that we all need to adhere to. Included also are the different facilities, resources and student services available to support your learning experience. Most important, this also contains the values and behaviours that students are expected to develop to become a well rounded individual. I hope that reading this Student Handbook will provide you with the possibilities on how best to have a fruitful and harmonious stay here in our second home. We expect everyone to be highly familiar with the contents of this student handbook and to let us know if you have any suggestions for improvement.

We hope that you actively participate in our community and engage with all the other students, faculty, school administrators and our nearby community to make the most of your stay in CIIT. CIIT is most proud of the culture and environment that we have and the sense of belongingness it extends to everyone. This is only possible through the enthusiastic participation of each and every student like you. I look forward to meeting all of you and to remind you that the entire community will be here for all our students especially in the challenging times to come your way.

I wish everyone an awesome stay in CIIT!

**Mr. Sherwin C. O.**

President

CIIT College of Arts and Technology, Inc.

# ABOUT CIIT COLLEGE OF ARTS AND TECHNOLOGY

## HISTORY

CIIT College of Arts and Technology, a private non-sectarian college located in Quezon City, was established in 2007 as Cosmopoint International Institute of Technology by Niel Dagondon. He is the founder and chief executive officer of Anino Games, a pioneer third-party game developer in the Philippines, and was a director of Game Developers Association of the Philippines (GDAP). To address the shortage of skilled Filipino IT and multimedia professionals, CIIT opened its doors for learning in 2008. From 21 students, the school has grown to become one of the leading colleges in Digital Arts and Technology related courses. CIIT offers specialized and industry-based education focusing on practical knowledge and applications. Today, CIIT continues to be the school of choice for multimedia arts and game development.



Niel Dagondon

Founder

# **VISION, MISSION AND CORE VALUES**

## **Vision**

Leading the way towards a global competitive Philippines.

## **Mission**

We commit to improve Filipino lives by empowering the youth through industry-ready, values-driven, and accessible education.

## **Core Values**

**C**ritical Thinking  
**I**ntegrity  
**I**nnovation  
**T**eamwork  
**P**assion

# ACADEMIC LIFE



## OVERVIEW

A student's academic development is the cornerstone of CIIT as an educational institution. Entering the institution's academic programs entail processes that will prepare and equip its students in all aspects of their scholastic pursuits. General and academic directives are established to facilitate the learning process and fulfil the institution's vision and mission, as manifested by the quality of graduates the school produces.

## COURSE OFFERINGS

- 1. Bachelor of Science in Computer Science (BSCS)**
- 2. Bachelor of Multimedia Arts (BMMA)**
- 3. Bachelor of Science in Entertainment Multimedia Computing (BSEMC) in Game Development**
- 4. Bachelor of Fine Arts (BFA)**
- 5. Diploma Program in Visual Arts and Design**

## LIST OF ADMISSION REQUIREMENTS

List of Requirements	F-138 / PEPTEST	F-137	Copy of NSO Birth Certificate	Good Moral / Honorable Dismissal	Transfer Credentials	TOR / Copy of Grades	Copy of College Diploma	Copy of Passport	Medical Clearance
First Year Students from (Senior) HS	★	★	★	★					★
Transferee from Other College / University			★	★	★	★			★
College Graduate / Second Course Taker			★	★	★	★	★		★
First Year / Transferee from Schools Abroad	★	★	★			★	★	★	★

\*Applicant must be a Filipino citizen and finished (Senior) High School level.

\*\*A copy of PSA Marriage certificate is required for married female applicant.

\*\*\*First year / transferee from school abroad must present their passport upon enrollment for verification. F-137, TOR, and other documents must be authenticated by the Philippine Embassy / Department of Foreign Affairs.



**Business Development Department**  
College and SHS Team

## ADMISSION PROCEDURES

CIIT College of Arts and Technology accepts applicants who have successfully passed the entrance examinations administered by the Admissions Office. Mentioned below are

the steps and requirements for incoming students:

1. Secure and complete the application form available at the CIIT Office.
2. Pay the application and examination fee to the cashier.
3. Take the entrance examination and undergo interview process.
4. Secure the letter of acceptance from the Admissions officer.
5. Undergo physical assessment in an accredited medical laboratory or clinic. The School Nurse (Clinic) will provide the applicant a referral form.
6. Submit all the requirements to the Office of the Registrar thru the Admission officer.

## ENROLLMENT PROCEDURES

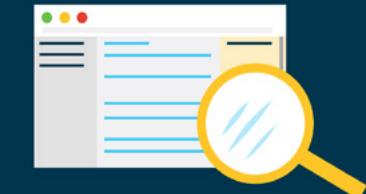
1. On the scheduled dates of enrollment, the student will be advised by the system of the courses to take for the incoming term.
2. Deficiencies on schedule, courses, and/or grades must be consulted to the College Registrar, College Dean, or Program Heads.
3. Students with deficiencies must undergo the clearance process.
4. Student must secure his/her “validation sticker” on their official IDs after enrollment at the Office of the College Registrar. No validation sticker means not enrolled in the current trimester.

## FAST & EASY ENROLLMENT PROCESS



### 1 STUDENT CLEARANCE

- a. Clear your clearance in your Todo list.
- b. Update and verify your personal information.



### 2 VIEW ENLISTMENT OF COURSE ADVISED BY EDUSUITE

You are not allowed to modify your enlistment. If you have further concerns you may visit CIIT for manual adjustment.



### 3 VIEW ASSESSMENT & PROCEED TO CASHIER

Once your enlistment has been verified, you will receive a notification in your CIIT Email that you are now allowed to proceed to payment.  
Please do not make payment if you haven't receive the notification yet. If not verified, please check your TO DO list for the advise of the Academics department.



### 4 PAYMENT

- For BDO Bank deposit, please do not forget to email the deposit slip to [payment@ciit.edu.ph](mailto:payment@ciit.edu.ph) or [cashier@ciit.edu.ph](mailto:cashier@ciit.edu.ph)
- For Online payment, visit [ciit.edu.ph/online-payment](http://ciit.edu.ph/online-payment)



### 5 STUDENT ID

**FOR NEW & CURRENT STUDENTS:** ID picture will be conducted by Sir Jeff FOR RETURNES, they must surrender their first old ID in replacement for their new ID. You can find Sir Jeff at the Meeting Room 3, 2<sup>nd</sup> Floor.  
**FOR CURRENT STUDENTS with existing ID:** only Validation is required.

## Academic Calendar

One (1) academic year has three (3) terms. The duration of each term is approximately fourteen (14) weeks.

Below is the standard trimester calendar that the institution follows. However, it may change from time to time to adapt to the actual calendar year implemented by CIIT or the Commission on Higher Education (CHED). Updates shall be posted on the official mediums of communication for dissemination.

	CURRICULAR ACTIVITIES	WEEK
1	Enrollment for Current / Old Students	2 Weeks Prior
2	Adding & Dropping of Subjects / Withdrawal of Subjects	1st (Same as Start of Classes)
3	Deadline of Payment for Midterm Examination	6th
4	Midterm Examination	7th
5	Deadline of Payment for Final Examination	13th
6	Final Examination	14th
7	Clearance & Release of Grades	15th
8	Application to Change of Grades (3 Days after Release of Grades)	



Ammer Domingo

# AUTHORIZED WITHDRAWAL, ADDITION AND CHANGE OF SUBJECTS



1. A student may be allowed to transfer to another class with the approval of the Registrar for the availability of slots and classes, and more importantly for proper recording, only with a written request from the student and his/her parent or guardian.
  - a. A student has the option to withdraw from his/her classes. He/she must provide a written letter of request for withdrawal of subject(s). Verbal requests are not valid. Withdrawal of subjects may be allowed under the following conditions:
    - i. Authorized withdrawal, addition or change of subject should be done within two (2) weeks from start of classes.
    - ii. The withdrawal must be confirmed and approved by the Registrar before any pre-endorsed refund can be made.
    - iii. A student who files for authorized withdrawal after Midterm exam is considered an unauthorized withdrawal and automatically gets a failing mark.
    - iv. Adding, Dropping and Change schedule should be done within six (6) days from the start of classes
  - b. A student may withdraw a subject provided his/her case does not fall in any pertinent provision in the CIIT Student Handbook. The student may do so by filling out the necessary application form from the Registrar.
2. A student has the option to shift to a different course, and shall undergo the following procedures:
  - a. Secure and submit a shifting form from the Registrar on or before the third week after the midterm week.
  - b. Come for an interview with the Academic Director, to be scheduled by the Registrar.
  - c. Results of shifting applications shall be released on the fifth week after the midterm period.



## PAYMENT OF TUITION AND OTHER FEES

1. All students are expected to enroll on a full-time basis, depending on the maximum number of units required per course for every trimester.
2. All payments of tuition and other fees should be processed strictly by the school's Finance department.
3. It is the student's responsibility to know the prescribed fees, scholarship grants, and payment policies of CIIT. Information on tuition and other fees, as well as deadlines for payments, are posted on the administrative bulletin boards and digital media platforms like the official CIIT website, official Facebook account, EduSuite, and students' group page on Facebook before and during the enrollment for each student's information.
4. Full payment upon enrollment entitles a student to a discount on the tuition. For discount computations, the student may inquire at the Finance Department.
5. For check payments, payee should be "CIIT College of Arts & Technology Inc.", with the following information legibly written on the back of the check: student's name, course, address, mobile number and landline number.
6. As a rule, postdated checks will not be accepted.
7. Bank payments may be made, provided that the student send the validated deposit slip via email to [payment@ciit.edu.ph](mailto:payment@ciit.edu.ph).
8. For installment scheme payments, the following regulations apply:
  - a. 40% of the assessed fee shall be paid upon enrollment,
  - b. 30% of the assessed fee shall be paid before the midterm exams, and
  - c. 30% of the assessed fee shall be paid before the final exams.
9. The balance of payments shall be paid on or before the deadline set by the Finance department.
10. For students eligible for discounts in tuition fee, there is a maximum of 20% discount that can be applied per trimester.
  - a. Discounts are given to CIIT students who refer new students for enrollment. Each referral is equivalent to a particular discount.

- b. Discounts are given to CIIT students who have siblings enrolling at the same time. The discount is applied to the fees of the second sibling, provided that both should have no outstanding balances.
  - c. No double discounts shall apply.
11. Penalties and charges shall be imposed on students under the following conditions:
- a. **Late Enrollment Penalty:** for students who enroll beyond the official date of start of classes for a particular trimester.
  - b. **Late Payment Penalty:** for students who fail to settle the amount required for every payment deadline.
  - c. **Returned/Bounced Checks:** this shall be charged to the student for every dishonored check payment.
12. To enroll for the succeeding trimester, all accounts must be settled one (1) week before the scheduled date of enrollment.
13. Deadline for payment of tuition and miscellaneous fees are posted on the school calendar every trimester.
14. A student who has not paid the required minimum payment on the predetermined deadline will be considered "NOT ENROLLED." This will automatically result in the deletion of the student's name from the official enrollment list.
15. Students who are granted honorable dismissal or leave of absence, or voluntary withdrawal from the school shall be entitled to claim a refund of the fees paid in accordance with the following:
- a. 90% if withdrawal is made within the 1st week of classes
  - b. 80% if withdrawal is made within the 2nd week of classes, regardless of whether he/she has actually attended classes or not.
  - c. If withdrawal is made after the 2nd week of classes, no refund will be given.
  - d. Reservation payment is non-refundable.
16. Policy on Penalties also applies to subject withdrawal.
17. Students who wish to refund should submit a letter of request signed by the parent or guardian to the Finance Office. After which, he/she should accomplish a Request for Payment Refund form from the Cashier.
18. The release of the refund for those who dropped until the second week of classes will start on the first week of the preceding month. Refund date and amount will be stated on the Request for Payment Refund form by the Finance Officer.

19. If a student, who has withdrawn after the specified period of adding and changing of subjects, decides to enroll again for the next term, he/she will have to initially settle any outstanding dues from the unfinished term before being allowed to re-enroll. Likewise, this will apply to any old student who has not continued his/her studies at CIIT for a period of more than two (2) terms and decides to enroll again.
20. CIIT will not refund any overpayment due to whatever reason unless it is from the last trimester of the concerned student. Any overpayment will be automatically credited to the student's account and will be applied during the next enrollment period.

## STUDENT FINANCIAL ASSISTANCE PROGRAM

CIIT caters to a diverse student population that have different socio-economic status. Difficulties in pursuing their studies are faced by students who cannot cope with the financial demands of their schooling. In response to this need, CIIT provides the Student Financial Assistance Program to eligible students who have high academic achievement and have great potential to be successful in their chosen field but do not have the financial means to pursue it.

1. General Requirements:
  - a. Accomplished Application Form from the Office of Student Affairs (OSA)
  - b. Faculty Recommendations
  - c. General Clearances
  - d. Documents needed as a proof of family income
  - e. Interview with the Scholarship Committee
2. Application and Retention Conditions
  - a. Application is open year-round as long as maximum slots have not yet been filled.
  - b. Interested applicant must submit his/her Letter of Intent to the Office of Student Affairs atleast thirty (30) days before end of the trimester.

- c. Approval for all Scholarships must be done fourteen (14) days before start of enrollment for 1st Trimester Benefits and Privileges.
- d. Renewal is every Trimester.

### 3. Benefits and Priviledges

Students availing of Financial Assistance will have a discount on Tuition and Computer Laboratory Fees. These discounts are based on the grades or services rendered by the students. Furthermore, the discounts do not include Miscellaneous Fees, PE and NSTP uniforms, Books and other academic kits, extra-electives subjects that are not part of the student's curriculum, and fees for other school related workshops or activities.

### 4. Types of Scholarships:

- a. **Academic Financial Aid Scholarship:** Academic Financial Aid Scholarship is given to students who excels academically but do not have the financial means to complete their studies. Academic Financial Aid is open for new students in Senior High School and current student.
- b. **Student Assistant Program** Student Assistant Program is for students who are seeking financial support for their studies but did not meet the grade requirements for Academic Financial Aid Scholarship. Student Assistants will render service in the school while completing his/her course/degree.



Francesca Calalang

## ACADEMIC DIRECTIVES

### Student Attendance

1. All enrolled students are required to attend the first meeting of his/her classes on the first day of the term. Non-attendance in any requisite class or academic pursuit constitutes an absence.
2. Upon admission, each student will be issued with an official ID card which must be validated at the start of every term. No student shall be allowed entry into the school premises without the validated school ID.
3. Part of the attendance policy is the proper use of the school's identification (ID) card. All enrolled students are expected to visibly wear the official identification (ID) card with ID lace while inside the school premise.
4. If a student has forgotten to bring or wear their ID, they have to log in with the Discipline Officer who will issue a Temporary Student Pass. Any student who doesn't have an ID or Temporary Student Pass shall not be allowed to enter school premises.
5. It is the responsibility of the student for the entire duration of the course to make up for all missed assignments or requirements regardless of the reason for his/her absence.
6. A student is considered absent if he/she does not attend class or arrives in class after the following prescribed time.
  - a. 60-minute classes - 20 minutes
  - b. 90-minute classes and up - 30 minutes
7. A student is marked tardy and receives half an absence (0.5) if he/she arrives in class during the first third fraction of the scheduled class. Two half absences (0.5) can be added together to make one (1) whole absence.
8. Any student who has been late or has been absent must obtain an excuse slip from the Clinic (for medical reasons) or approval from the College Dean (for other reasons).
9. The student shall present the excuse slip to the instructor to be allowed to join the class
10. Failure Due to Absences (FDA). A student will have an AUTOMATIC FAILING GRADE if he/she exceeds three (3)

allowable absences in the entire duration of a subject/class.

- a. A warning maybe given by the instructor but it is still the student's responsibility to take note of his/her absences, which can be verified by the concerned instructor. CIIT may request a conference with the student together with the College and Guidance Counselor as intervention for the excessive absences a student incurs.
- b. Student who fails a subject due to absences may still continue to attend the class and take the exams or submit requirements for that class.
11. Excused absence of student will not count into maximum allowable absences but the student is expected to exert his/her own effort in catching up with missed topics and classes during his/her absence.
12. Members of the faculty are expected to begin their classes on time. In case an Instructor is late for the class, the following guidelines are to be observed:
  - a. 60-minute classes – student may leave only after 20 minutes.
  - b. 90-minute classes and up – student may leave only after 30 minutes.
13. An instructor may mark the student absent if he/she leaves the class earlier than the prescribed time.
14. Only students who are enrolled in the classes are allowed to attend classes. Sit-ins are not allowed.
15. No student shall be allowed inside the school building after nine o'clock in the evening (9:00 PM) unless approved by any authorized school official
16. For weather disturbances, when typhoon signal number 3 is raised by PAGASA or when there is an official announcement from the local and national government, all classes are automatically suspended.
17. Classes may be suspended by the school administration as they deem necessary.
18. The College Dean has the final decision on all issues regarding student attendance, such as student absences from regularly scheduled classes, and suspension of classes.

## Academic Load

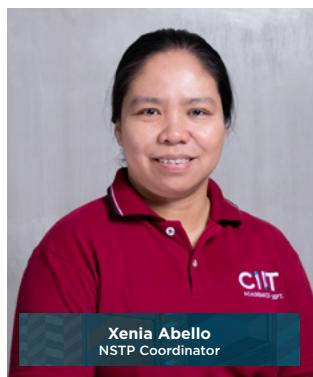


**Gilly Anne Tribiana**  
BMMA & BFA Program Head



**Suzannette Elardo**  
General Education Coordinator

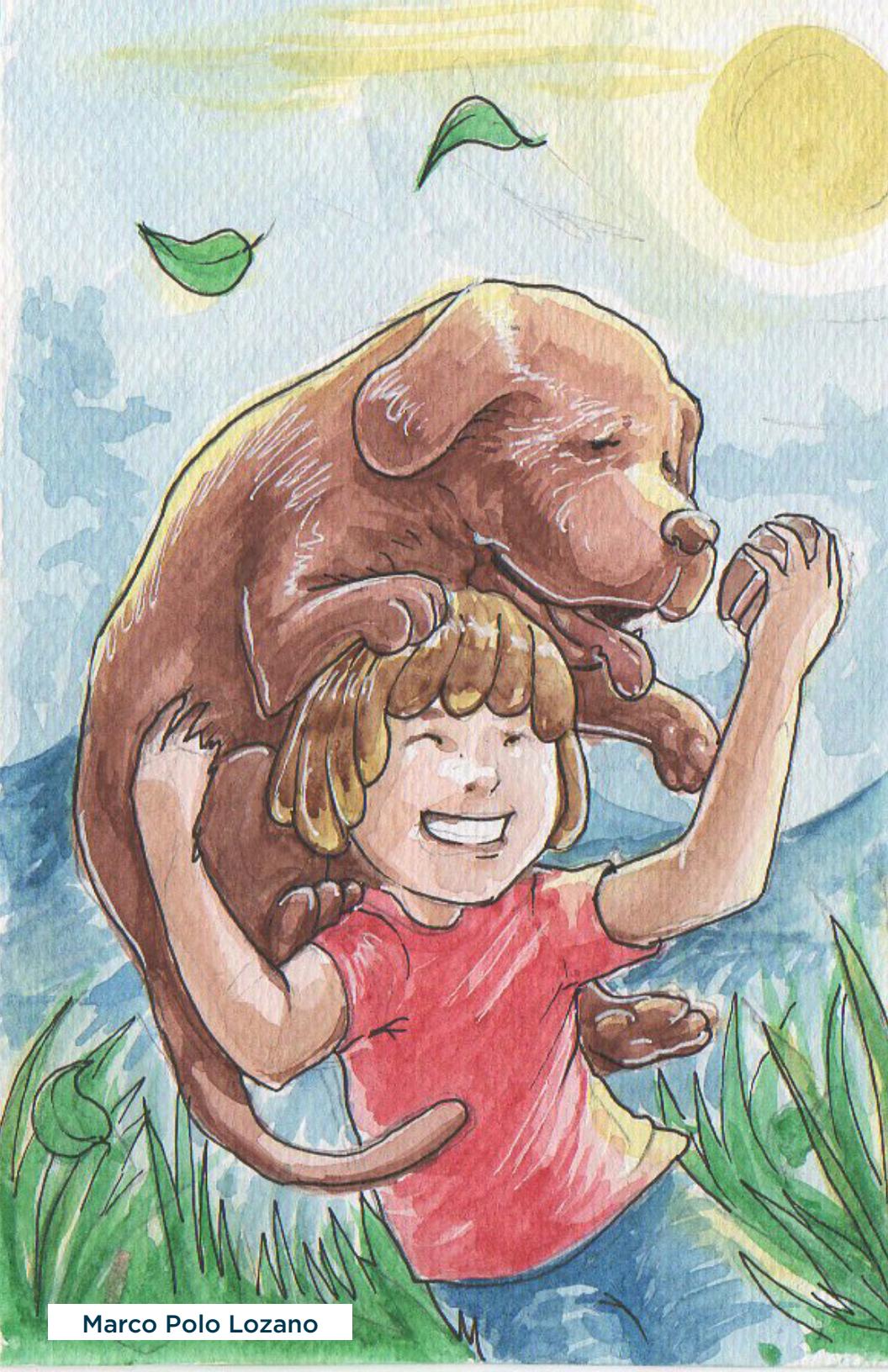
1. In general, a 3-unit lecture course is equivalent to 4 contact hours and a 3-unit laboratory course is equivalent to 2 lecture and 3 laboratory contact hours.
2. The maximum number of units per trimester is based on the curriculum.
3. No undergraduate shall be allowed to take more than the number of units specified in his/her curriculum, except for graduating and academically-outstanding students certified by the School Board. Moreover, additional electives can be taken with the provision that the student has been allowed by his/her adviser, the Registrar and the College Dean.
4. The Registrar, College Dean, or Department Heads may limit the academic load of students who are employed either within or outside the school, whether on a full-time or part-time basis.



**Xenia Abello**  
NSTP Coordinator



**Roy Griarte**  
PE Coordinator



Marco Polo Lozano

**Grading System**

1. Students shall be graded using the following system:

Grade Description	Average	Equivalent
Excellent	98.51-100.00	4.00
	96.51-98.50	3.75
Superior	94.51-96.50	3.50
	92.51-94.50	3.25
Very Good	90.51-92.50	3.0
	88.51-90.50	2.75
Good	86.51-88.50	2.50
	84.51-86.50	2.25
Satisfactory	82.51-84.50	2.00
	80.51-82.50	1.75
Fair	78.51-80.50	1.50
	76.51-78.50	1.25
Passed	74.51-76.50	1.00
Failed	74.50-below	0.0
Incomplete		INC
Failure Due to Absences		FDA

2. The grading components used by the instructors are the following:
  - a. **3-unit lecture course** (100% lecture classes)  
Class Performance (60%):  
Attendance; Quizzes; Homework / Seatwork  
Major Exam (40%)
  - b. **2-unit lecture and 1-unit laboratory course** (70% lecture & 30% lab classes)  
Class Performance (60%):  
Attendance; Quizzes; Homework / Seatwork  
Major Exam (40%)
  - c. **3-unit lecture and 1-unit laboratory course** (75% lecture & 25% lab classes)  
Class Performance (60%):  
Attendance; Quizzes; Homework / Seatwork  
Major Exam (40%)
  - d. **Computation of Final Grade:**  
(Midterm Grade + Final Grade) / 2 = Final Grade
3. The instructor still has the prerogative on the final scheme to be employed for the class, based on the appropriateness of percentages for each component and nature of the course.
4. Students may appeal for a change of grades within six (6) days after its release. It will take thirty (30) days for processing of the appeal.
5. Incomplete (INC) grades must be accomplished in one (1) trimester.
6. Completion of grade fees may apply on the following conditions:
  - a. Incomplete (INC) completion: P300.00 / subject
  - b. Change of grade on students liability: P150.00 / subject
7. A student who has received a passing grade in a subject shall not be allowed to take another examination for the sole purpose of improving his/her grade.

**Academic Honor List**

1. The Academic Honor List or Weave Award recognizes superior scholastic achievement.

To qualify for the Honor's List, student should:

- a. Carry a minimum course load of 15 academic units
- b. No grade below 3.0 in any academic course
- c. No failure in any course, including NSTP, PE, Industry Readiness; Orientation, and those with Pass or Fail grades
- d. Not have been found guilty of cheating or academic dishonesty and/or discipline offenses involving behavior or reported in the Discipline Office.
- e. Have a GPA of at least 3.00 as indicated below:

<b>Gold Weave Award</b>	10% on Tuition Fee
<b>Silver Weave Award</b>	5% on Tuition Fee

- f. Students who qualify for the Gold and Silver Weave Awards are entitled to receive a Certificate of Recognition. Awardees included in the entire academic year will be recognized during the annual Academic Recognition Day held during the first term of the next academic year.
- g. Students who are included in the Gold Award for the first six (6) consecutive terms shall be automatically admitted as candidate-members for the CIIT Honor Society and shall be recognized during the annual Academic Recognition Day.
- h. Awardees in a particular trimester are entitled for a tuition fee discount in the succeeding trimester. Miscellaneous, computer lab, and other fees are NOT included:

<b>Academic Honors</b>	<b>Discount</b>	<b>Quantity</b>
Gold Weave Award	10% on Tuition Fee	First ten (10) qualified students
Silver Weave Award	5% on Tuition Fee	First twenty (20) qualified students

2. In case a student is enrolled in an academic course with a pass or fail grading system, the number of credit units of such a course will not be included in the total number of credit units in computing the trimestral GPA. Such number of units, however, shall be included in the computation of the total number of units for purposes of qualifying for trimestral honors.
3. Any request for interpretation or clarification of rules about honors and academic awards should be forwarded to the Committee on Honors and Awards.
4. Awardees are given advance enrollment privilege in the succeeding pre-enrollment period.
5. All candidates for the Weave Award must be endorsed and recommended by the Student Formation Services and Academics Department upon the announcement of the official list.

## **Examination Policies**

1. The schedule of examinations as specified in the school calendar for the present academic year shall be observed. Changes in the exam schedule to another date may be done as authorized by the College Dean and the School Board if necessary.
2. The maximum period for taking each examination shall only be two (2) hours. However, tests in laboratory subjects and P.E. courses may take longer and this may not be applicable.
3. A student will not be allowed to take the midterm and final examinations without first presenting his/her exam permit to the instructor in-charge. The student may claim the permit from the Cashier upon payment of the Midterm and Final exam fees. Students who have paid in full may just simply approach the Cashier to claim the exam permit without any additional cost.
4. During the examination, a student may not leave their assigned seat or room without permission from the instructor.
5. Cheating in all forms during examinations is considered a major offense. The following actions shall be construed as cheating during tests, quizzes, and periodic exams:
  - a. Communicating or attempting to communicate with another student or any person in any form during an examination or test without permission from the teacher or proctor.
  - b. Possession or procurement of leaked examination questions

and distribution to another student.

- c. Possession of unauthorized notes, textbooks or any material related to the examination or test, whether the student actually uses them or not.
  - d. Giving or receiving information using any medium, which includes mobile phones, tablets, MP3s, PSPs, etc.
  - e. Looking/Copying or allowing another to look/copy from one's examination papers. In the latter's case, both parties are liable.
  - f. Having somebody else take an examination or test for one's self or prepare a required report or assignment. If both parties are students, both are liable.
6. Violators will be subjected to sanctions as stipulated in the major offense list. The students will be referred to the Discipline Office and will automatically get a FAILED mark on that particular quiz/exam/subject depending on the gravity of the cheating offense (see Sections 7.4 Major Offenses and 7.5 Sanctions and Penalties for Minor and Major Offenses).
  7. The student must have his/her exam permit signed by the instructor or exam proctor after each examination as proof of his/ her having taken the specified exam.
  8. Faculty members are not obliged to give special or late examinations to any student who fails to take a long test, midterm or final examination. For students who incurred approved absences or have conflicts in their schedule of examination, special exams and consideration may be given by the faculty member with prior approval from the Registrar.
  9. Students have the right to know their class standing any time within the academic term upon request from the Instructor.

### **Policies on Completion of Academic Programs**

1. A student under the two-year Diploma program (six trimesters) is only given a maximum of four (4) years or twelve (12) trimesters to finish his/her course.
2. A student under the four-year Bachelor program (11 trimesters) is only given a maximum of six (6) years or eighteen (18) trimesters to finish his/her course.

3. When a student discontinues his/her studies in the institution, a certificate of transfer credential shall be requested from the Registrar. He/She should first secure clearances from concerned CIIT offices.
4. The certificate of transfer credential, once issued, is a permanent termination of studies and may not be cancelled nor may a second copy be issued at any time.
5. The transcript of records (TOR) is a complete record of a student's grades in the institution. It may be official (with school seal and signature of Registrar) or unofficial, and may be requested from the Admissions and Records Office.
6. No records shall be supplied or turned over to any student whose account has not been settled with the Finance Department.
7. The following are ordinary means of discontinuing studies:
  - a. *Certificate of Transfer Credential* is issued by the Institution for reasonable cause on petition by the student, if he/she is of legal age or on his/her behalf by legal guardian, if the former is still a minor.
  - b. *Expulsion* is initiated by the institution for the commission of a major offense specified in this handbook. Expulsion carries the warning to other educational institutions by reflecting the details of offense in the student's records.
8. A student may apply for a Leave of Absence (LOA) by applying before the start of the incoming term he/she intends to take the leave from. A student on official LOA is NOT ALLOWED to study elsewhere. Before the end of the LOA, the student may apply for readmission for the next term at the Registrar's Office, to be approved by the Academic Director. The current curriculum will be imposed to a student who will apply for readmission after a year on LOA or who has been absent for three (3) consecutive trimesters. LOA's will still be counted to the maximum allowable time period for a student to complete the program he/she is enrolled in.
9. Any leave or extension thereof, not officially permitted by the Academic Director and the Registrar, shall be considered Absence Without Leave (AWOL), in which instance, the school reserves the right to decline readmission of the student.



Gabe Calub

## On Academic Conditional Status

The Academic Conditional Status refers to the consequences of numerous failures on Academic loads.

Academic Conditional Status Levels	Description	Condition
Level 1	Student fails 50% or more units in one trimester	<ol style="list-style-type: none"> <li data-bbox="507 344 1033 489"><b>1.</b> College Dean will call the attention of the student, guardians will be highly encouraged to attend but not required. A verbal warning on the student's status that covers policy and possible dismissal.</li> <li data-bbox="507 489 1033 621"><b>2.</b> IF the student is determined for referral, Dean will refer to the Guidance Counselor or to other concern office.</li> </ol>
	Student fails a subject twice	
Level 2	Student on Level 1 Academic Conditional Status fails 50% or more of the units enrolled in the succeeding term	<ol style="list-style-type: none"> <li data-bbox="507 621 1033 833"><b>1.</b> Dean will contact the student and his/her guardian. A commitment letter will be signed by the student and guardian. The meeting must be held before the start of the next trimester. Failure to attend will result in immediate dismissal of the student.</li> </ol>
	Student fails a subject thrice	<ol style="list-style-type: none"> <li data-bbox="507 833 1033 962"><b>2.</b> A student is allowed only a maximum of 2 Trimesters to be under Level 2 Conditional Status. Student will be dismissed beyond 2 trimesters.</li> <li data-bbox="507 962 1033 1122"><b>3.</b> IF counseling is needed, Dean will refer to the Guidance Counselor or to other concerned offices.</li> </ol>
C. Non-Readmission	Student on Level 2 Academic Conditional Status fails any of the units enrolled in two succeeding terms	<ol style="list-style-type: none"> <li data-bbox="507 1122 1033 1166"><b>1.</b> Dismissal from CIIT</li> <li data-bbox="507 1166 1033 1240"><b>2.</b> No appeals can be made regarding dismissal</li> </ol>
D. Lifting	Student on any Academic Conditional Status passes all subjects enrolled in that trimester	Removal of Academic Conditional Status

**Issuance of Records & Request for documents**

1. Accomplished request form and appropriate clearance must be presented.
2. Payment of pertinent fees.
3. Documents must be released only to the person concerned. In the event that the person cannot personally claim his requested document/s, a written letter of authorization and his identification card must be presented by the representative claiming the documents.

Documents	Processing Duration (upon request)
Diploma (Certificate of Graduation)	60 days after graduation ceremony
Transcript of Records	5 - 12 working days
Transfer Credentials <ul style="list-style-type: none"><li>• Honorable Dismissal</li><li>• Transcript of Records for Evaluation</li><li>• Good Moral Certificate</li></ul>	5 - 12 working days
True Copy of Grades	5 - 12 working days
Certificate of Enrollment	1 - 2 working days
Good Moral Certificate	1 - 2 working days
Recommendation Letter	1 - 2 working days

**Practicum & Placement Policy Procedures***Enrollment, Eligibility, and Orientation*

1. All students qualified to take the practicum are required to enroll the subject during the enrollment period in any trimester.
2. The student should complete all the academic requirements including the IR002 (ORT2) subject. The Office of the College Registrar will determine the eligibility of student for enrollment in practicum.
3. Students with at least three (3) or more enrolled courses may not be allowed to enroll in practicum.
4. Qualified students are required to attend the Practicum's pre-enrollment orientation.

## *Practicum & Career and Placement Office Process Flow*

Students taking the Practicum program should complete the following steps from the Placement Office after enrolling to the subject:

1. Accomplish the Student Request Form (SRF).
2. Submit Resumé and Portfolio.
3. Apply for practicum posts to partner company/organization or to companies/organizations with related business to course taken.
4. If confirmed by company/organization, student is required to attend scheduled interview, and must inform both company and school of the reason if they fail to attend.
5. Once accepted by company/organization, secure the Endorsement Letter and Acceptance Form from the Placement Office, duly signed by the Practicum Adviser, and submit to the company or organization.
6. Obtain the OJT Kit from the Adviser. This will consist of all the necessary documentation needed for the entire Practicum program.

## *Practical Training Needs and Reminders*

### **1. Practicum Period**

Students must render at least 400 hours of work in a company or organization approved by the Placement Office. The training shall commence any time after enrollment in the Practicum subject and completion of pre-training requirements.

### **2. Allowances**

Companies have the discretion to provide allowances to the trainees or not.

### **3. Daily Time Record (DTR)**

Students who will take the Practicum should bring their DTR every day to work and have it signed by the immediate supervisor. CIIT will not acknowledge the hours rendered in a company or organization without the DTR. If the DTR is lost, students are required to secure certification from the supervisor in the company.

#### 4. School ID

Regardless if the company or organization will provide a temporary identification card for the intern, the student must bring his school ID to work for the duration of his practical training.

#### 5. Transfer of Business Address

The student should immediately inform CIIT of changes in the training center address (as directed by the company or organization) or update in contact information.

### *Practicum Policies*

#### 1. Change in Training Center

- a. Students are NOT ALLOWED to change their training center once final approval has been made by the Placement Office. To ensure problems are properly addressed, students should discuss any arising matters with regard to their association with the company or organization. All concerns related to the practical training should be addressed to the Advisor.
- b. Changing of training centers without proper written authorization from CIIT will be considered as a violation of the regulation and practical training ethics. This will result in disqualification of the student from undergoing the training and, consequently, be ordered to repeat the practical training in the following trimester.
- c. Distribution of the 400 hours to two (2) or more companies or organizations will not be permitted. A student may only undergo his practical training in a company or organization approved by the Placement Office.
- d. Switching of training centers will only be considered for the following reasons:
  - ii. Medical condition
  - iii. Company mandate

## 2. Discipline and Conduct

It is the duty of the student to constantly demonstrate self-discipline and proper conduct that represents the mark of a CIIT student while undergoing training. CIIT regulations are enforced upon students throughout the duration of the training. Students are also subjected to all the rules and regulations of the department / company / organization where the training is conducted.

## 3. Attendance

Students must report to work on time throughout the training period as specified by the company or organization concerned.

## 4. Grades and Assessment

In order to assess the performance of the student during the internship program, they will be evaluated by his immediate supervisor in the company or organization they worked for. Practicum Form 1 will be sent through email to the immediate supervisor at the end of the intern's training period. The evaluation of the immediate supervisor should be sent back to the Adviser by email only, or by personally handing it over to the Placement Office. As part of the OJT requirements, students will be asked to submit a written report of their entire Practicum experience. The format is also found in the OJT Kit and will be submitted to the Adviser after the training period.

### Role of the Adviser

The student taking up the Practicum shall report to the Adviser assigned to him. All concerns with regard to the practical training shall be delegated and reported to the Adviser. These include but are not limited to company-related conflict, intent to switch to other company or organization, intent to drop the subject, and all other concerns or difficulties the student may encounter for the duration of the training period.

At the end of the Practicum program, it is the Adviser who will give the final grade to the student considering the assessment of the immediate supervisor and all other post-training documentation submitted to him.

## The Placement Office

*Office Hours: Monday - Friday  
9:00AM - 6:00PM (with in between breaks)*

The Placement Office holds the database of all company partners that are willing to provide practical training to CIIT students. All concerns with regard to companies and organizations should be addressed to the Placement Office. These include but are not limited to list of names, location and contact details of the company, recognition of certain company or organizations, and other concerns related to where the student intends to take the practical training. All qualified students should seek approval from the Placement Office before taking practical training in any company or organization. The endorsement letter and acceptance form will come from the Placement Office once the student has final approval of the company or organization he opts for the training.



**Chris Sanchez**

Career and Placement Officer

### *Practical Training Needs and Reminders*

Every student is prohibited from revealing any classified information pertaining to the company or organization that he/she is attached to. Students are also prohibited from copying, printing, or taking pictures of any document or equipment deemed confidential by the organization. CIIT considers students who disclose secrets of the organization as disobeying the ethical conduct / rules of the practical training.



7<sup>th</sup> Commencement Exercises

## GRADUATION POLICIES

1. A student becomes a candidate for graduation if he/she enrolls all the remaining courses in his/her last term.
2. A candidate for graduation shall file his application for graduation at the Registrar before the start of his/her last trimester. Upon approval of application, the student will be recommended for graduation.
3. A list of students recommended for graduation will be posted by the Office of the College Registrar on the administrative bulletin boards for everyone's reference.
4. All candidates for graduation must satisfy all academic requirements and financial obligations prescribed by the school not later than a month before the end of the final trimester:
  - a. No student shall be allowed to graduate unless he/she has passed all the necessary subjects for a specific course.
  - b. Secure a clearance from the necessary CIIT offices such as the Office of the College Registrar, Finance Department, Academics, Guidance Office, Office of Student Affairs, Discipline Office, Library, Clinic, and other necessary offices.



Corazon Garcia

VP for Academic Affairs

### Honors and Awards

1. In recognition of a student's exemplary academic performance, Dean's Lister shall be awarded to those who have obtained a Grade Point Average (GPA) of at least 3.00 or higher every trimester but have no grades lower than 2.0 in all his/her subjects, and have a minimum of 16 units academic load.

2. The Academic Coordinator, along with the School Registrar, shall recommend a student who completes his/her course with any of the following weighted average to graduate with honors:

Diploma Course	Bachelor's Degree Course
With Highest Honors	3.71 – 4.00
With High Honors	3.41 – 3.70
With Honors	3.00 – 3.40

3. Candidates for graduation with honors should not have a grade lower than 2.0 in all of his/her academic courses. Only final grades shall be considered in the computation of the general average to gauge general scholastic performance. A student's final grades during his/her last school term shall be submitted thirty (30) days before graduation.
4. Every candidate for graduation with honors must have:
- carried the normal load prescribed by his/her specific curriculum, except in the last semester;
  - completed at least eighty five percent (85%) of the total number of the academic units or hours required for graduation;
  - no final grade lower than "2.0" in any academic subject whether prescribed or not in his/her curriculum which he/she has taken in the School.
  - no final grade of "0.0" in any non-academic subject prescribed in his curriculum which he/she has taken in the school.
  - no disparaging or major behavioral issues and disciplinary records.

## Academic Grievance and Due Process

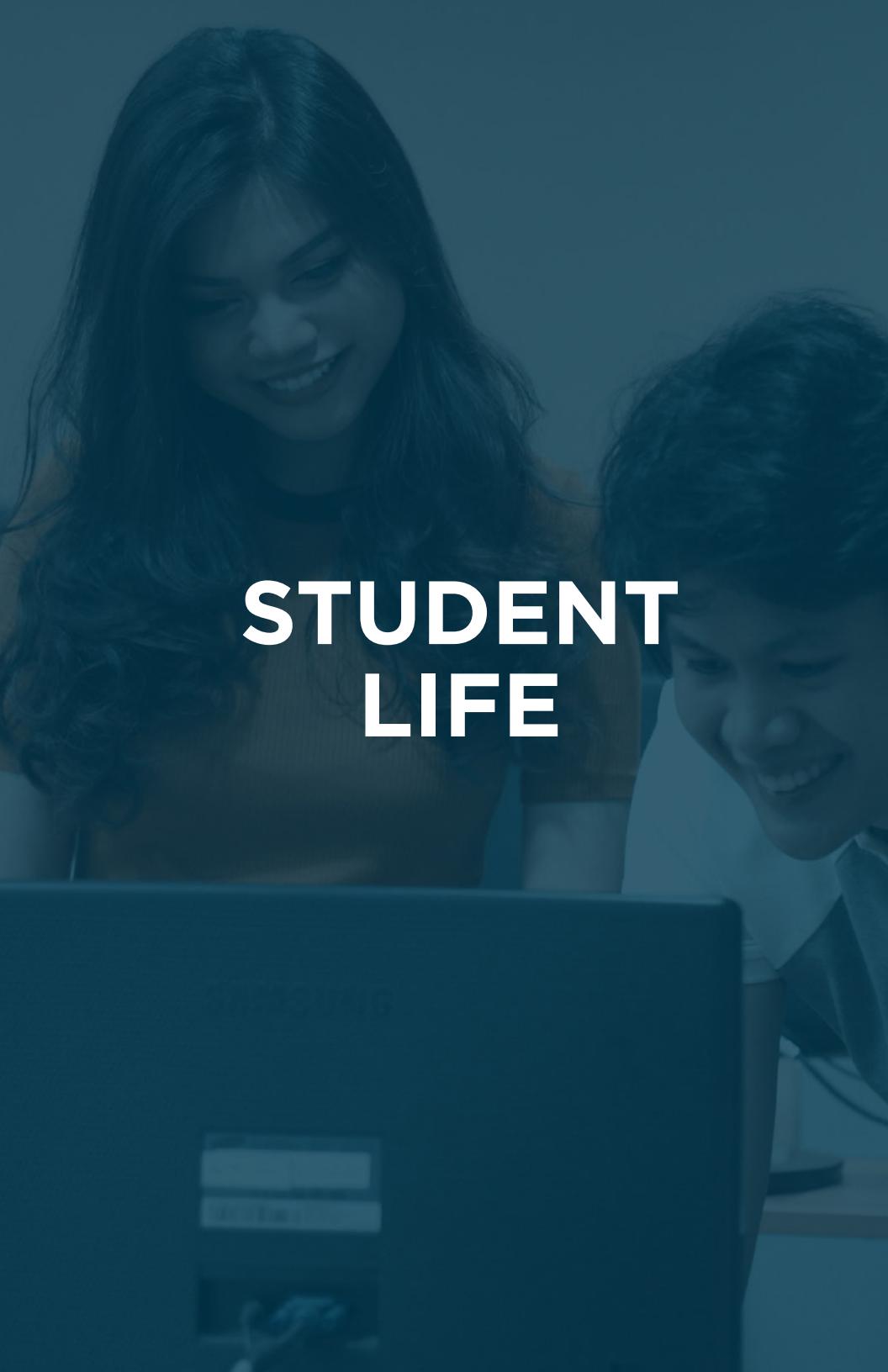
1. The Academics Department acknowledges that students would come for inquiries, complaints, and other grievances. Any faculty or staff who receives the initial inquiry, complaint, or other grievance should listen first and determine to whom or what department should the issue be directed to.
2. The recipient should direct the issue to the appropriate person or department immediately either in person or via email.
3. The concerned person or department should act upon the issue as soon as possible to resolve it once and for all.
4. If the issue needs to be escalated, proper channeling of communication, documentation, and reporting should be observed.
5. If the resolved issue involves a change of grade, the instructor should file a change of grade form.
  - a. If the change of grade was found out to be the student's fault, the student has to pay Php150.00 for processing.
  - b. If the change of grade was found out to be the instructor's fault, the instructor will incur a charge of Php150.00 deducted from his/her pay.
6. Students who will be filing for grievance are expected to act professionally and conduct themselves in a manner that adheres to the values of the school inside the campus at all times.



## POLICIES ON OFF-CAMPUS ACTIVITIES AND FIELD TRIPS

1. Off-campus activities can be a part or requirement of the curriculum and school activities:
  - a. Field trips & Educational trips
  - b. Photowalk
  - c. Off-campus seminars and workshops
  - d. Exhibitions and expos
  - e. Theater plays & film showing
  - f. NSTP & outreach programs
  - g. Recognized Student Organization (RSO) activities
  - h. Practicum

2. The instructor or the student organization leader should inform the following through a letter at least two (2) weeks prior to the activity:
  - a. Class-related activity - Program Coordinator approved by the College Dean
  - b. Recognized Student Organization (RSOs) / Student Council activity - approved by the Student Affairs & Community Officer (SACO)
  - c. Practicum-related - approved by the OJT Adviser and Career & Placement Officer.
3. Any payment related to the activity should be paid directly to the School Cashier.
4. The student must assure a copy of “Guardian’s Consent Form for Off-Campus Activity” from their instructor or organization leader. The said form must be signed and approved by the College Dean and the SACO. All student forms should be accomplished and submitted to the Office of Student Affairs (OSA) prior to the said activity.
5. A student is not allowed to join the off-campus activity in the absence of the student’s “Guardian’s Consent Form for Off-Campus Activity”, and payment (if required).
6. The off-campus activity with physical activity should include at least one school nurse.
7. All off-campus activities should include the instructor/s in-charge.
8. CIIT reserves the right to suspend the participation of any student, instructor or staff who is serving a sanction, and under the academic supervision or ongoing case.

A photograph of two students, a girl with long dark hair and a boy with curly hair, smiling and looking down at a laptop screen. They appear to be in a classroom or library setting. The image has a blue tint.

# STUDENT LIFE

## Overview

Students are provided with a holistic collegiate experience that will fully develop, enhance, sustain, and share their values, skills, and interests to empower oneself and others through the Department of Student Formation Services in the campus championing their choice, voice, and power. A student must not only excel as an exemplary scholar, but also as an individual with adequate life and social skills, making him/her dynamic and well-rounded.

## STUDENT ORGANIZATION AND ACTIVITIES

The importance of out-of-classroom activities is recognized by the School. Student activities are integrated in the social, cultural, religious/spiritual, artistic, literary, and wellness/recreational programs. CIIT encourages membership in the Recognized Student Organizations (RSOs). There are a number of organizations designed to make students develop creative and responsible leadership to suit their basic needs, aspirations, and interests.



Arman Mangilinan

Student Affairs & Community Officer

*Student Affairs Office Hours: Monday - Friday: 9:00AM - 6:00PM  
(with in-between breaks)*

*OSA Email Address: sao.ciit.edu.ph*

*OSA Telephone Number: 411.1196 Loc 419*

## CO-CURRICULAR ACTIVITIES

Co-curricular activities are those of student organizations or specific classes wherein a faculty member, Department Head, and/or College Dean have direct responsibility for their activity.

1. Co-curricular activities shall include (but not limited to) field trips / academic trips, seminars, photowalk, conferences, workshops, contests, off-site classes, etc.
2. Invitation from outside entities must be approved by the

Department Head, Coordinator, and/or College Dean before a faculty member finalized the mentioned invitation.

3. For activities that require students to pay certain fees, a proposal must be submitted at least three (3) weeks prior to the activity to the College Dean. All payment transactions shall be made to the School Cashier.
4. The attendance in an off-campus class is only equivalent to (1) class meeting. If a faculty member wishes to credit the said activity in lieu of a regular class, he/she must first secure approval from the Department Head, Coordinator, and/or College Dean.
5. All off-site activities must follow the “Policies on Off-Campus Activities & Field trips”.



## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are those activities organized largely by students themselves, with assistance from faculty members and administrators, to promote

special educational, cultural, and recreational aims, and assist in the fuller development of the students' personality. All extra-curricular activities must be approved and under the supervision of the Student Affairs & Community Officer (SACO).

1. All activities are subject to the rules, regulations, and policies of CIIT.
2. Approval to hold activities, whether on or off-campus, must be secured at least (2) weeks prior to the implementation. An activity proposal form must be submitted completely, including date and venue of the event, budget, promotion, materials needed, and timeline.
3. Activities with financial requirements must be approved by the SACO and/or Student Council President/Finance Officer.
4. Activities must be held with minimal disruption of classes. No

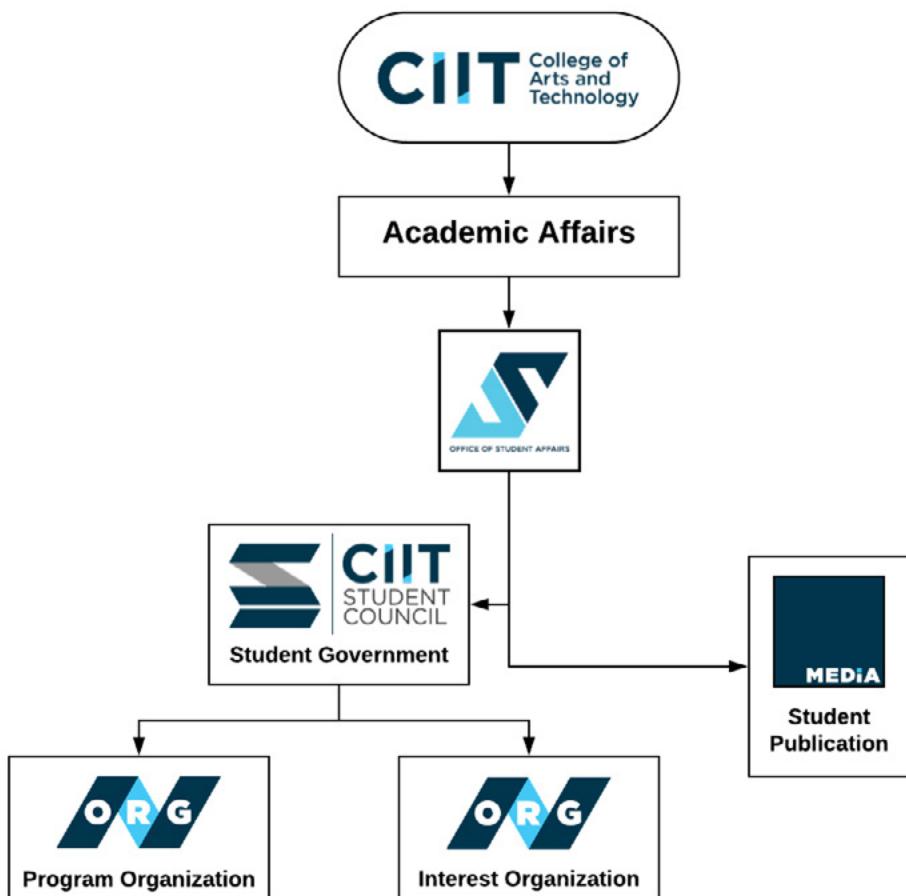
activities shall be held on term breaks unless approved by the SACO and/ or College Dean.

5. All off-site activities must follow the “Policies on Off-Campus Activities & Field trips”.
6. CIIT reserves the right to limit, exclude, or suspend participation of a student who is serving a sanction or in need of supervision.

## STUDENT ORGANIZATION

The School recognizes the student's' right to create and explore opportunities to develop their creativity, leadership abilities, and fundamental life skills. This will aid them succeed in their chosen field of endeavor. In this light, the school encourages the students to develop and take part in student organizations that will suit their needs, ambitions, and interests. These organizations are expected to pursue clearly-established objectives and student-directed endeavors set up along cultural, religious, literary, educational, socio-civic, or recreational practice.

Student Organizations (Orgs) will be supervised by the Student Council (SC) and the Student Affairs & Community Officer (SACO). All Student Org operations and activities shall be governed by school policies as stipulated in this handbook. Any Student Org that violates its statement of purpose or fails to comply with the school policies shall undergo investigation. SACO will decide if such organization will be given authorization to continue its operations, while SC will decide on the approved activities of every organizations. However, the Student Publication as organization is directly reporting to the SACO with separate budget allocation.



## Program Organization

1. All students enrolled in their Bachelor's program must be a member of their Program Organization, as such:
  - a. Student Organization for BMMA: must include all students in BMMA, Dip MMA, Dip CGD, Dip 3D, Dip VMG, double diploma in Arts, and Dip VAD
  - b. Student Organization for BFA: must include all students in BFA
  - c. Student Organization for BSEMC: must include all students in BSEMC, Dip Game Development
  - d. Student Organization for BSCS: must include all students in BSCS, Dip ND, Dip SE.
2. Program Organizations must elect their set of officers:
  - a. New set of officers must be elected by the majority (or quorum) of members on or before the 12th week of 3rd Trimester.
  - b. Members of the organization must elect four major positions: Head/President; Vice President; Secretary; and Finance Officer. Other positions are allowed to be added depends on the needs and by approval of the Adviser and SACO.
  - c. The elected head or president of a program organization will represent his/her student body as Student Ambassador in the SC.
  - d. If the election of new officers did not proceed due to a certain reason, the current officers together with the approval of the Adviser and SACO shall appoint new set of officers.
3. All Program Organization shall adhere to the following guidelines:
  - a. Only undergraduate students officially enrolled shall be qualified for membership on any Program Org.
  - b. The SACO shall require all Program Org Presidents/Heads a copy of the organization's constitution and by-laws every start of school year, together with the annual plan of activities.
  - c. The SACO thru SC shall require all Program Orgs to submit its financial statements for auditing at the end of every trimester.

- d. The SACO shall be notified of all student organization activities for proper supervision and coordination, especially if it will be conducted within the campus.
  - e. All activities outside the school premises shall be duly approved by the SACO and must follow the guidelines in "Policy on Off-Campus and Field Trips".
  - f. Program Orgs shall be entitled to privileges and benefits such as the use of school facilities upon availability and approval of SACO and school management.
  - g. Program Orgs are allowed to collect annual membership fee to its members. All funds shall be stated in the Financial report.
  - h. All fund-raising activities, or any form of monetary collection and solicitation for the organization's activities and operations shall be first duly approved by the SACO and the Vice President for Academic Affairs. Financial report should be submitted to the SACO and Student Council.
4. Operating RSOs shall apply for revalidation for the following academic year on a schedule specified by the Office of Student Affairs. Each shall submit the following documents:
- a. Annual report of accomplishments and activities of the previous year and ongoing projects
  - b. Statement of financial condition showing income and expenditures, assets, and liabilities.
  - c. Amendments to the organization's constitutions and by-laws (if any)
  - d. Plan of activities for the upcoming School Year
5. Program Orgs whose activities are rigid and irrational, and stipulate the use of physical harm or psychological ridicule will be subject for disciplinary action (Discipline Office).
6. Program Organization can request funds from the Student Council funds for activity usage. Unliquidated requests will be subject for the disapproval of the next requisition.
7. Before entering into contracts with outside groups, companies or third party suppliers, Org officers are required to discuss the details of the contract with the SACO. CIIT shall not be held liable for any contract and/or agreement which was entered into without the approval of the School Board.

## Guidelines in the Formation of Interest Organization as a Recognized Student Organization (RSO)

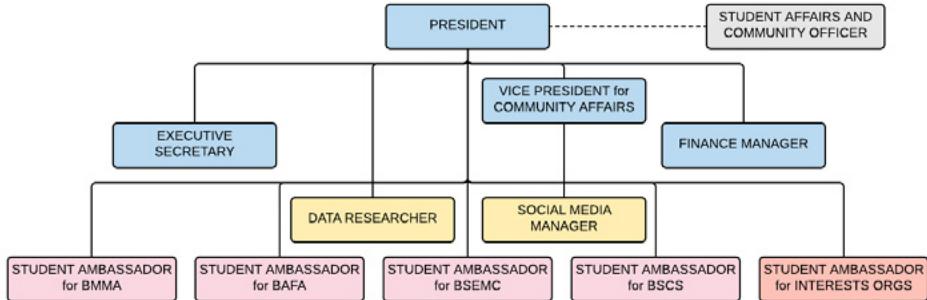
1. Any group of no less than thirty (30) members may apply to organize and operate an RSO.
2. Probationary status will be given during the organization's initial years of operation. This may be changed to Recognized Student Organization (RSO) status if, after two (2) trimesters of operation, the organization is able to fulfill its objectives and activities without incurring any minor or major violations of the School.
3. Organizations with characteristics and objectives similar to that of existing organizations or academic sectors will not be approved.
4. Formation of any student organization must file the following in the Office of Student Affairs within thirty (30) days after the start of 1st Trimester:
  - a. Formal letter of intent addressed to the Student Affairs & Community Officer (SACO) stating the purpose and objectives of the said organization.
  - b. An accomplished organization application form, which is available at the Office of Student Affairs (OSA). The form should include the official name and logo of the group. A digital copy of the official logo in PNG format must also be submitted to OSA.
  - c. List of at least fifteen (15) active students, including elected/appointed officers, members, year level, course, and signatures of provisional officers and founding members.
  - d. A full-time faculty/staff as adviser with relevant expertise is a requirement. Chosen adviser should sign in the list of members. (Please see Role of the Student Organization Adviser for more information)
  - e. Two (2) copies of the group's constitution and by-laws: digital (in PDF) and hard copies.
  - f. Calendar/plan of activities for the entire Academic Year.
5. All RSO shall adhere to the following guidelines:
  - a. Only undergraduate students officially enrolled shall be qualified for membership in any RSO.
  - b. The SACO thru SC shall require all RSOs to submit its financial statements for auditing at the end of the year.
  - c. The SACO shall be notified of all student organization

- activities for proper supervision and coordination, especially if it will be conducted within the campus.
- d. Any extra-curricular activities outside the school premises shall be duly approved by the SACO and must follow the guidelines in “Policy on Off-Campus and Field Trips”.
  - e. RSOs shall be entitled to privileges and benefits such as the use of school facilities upon availability and approval of SACO and school management.
  - f. Student Organizations are allowed to collect annual membership fee to its members. All funds shall be stated in the Financial report.
  - g. All fund-raising activities, or any form of monetary collection and solicitation for the organization’s activities and operations shall be first duly approved by the SACO and VP for Academic Affairs. Financial report should be submitted to the SACO thru Student Council.
6. Operating RSOs shall apply for revalidation for the following academic year on a schedule specified by the Office of Student Affairs. Each shall submit the following documents:
- a. Annual report of accomplishments and activities of the previous year and ongoing projects.
  - b. Statement of financial condition showing income and expenditures, assets, and liabilities.
  - c. Amendments to the organization’s constitutions and bylaws (if any).
  - d. Plan of activities for the upcoming School Year.
7. Aspiring organizations whose membership credentials or activities are rigid and irrational, and stipulate the use of physical harm or psychological ridicule will be denied recognition and possible suspension of the organization.
8. Only RSOs can request funds from the Student Council funds for activity usage. Unliquidated requests will be subject for the disapproval of the next requisition.
9. No student organization will be allowed to operate without prior approval of the SACO and VP for Academic Affairs.
10. Before entering into contracts with outside groups or companies or third party suppliers, RSO officers are required to discuss the details of the contract with the SACO. CIIT shall not be held liable for any contract and/or agreement which was entered into without the approval of the School Board.

## Role of the Student Organization Adviser

1. Each Student Organization, Program Org, recognized (RSO) or new, shall have no more than one (1) adviser.
2. The student organization officers appoints the teaching or non-teaching adviser.
3. The selection of the Adviser shall be based on the following qualifications:
  - a. He/she should be a full-time college faculty or non-teaching staff.
  - b. For academic-related organization he/she should have related expertise or practices in the particular area.
  - c. For non-academic organization (enthusiasts), the Adviser should be knowledgeable in the particular field or belong in the same community.
  - d. His/her acceptance of the position of Adviser must be done in writing by signing the acceptance form approved and signed by the Student Affairs and Community Officer (SACO), College Dean (if faculty), Department Head (if non-teaching), and VP Academic Affairs.
4. The Adviser shall have the following duties and responsibilities to their advisory organization:
  - a. Must sign and approve all proposed activities. Signatory of all accomplished activities, annual reports, constitution, bylaws, and amendments.
  - b. Act as chaperone in seminars, contests, field trips, and other off-campus activities.
  - c. Recommend the student organization / any officer/member for award or recognition.
  - d. Refer to SACO, Guidance Counselor or Discipline Officer if any officer and/or member of the org committed any cases or has concerns.
  - e. Perform other tasks as may required by the SACO, VP Academic Affairs, and Board Members relevant to the advisory student organization.
5. For Full-time faculty member, an advisory student organization shall be equivalent to one (1) unit of teaching load per term.

6. An active adviser that will render his/her service for the entire school year shall receive the following:
  - a. A Certificate of Recognition from the SACO, also signed by the VP Academic Affairs, and President.
  - b. A token of appreciation from OSA. (Merchandised items like jacket, t-shirt, etc.)
7. The following are the grounds for suspension or replacement of adviser:
  - a. Dismissal to the school.
  - b. Resignation. Should be done thru writing and submitted to SACO.
  - c. Violations of any policies on the Faculty/Employee Manual and Student Handbook.
  - d. Any form of advances to the organization and its members for his/her personal interest (corruption, abuse, etc.)
  - e. Any valid reason reported by officers and members of the student organization.
  - f. Suspension of the student organization.



1. The students will be governed by the Student Council (SC). This is the highest school organization governed by and for the students.
2. Members of the SC are elected before the next school year starts, usually on the 8th week before the finals of the third trimester.
3. The council is mainly composed of the president, vice president for community affairs, executive secretary, and finance officer. These positions are chosen thru the college-wide election.
4. Student Ambassadors are student leaders of each student organizations to well represent all programs and student interests.
5. Assistants and any other position in the council, like Data Researcher and Social Media Manager are appointed upon the discretion of the council, by voting or consensus.
6. The Student Affairs & Community Officer (SACO) will automatically stand as the adviser of the Student Council or an appointed full-time faculty member.
7. A bonafide student may apply for candidacy for any position in the SC as long as he/she is:
  - a. Currently enrolled and will not file an academic leave of absence in the next school year.
  - b. Has no failing grade and has a GWA of at least 1.75 at the

- time of filing of his/her candidacy
- c. Has no pending disciplinary action or sanctions.
  - 8. The student candidate should fill up a registration of candidacy form available from the Student Council Office or Office of Student Affairs. He/She should submit his/her candidacy during the prescribed period of submissions.
  - 9. Candidates are allowed to post or distribute election collaterals during the prescribed campaign period provided that these are approved for dissemination by the SACO.
  - 10. Candidates are allowed to do room-to-room campaign during the prescribed campaign period provided that they seek permission from the College Dean through the Office of Student Affairs.
  - 11. The SACO will decide on how to conduct the elections if via paper ballot or electronic form. Likewise, the SACO will decide on the election date/s provided that the elections be conducted at least one week before the final examinations of the third trimester.
  - 12. The SACO will tally the voting results the day after the election and will announce it not later than three (3) days.
  - 13. Each candidate should get a majority vote or at least 50% of the total number of voters plus one (1) in order to be declared winner.
  - 14. If in case a student failed to get the majority of vote, or the required 50% plus one (1) vote, he/she could still be appointed as member of the council upon the discretion of the newly-elected members by voting or consensus, following the policies and requirement of the SC application of candidacy with approval of the SACO.
  - 15. The SC will have its own Constitution & By-Laws which they will draft based on the school's mission, vision, values, and policies, submitted in the first week of the 1st Trimester of the school year.
  - 16. The SC will plan on its own activities that will promote camaraderie and in line with the thrust of the Office of Student Affairs.
  - 17. The SC will send their Trimestral/Annual report on activities and budget on the end of every term.
  - 18. The SC official email address is [studentcouncil@ciit.edu.ph](mailto:studentcouncil@ciit.edu.ph).

## MANAGING THE STUDENT FUNDS

1. The Student Fund is collected from the sum of the “Student Fund” under the Student’s Miscellaneous Fees every Term. The funds will be released from the Finance Department upon request within 2 to 4 weeks after the start of a Trimester.
2. The sum of the Student Fund will be immediately deposited to CIIT Student Council Bank Account in BDO bank:
  - a. Account Number: 0016-2802-3021
  - b. Account Name: CIIT College of Arts and Technology, Inc.
  - c. Account Type: Checking Account Regular
  - d. Account Signatories: Student Affairs and Community Officer (SACO); and elected Student Council President
  - e. The check book, passbook and related bank documents will be kept by the SACO under the monitoring of the Finance Dept.
  - f. In the absence of the Student Council President as a signatory and/or the Finance Manager, the SACO shall appoint a student representative or Officer-in-Charge for Finance (OIC Finance) under the approval of the Student Council, Student Representatives, Vice President for Academic Affairs (VPAA), and Board Members.
3. The Student Council (SC) will manage the Student Fund to sponsor the SC and student organization activities and member development, and buying of assets for the benefit of the SC, org and student body.
4. In the absence of the elected Student Council Officers (President, VP for Community Affairs, Executive Secretary, and Finance Manager), the Student Ambassadors or org representatives shall decide on the sponsorship and distribution of Student Fund accordingly, under the supervision and approval of the SACO. A written agreement of the decision must be signed by all the representatives.
5. All budget requests and liquidations shall be monitored by the SC Finance Officer with the approval of the SC President and/or SACO.



Jolanel Tagomata

6. The SC Finance Officer and the President should have at least 20% savings based from the total collection of the Student Fund for the entire School Year.
7. The following policies are applicable for Program Organizations and Recognized Student Organizations (RSOs):
  - a. All Activity forms should be signed by the organization leader/officer, endorsed by the Student Council President/Officer submitted for approval to the College Dean and Student Affairs and Community Officer (SACO). Activities without the official form will not be considered approved by the school and these shall not be credited for funding.
  - b. If the proposal was disapproved by the SC President or the SACO, the officers of the organization can write a formal letter of appeal for reconsideration and deliberation. The decision of the 2nd deliberation shall be final and unappealable.
  - c. The officers of the organization shall submit a detailed liquidation of expenses to the SC Finance Officer or SC President seven (7) days after the activity. Failure to submit the report within the said period are subject for delinquency or non-approval of the next request and subject for clearance deficiency.
8. All budget request and liquidation transactions should use the new SC/ORG Requisition & Liquidation Forms.

**MEDIA**

## STUDENT PUBLICATION

CIIT supports the establishment and implementation of a student publication as provided for by R.A. 7079, otherwise known as the “Campus Journalism Act of 1991” and other media forms preferably within the framework of self-management.

1. The organization in-charge of the student publication will be the CIIT Media.
2. The editorial board and publication staff composed of bonafide students are selected in a fair and competitive qualifying examinations usually conducted before the end of the third trimester.
3. The Student Affairs & Community Officer (SACO) will be the adviser or may choose a faculty member that will serve as the adviser of the CIIT Media.
4. CIIT Media will set guidelines by which the student publication is operated and managed, taking into account pertinent laws as well as the school administration’s policies. Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features, and other similar matters.
5. The SACO will manage the funds of CIIT Media appropriated by CIIT solely for the operations, staff development and publication. This will be subject to auditing by the Finance Department.
6. Unless stated otherwise in this section, policies under Recognized Student Organization (RSO) will be applied to the CIIT Media.

# OFFICIAL MEDIUMS OF COMMUNICATION AND POLICIES

## 1. College-provided email

All students must have a college-provided email. Students are advised to use this email address in doing transactions in the CIIT community.

- a. Requests for password and troubleshooting can be coursed through with the IT Department.
- b. A student's email format should be "surname.firstname@ciit.edu.ph"
- c. It is the student's responsibility to check and manage their email accounts regularly.
- d. All enrolled student of the current term must be included in students@ciit.edu.ph group. Hence, all email addresses of inactive, graduated, transferred students for the term will be removed in the group.
- e. Any student, staff, faculty members who sent any malicious, obscene, rude, foul and inappropriate email to students@ciit.edu.ph will be subject for disciplinary action.
- f. CIIT has the right, by any means, to terminate the provided email address.

## 2. CIIT Students Group on Facebook

CIIT Students group in Facebook is a secret group for active CIIT students.

- a. The SACO and other Student Formation and Services (SFS) officers will be the admin of the said group. All pending posts from CIIT students (text, photos, and videos) to be placed on this group page shall be checked and approved first by the admins.
- b. Members of a particular CIIT Facebook page are encouraged to post content relevant ONLY to the group.
- c. Membership management of the group will be made only by the admin. Adding of non-CIIT student is strictly prohibited.
- d. Malicious and vulgar posts, acts of bullying, selling, irrelevant promotions, acts of disrespect are strictly prohibited and may subject to disciplinary action.
- e. CIIT also reserves the right to reset password, access

documents for monitoring purpose such as files, application or resource that the management deems to be offensive like pornography and such.

### 3. eBulletin (Digital Bulletin Board)

The Digital Bulletin Board is a LED TV dedicated to convey current statuses, news, and announcement for the entire CIIT community.

### 4. Student Services Evaluation (SSE)

The Student Services Evaluation or SSE is an online student evaluation on services and facilities in general. Active students will be able to rate the services provided by different department and offices in the institution. This is also the time to raise student concerns on experiences and on provided services. SSE is mandatory to all active students conducted by the Office of Student Affairs every trimester.

### 5. CIIT Wiki (Student Information Portal)

A public domain for quick online reference on basic information on school policies, processes, and calendar of activities: <http://confluence.ciit.edu.ph:8090/display/CS/CIIT+Students+Home>

## GRIEVANCE AND DUE PROCESS

For the purpose of this section, grievance is defined as any controversy between a student as the aggrieved party and a member of CIIT community as a respondent, who may be the cause of complaint. For assistance, students are encouraged to approach the officers of the Student Council and the Office of Student Affairs.

1. Any violation of the guidelines shall be sanctioned. However, all grave cases pertaining to these violations, most especially those that are suspected to instigate a high level of malice, shall be subject to investigation. This will follow the Discipline Management Process of this handbook.
  - a. A grievance becomes a formal complaint when it is expressed in writing then duly signed by the complainant/s.
  - b. Students' formal complaints should be filed within a week when conflict took place.

- c. However, extension of filing a complaint against a school officer, staff, or faculty member may be valid if the student is worrying that a complaint might affect the outcome of their performance or reputation.
2. Grievance Procedures:
- a. Grievance against fellow student/s:
    - i. Complaints of students against other students should be addressed to the Committee on Student Discipline (CSD) composed of the Discipline Officer, Guidance Counselor, and Student Affairs & Community Officer (SACO).
    - ii. Complaints of students against student groups/student organizations should be addressed to the adviser of the concerned organization/group or the SACO.
  - b. If the complaint/s of student/s is against any faculty member, it should be addressed to its immediate superior, the CSD, College Dean, and/or the HR Department.
  - c. Complaints against an administrator should be addressed to the immediate head convening the committee. The case must then be reviewed and a decision be rendered. The committee's decision is final and executory. Committee should comprised of Management Committee (Mancom), Discipline Officer, and a representative from the Student Council.
3. However, there are instances where grievances can be verbal. If the student is irate inside the classroom or anywhere within school premises, the Instructor or any school staff should handle it calmly and protect others from any possible harm. Once the student has calmed down, he/she should be reminded of the accountability of his/her actions. The instructor or staff should file an incident report to the Discipline Office for documentation purposes only.
- a. In a scenario that a student has any concern with the staff or faculty member, students are expected to behave and conduct themselves in a professional and civil manner especially when emotionally irate. Grievances will not be tolerated as an excuse for any misconduct.
4. Parents and guardians of students are expected to act professionally and treat everyone with respect.
5. Once directed to the right department, the officer in-charge should listen and try to analyze the issue at hand. Accept the responsibility, acknowledge the shortcoming and fix the problem immediately.

## GUIDANCE OFFICE

*Office Hours: Monday to Friday, 9:00AM - 6:00PM  
(with noon breaks)*

**Help is available,  
but change must be wanted.**

The CIIT Guidance and Counseling Office provides services that will ensure the welfare and mental health of the students. It aims to assist and guide every student to become resilient, empowered, and productive members of the school community, contributing to their psycho-socio-emotional growth and development.



### Services

<b>Information Service</b>	This service provides students with activities and experiences that will enhance their knowledge and awareness for their self-development.
<b>Counseling</b>	Counseling is the core service of this guidance program. It is the helping relationship formed between the counselor and the community people who enter this office seeking for guidance. This may come in the form of individual counseling or group counseling.
<b>Testing</b>	Several tests are made available to the students. These are standardized, non-standardized, and projective tests which may be used to gauge the student's personality, mental health, emotional condition, values, habits, and the likes. These are administered, scored, and interpreted to the individuals upon their request.

<b>Follow-up</b>	The success of the guidance process lies on the follow-up service. It is a continued service of the counselor to the student even outside the guidance office to ensure the individual that help can still be extended if he hasn't been successful yet.
<b>Referral</b>	The guidance office establishes working relationships with different agencies, institutions, and professionals for possible referrals if the need is beyond the scope of the attending guidance counselor.
<b>Research and Evaluation</b>	The guidance center conducts researches to determine the effectiveness of the services being offered. It serves as the basis of the continuation and reconstruction of certain services and program.

## Policies and Procedures

1. All students are encouraged to visit the Guidance and Counseling Office at least once every term for updating of their Individual Inventory and/or availment of any counseling services offered by the Office. This will serve as a clearance requirement at the end of every term.
2. Student with special needs/conditions must submit a psychological report detailing the diagnosis and recommendation for accommodation. In some cases, a clearance (fit to study) from the attending psychologist/psychiatrist may be required by a counselor. Without which, a student will be recommended for LOA. Self-diagnosis is not acknowledged.



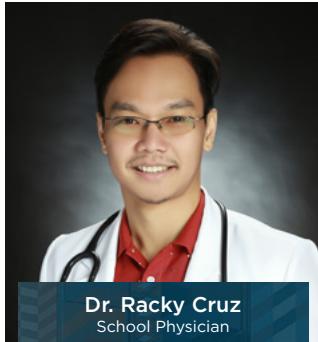
Rica Mae Domingo  
School Psychometrician

3. It is highly encouraged that students schedule an appointment with the counselor for better time management, although walk-ins are allowed. An individual counseling session lasts for 50 minutes once a week until termination. It is highly discouraged for students to meet the counselor during their class hours.
4. As part of the school community, students who observed another student who may need the counselor's help should encourage the latter to visit the Guidance and Counselling Office or may refer him/her directly to the counselor.
5. Students are required to fill-out an evaluation form after availing any of the services to provide recommendations for the improvement of the services, programs, and activities offered by the office.

## Values

*Confidentiality* - The counselor is bound by confidentiality with the student except when disclosure is required by law or when there is imminent danger to the student or others.

## MEDICAL SERVICES



**Marie Christien Cadayona**  
School Nurse

**Dr. Racky Cruz**  
School Physician

**Dr. Marinel Manuel**  
School Dentist

The CIIT Clinic aims primarily to provide quality health care services and safety to students and employees. It also seeks to promote awareness to students and staff on the importance of health and well-being. Lastly, it aims to prevent the spread of communicable diseases among the members of the institution, ensuring a healthy environment conducive to the learning process.

### Clinic Services and Activities

1. Health Assessment through Annual Physical Examination is conducted as part of admission procedure for all students. To all students who are taking up Diploma courses, a mandatory Drug Testing is added besides from the basic 4 test that we require, in compliance with TESDA Order No. 239 Series of 2016.
2. Information Drive Campaigns are implemented through the bulletin boards located . Contents of the boards are updated every month, parallel with the Department of Health (DOH) programs and trending news updates. Seminars and lectures are given at least once a month.
3. Basic First-Aid and Daily Treatments are given to students and staff members with minor ailments or injuries.
4. Medical Referrals are made for serious emergency cases to the nearest hospital, Dr. Jesus Delgado Memorial Hospital (Kamuning Rd, Quezon city), Capitol Medical Center (Paligsahan, Quezon City), or to our partner medical clinics: Hi-Precision Clinics (All Branches) Minute Healthcare (Tomas

Morato Ave. South Triangle, Quezon City) and The Medical City (Tomas Morato, QC) .

5. Health Teaching/Counseling is given to students to cover important topics on nutrition, disease prevention, health and lifestyle choices.
6. Drug testing is done randomly every trimester on a number of students and staff members in accordance to CHED Memorandum Order No. 25, series of 2009. Students and employees who are randomly selected are not allowed to refuse the said testing.
7. Monitoring of Health Environment is done to ensure the cleanliness of the school environment. Fumigation and checking of water supplies (water bacteriology tests) and toilets are regularly practiced.

## Clinic Policies and Procedures

### ***Pre-Enrollment Medical Exam***

1. Every student should have his/her pre-enrollment medical examination to screen for any communicable and noncommunicable illness. This is a strict requirement for enrollment into the school.
2. The test should at least include physical examination, chest x-ray, urinalysis and complete blood count.
3. This medical examination can be done in our partner clinics (List of partner clinics/ hospital will be provided by the Nurses upon request).
4. The exam may also be performed in their chosen hospitals or clinics.
5. Results should be forwarded to the school clinic together with the student's recent 1x1 ID picture.
6. Medical Examination results should be completed and be forwarded to the school clinic two (2) weeks before the first day of classes, in order for our medical team to have ample time to evaluate the results. This is a necessary precaution to minimize all communicable diseases. Failure to submit will result to disallowing the student to enter the premises of CIIT.

***Daily Treatment and Use of Clinic Facilities***

*Clinic Hours:* Monday: 8:00 AM - 6:00 PM

Tuesday - Friday: 8:00 AM - 9:00 PM

Saturday: 9:00 AM - 5:00 PM

*Doctor's Schedule:* Friday 1:00 PM - 6:00 PM

*Dentist Schedule:* Wednesday 2:00 PM - 6:00 PM

1. Only the patient may enter the clinic and should log his/her name on the Clinic record form.
2. The nurse will assess the patient's condition and after which the student may be asked to stay longer for observation.
3. A student will be allowed to go home if:
  - a. his/her condition is not improving.
  - b. the student is diagnosed with a communicable disease (e.g. sore eyes, mumps, chicken pox, measles, etc.).
  - c. he/she must be referred to a medical specialist or a physician, or;
  - d. he/she suffered injuries (fracture and deep wounds) that need immediate intervention.
  - e. For emergency cases, the patient is brought to the nearest hospital. Parents are immediately informed of the case.
4. A student who stays inside the clinic for a long time and wishes to go back to his/her class will be issued a clinic slip signed by the school nurse. The student must present the slip to his/ her instructor.
5. The school nurse will notify the parent/guardian if the student will be sent home. Upon consent of parent/guardian, the student is sent home. Otherwise, he/she will not be allowed to go home and will be asked to stay in the clinic until further notice from parent/guardian. If the student has a delicate

condition, he/ she has to be fetched by his/ her parent or guardian before being discharged from the clinic.

6. The school clinic only dispenses over-the-counter medicines for common illness.
7. If a student has a prescribed medication, he/ she must present a written statement from the parent and the physician, which provides the name of the drug, the dosage, approximate time to be taken, and the diagnosis or reason for such medication.

### ***Excuse Slips***

1. Student's absence due to any medical condition should be reported to the school clinic.
2. A medical certificate indicating the date of absence/s and reason for absence should be presented. The medical staff will further evaluate the said certificate and once valid, the medical team will be providing a readmission/excuse slip.
3. If a student was absent for only one (1) day and wasn't able to go to the doctor, she/he can present an excuse letter in a white short bond paper signed by a parent or guardian. Student should submit the excuse letter a day after he/she missed the class or before he/she attends the missed subjects. The student also needs to present a photocopy of the signatory's ID with signature specimen.
4. Excuse slip from the school nurse must be presented to the instructor in charge for a student to be admitted back in class.

### ***Communicable Disease***

1. Any case of communicable disease should be reported to the school clinic.
2. If a student is suspected of having a communicable disease, he/she will not be allowed to attend his/her classes and must consult a doctor. The student must secure a medical certificate from his/her attending physician upon consult.
3. The school doctor or the school nurse will further evaluate the communicability of the student, if in any case confirmatory test is needed, student should comply to the required test that was suggested by our school doctor and the test should be submitted immediately.

4. Depending on the result of the confirmatory, the Medical Team will have the capability to ask the student to undergo a medical leave; or in some cases discontinuation from the term until fully recovered from the illness.
5. If the medical team assess the student is fit to go back to school, an excuse slip will be provided.

### ***Physical Education (PE) Exemption***

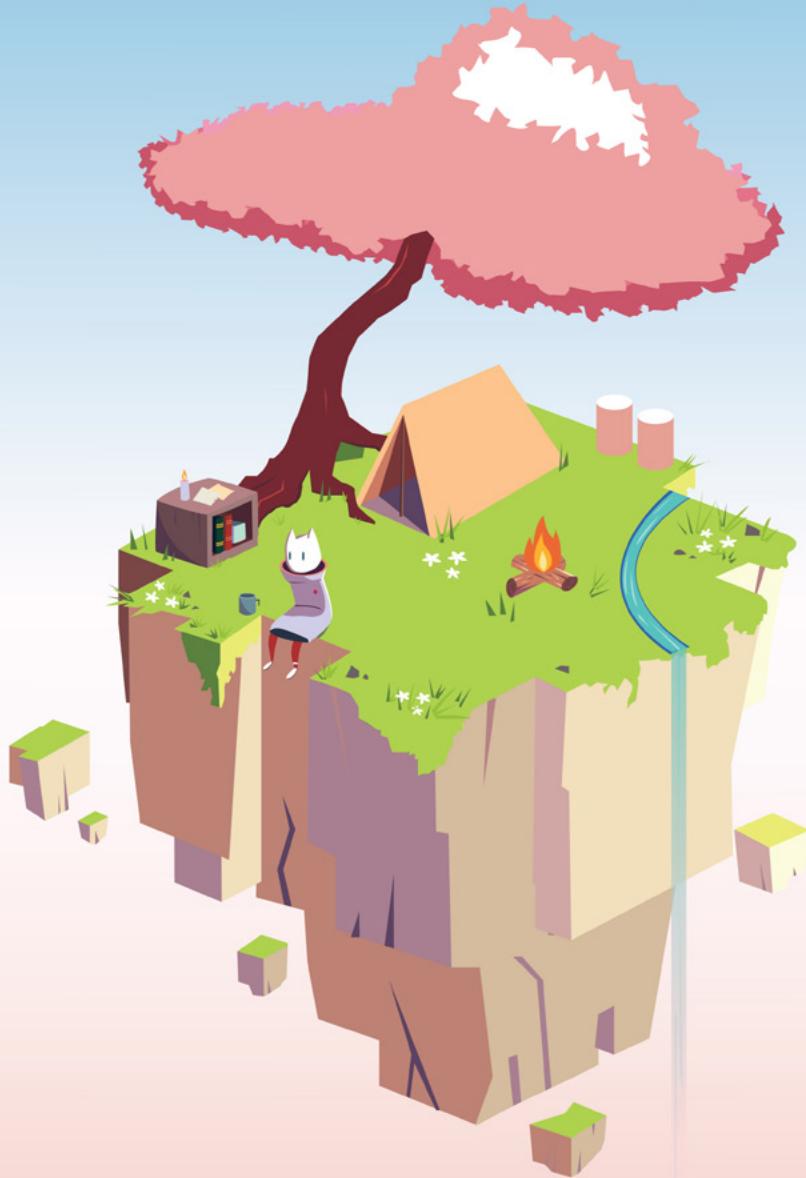
1. If a student has a pre-existing medical condition (e.g. Congenital, Pulmonary or Cardiac cases, CNS etc.), the student must submit a medical abstract (containing diagnosis and/or if under medication) from his/her Physician.
  - a. The medical abstract must indicate if the student is physically fit, with minimal participation or unfit to attend.
  - b. Physical examination and medical interview must be done by school physician / school nurse prior to attending PE Class.
  - c. The clinic will release a certificate of fitness to Academics Department (PE Instructor), before allowing the student to participate in PE classes.
  - d. Nurse will inform the Instructor, Program Head and College Dean every Trimester regarding all students enrolled in PE who have such conditions.
2. At the end of each trimester, clearance slips will be signed provided that all records are filled-out correctly and there are no pending medical issues.

## ***Random Drug Testing***

As a government campaign to reduce and eliminate illegal drug abuse in the Philippines, the government mandated that random drug testing will be done to all secondary, tertiary, vocational and technical schools in accordance with RA 9165. Student's are not allowed to refuse the random drug testing under Dangerous Drugs Board Regulation no. 6 of 2003.

1. The testing will be done every trimester; the Nurse, Discipline Officer and Guidance counselor will move around the campus to randomly select a number of students to undergo the said test. If the student is inside the classroom, he/she will be excused from his/her class.
2. A duly licensed clinic/laboratory will be conducting the drug testing with the supervision of our nurse, discipline officer and guidance counselor to ensure safety and security of our students.
3. Students who refuse the drug testing will be tagged as non-compliance and appropriate sanctions will be provided.
4. Drug test and confirmatory test results will be confidential.
5. For student/s who will have positive result will automatically be under behavioral conditional status. Protocol of handling students with positive results will be imposed under Dangerous Drug Board Regulation. CIIT shall exercise proper monitoring, confirmatory tests, counseling with parents/guardian, and grounds for non-readmission if deemed necessary.
6. Students with positive results will be automatically included in the drug testing for three (3) consecutive trimesters.

Bianca Gonzales



A L O N E



**Karmela Dawn Bautista**  
School Librarian



**Miggy Francisco**  
School Librarian

## LIBRARY SERVICES

*Library Hours: Monday to Friday,  
8:00AM - 8:00PM (No noon breaks)*

*Saturday, 8:00 AM - 5:00 PM*

The CIIT Library is an educational repository of carefully selected, relevant books, and printed materials vital in expanding the learning potential of students. It aims to complement the institution's instructional curriculum and research needs of the students. Furthermore, this is also where the students can relax as it offers a comfortable atmosphere conducive to peer learning.

### Library Policies

1. Requirements for Entering/Using the Library
  - a. All students are requested to use the door near the elevator for entrance inside the library.
  - b. All things/bags should be deposited in the designated safekeeping area. The library will not be held liable for any loss/es.
  - c. Students must log-in on the computer stations designated for registration.
  - d. A valid ID should be worn at all times while inside the library premises.
2. Borrowing Procedures and Privileges:  
TO BORROW:
  - a. The student must present the book/s he/she intends to borrow to the librarian in-charge. He/she is allowed to borrow a maximum of two (2) books at a time.
  - b. He/she should fill-out the book card he/she wishes to borrow before proceeding to the circulation counter for proper check out.

**TO LOAN OUT:**

- c. The student must present his/her ID to be scanned before proceeding with the library transaction.
- d. A library transaction receipt will be issued by the librarian at the counter. The receipt includes the details of the book he/she loaned out from the library and as well as the corresponding due dates for each material.
- e. Types of Learning Resources and Corresponding Due Dates:
- f. Bona fide users of the CIIT Library are allowed to use the following Learning Resource:
  - i. Serials / Journals/ Thesis/ Research Projects:  
Room use only
  - ii. Reference Materials: Room use only
  - iii. Circulation Books: One (1) week
  - iv. Filipiniana books:One (1) week
  - v. Fiction Books: One (1) week
  - vi. Graphic Novels: One (1) week
  - vii. AV Material (Pen Tablets) (Laptop for Research)  
4hrs / day
- g. All books will be for exclusive library use only one (1) week before the final examinations.
- h. All library transactions are to be done inside the library within the library's service hours.
- i. Renewal of library materials are subject to the librarian's approval.
- j. All borrowers are responsible for all materials he/she has loaned out.

**3. Fines**

- a. All borrowed library materials returned past their due dates will accumulate an overdue fine of five pesos (PhP5.00) per day.
- b. All fines should be assessed by the librarian. Fine slips are to be brought to the finance office for payment. Receipts issued by the finance office should be shown to the librarian once settled

**4. Lost Books**

- a. Lost books must be reported at once. Running fines of an

overdue book shall stop at the time the book is reported lost.

- b. A replacement copy of the same title, author, and edition is mandatory for any lost book.
- c. If a replacement copy is not available, assessment shall be according to the current price of the book plus the standard processing fee of one hundred pesos (PhP100.00).
- d. Cash payment is made directly to the Cashier.
5. Materials with missing or mutilated pages should be reported at once. Mutilated or damaged materials will cost the borrower a binding fee of fifty pesos (PhP150.00).
6. Students, faculty, staff, and administrators are all users of the library. They may avail of all library services provided they adhere to the following guidelines:
  - a. Proper conduct is expected from everyone at all times. Anyone causing disruption will be asked to leave the library.
  - b. The library is a place where users pursue their studies and research in an atmosphere free from unnecessary disturbance. To this end, any loud or disruptive noise, misuse of library facilities or behavior considered by the librarian to be inappropriate is not permitted.
  - c. Eating at the left wing of the library is strictly prohibited
  - d. Orderliness and cleanliness should be observed at all times.
  - e. Seat reservation is not allowed. Anything left on the reading tables for this purpose shall be removed by the library staff to make room for other users.
  - f. All library materials should be handled with care.
  - g. Library users may ask for information or assistance from any library staff on-duty.
  - h. The librarian and support staff shall have the authority to confiscate the ID cards of library users who have ignored verbal warning due to violation of these guidelines for the second time. Students caught violating any of the guidelines for the third time will be sent to the Discipline Office for disciplinary action.
7. At the end of each term, student's clearance slips will be signed provided that all accountabilities have been settled. Payment of all fines should be coordinated with the Finance Department.

## STUDENT DISCIPLINE

*Discipline Office Hours: Monday to Friday, 9:00AM - 6:00PM  
(with in between breaks)  
Saturday: 9:00AM - 1:00PM*

### Discipline Management Process

The school aims to develop its students into morally-upright and socially-responsible individuals by implementing an effective discipline management system. This process shall see to it that all matters pertaining to student decorum and behavior follow impartial due process, with the goal of instilling a discipline structure that will enable them to be responsible individuals even beyond the school premises.



Charlie Gilbaliga  
Discipline Officer

Discipline Office is committed to an intensive management process, hence, requiring all student offenses or violations to be reported directly to the Discipline Officer (DO).

### ***Allegation and Student Complaint Reports:***

1. An Allegation Report (AR) constitutes a claim, assertion, or report from an instructor, officer, or any school personnel that a student has gravely violated any of the General Rules of Conduct and Discipline as stated in this handbook.
2. A Student Complaint Report (SCR) is a Discipline Office form that constitutes a claim, assertion, or report from a student that a fellow student has gravely violated any of the General Rules of Conduct and Discipline as stated in this handbook.
3. An AR and SCR are primarily used for minor or major offenses (see Section 7.3 Minor Offenses, and 7.4 Major Offenses for full list) that suggest further action or investigation by the DO.
4. The AR and SCR must be prepared by the complainant using the Incident Report Form from the DO. The report must contain essential elements of the case gathered from the interview of the witness.
5. The said report will be used during the investigation of the case.

## ***Investigation Procedure***

1. Based on the details of the allegation report, the Discipline Officer (DO) will conduct an initial investigation regarding the reported allegations, then will decide whether the case merits further action or not. Initial investigation shall be handled by the DO only.
2. All records of allegations, whether with merit or not, are filed for future reference. For cases without merit, no further actions will be taken.
3. A Committee on Student Discipline (CSD) shall aid in the conduct of investigation. This committee will include the Discipline Officer (DO), Guidance Counselor (GC), and the concerned department
4. If an allegation requires further action or investigation, the DO invites the defendant-student to a disciplinary interview, notifying the members of the CSD.
5. Further Investigation and Interview
  - a. In this process, parent must be invited by the GC about the proceeding.
  - b. The DO will explain the purpose of the interview to the student, and ask him/her to present his/her interpretation of the allegation. After the interview, the DO, with the aid of the CSD, will assess student's statements.
6. If allegation is baseless:
  - a. the student is acquitted.
  - b. records are still filed for future reference.
  - c. the process ends here.
7. If allegation is valid, sanctions are imposed, and shall follow these procedures:
  - a. DO prepares a Discipline Office Report (DOR) which is a conclusive report addressed to the student, with copies furnished to Guidance Office (GO) and the Board. The DOR carries the details of the case, with the specific offense and sanction imposed.
  - b. With the assumption that the student accepts the decision, the DO puts the records on-file for future reference.
  - c. The student serves imposed sanction as stated in the DOR.

- d. The process ends here.
- e. If the student contests the finding/sanction, the student may file for an appeal.

### ***Student Appeal***

1. Student must write a letter of appeal to the Discipline Office, requesting for a full hearing with the Committee on Student Discipline (CSD) – the GC, DO, this time, with a Board representative.
2. Letter of appeal must be filed within seventy-two (72) hours after the release of DOR from the DO.
3. A committee hearing shall be arranged to address the student appeal.

### ***Committee Hearing***

1. As part of a third-party office, the GC arranges for a Committee hearing to address the student appeal. The list of evidence and witnesses from both parties must be presented to the CSD.
2. GC schedules the committee hearing, then notifies the student, the parent/s, and the CSD.
3. CSD will conduct the hearing, and decide whether allegation is valid or not.
  - a. If the allegation is invalid, the student is hereby acquitted and the process ends here. However, the records are still filed for future reference.
  - b. If the allegation is valid, the original sanction reflected in the decision letter is applied and both parties should accept the decision.
  - c. No more appeal shall be entertained after this process.

### ***General Rules of Conduct and Discipline***

1. The Discipline Management Process shall cover all offenses present in the succeeding Minor Offenses and Major Offenses.
2. All student offenses shall be subject to disciplinary measures by the Discipline Office. After following due process, and consulting with the Committee on Student Discipline (CSD) and the School Board (if necessary), the DO shall determine and recommend the proper penalty and sanction, taking into

account the following:

- a. Nature and intrinsic severity of the offense.
  - b. Previous academic and disciplinary record of the student.
  - c. Character and position of the wronged person.
  - d. Established instance and aggravating and explanatory situation.
3. The Discipline Office shall adhere to the list of minor and major offenses in determining the proper sanction to students. All students must be aware of the categories of offenses, and their corresponding sanctions or penalties.

## Classification of Offenses

1. **Minor Offense** - refers to the offenses that are less serious. These offenses are corresponded with the following disciplinary measures:
  - a. First Offense - Warning
  - b. Second Offense - Reprimand
  - c. Third Offense - Counted as major offense (Disciplinary action to major offense applied)
2. **Major Offense** - refers to the offenses that have greater degree. These offenses will automatically include the student under the Disciplinary Conditional Status and non-issuance of Good Moral Certificate. Major offenses are corresponded with the following measures depends on these two (2) classifications:
  - a. Less Severe - In-School Service; Counseling; Suspension
  - b. Severe - Suspension; Dismissal; Non-Readmission; Exclusion; Expulsion
3. **Suspension** - a penalty that allows the higher education institution to deprive or deny the erring student from attending classes for a period not exceeding twenty percent (20%) of the prescribe total class days for the school term. A penalty of suspension for a period more than twenty percent (20%) of the total class days for the second term shall be deemed suspension for a period equivalent to twenty percent (20%) of the prescribed total class days for the school term.
4. **Non-readmission** - a penalty that allows the institution to deny admission on enrollment of an erring student for the school term immediately following the term when the resolution or

decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the student is allowed to complete the current school term when the resolution for non-readmission was promulgated. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of this manual.

5. **Exclusion** - a penalty that allows the institution to exclude or drop the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism and other offenses analogous to foregoing. Transfer of credentials of the erring student shall be issued upon the promulgation, subject to the other provisions of this manual.
6. **Expulsion** - a penalty wherein the institution declares an erring student disqualified for admission to any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of the Commission. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws. The institution shall forward a complete record of the proceedings to the Regional Office concerned within ten days from the termination of the investigation of each case.

*Note: The definition of the term came from; "The Manual of Regulation for Private Higher Education", CHED MEMORANDUM ORDER No. 40, Series of 2008.*



Shallah Marie Tan

## Minor Offense

Punishable as Minor Offenses are the following acts and their corresponding sanctions:

### MINOR OFFENSE

1. Acts of disrespect in word or in deed committed against any administrator, member of the faculty, staff, students, visitors, or any member of the school, on or off campus, including online platforms.
2. Acts which disrupt peace and order such as disturbing classes, academic-related activities, or any other school functions.
3. Disobeying school regulations and other rules approved by institution authorities provided they are properly disseminated to students.
4. Disobeying classroom policies and procedures of the instructor in-charge.
5. Failure to present or wear the official ID card or other entry passes when asked by institution authorities or security personnel.
6. Improper dress code. Since we don't have a prescribed uniform, any presentable casual wear will do (Not allowed-Sando, sleeveless shirts, short shorts, mini-skirts more than 2 inches above the knee, flip flops, strapless blouse, ripped jeans, and other revealing outfit).
7. Proselytizing or an act of converting or persuading someone from one religion, belief, opinion, or the way of living.
8. Violating guidelines and policies of specific department or offices such as clinic, library, etc. (Non-compliance or admission requirements, not following procedure in the library, registrar, etc.)
9. Littering inside the school premises.

## MINOR OFFENSE

10. Selling items, engaging in business, or soliciting contributions or donations in campus without prior approval from school authorities.
11. Public display of intimacy.
12. Violation of policies of the computer laboratory such as but not limited to accessing chat, IRC, MOO, MUD sites, and others.
13. Use of classroom and other school facilities for any purpose without proper reservation or authorization.
14. Loitering and distracting classes.
15. Eating in areas designated as non-eating places.
16. Smoking inside or outside the school premises in accordance to Executive Order No. 26, and area during academic functions or any school activities.
17. Playing cards inside the school premises, except collectible cards played in designated places (classroom, laboratories etc.).
18. Unhygienic and improper use of institution facilities.
19. Entering any restricted area within the institution without prior permission or authority.
20. Bringing in of cutters and scissors not needed in class projects, knives longer than 2 inches and wider than .5 inch without necessary permit.
21. Other related offenses as determined by the Committee on Student Discipline (CSD) and the School Board.

# Major Offense

The following acts are considered Major Offenses under the Code; violations of which shall be dealt with by the following corresponding sanctions:

## MAJOR OFFENSE (LESS SEVERE)

1. Cheating in any form during an examination, test, or in written reports (see Section 2.6 examination policies).
2. Plagiarism and other forms of academic dishonesty and violation of intellectual property rights in reaction papers, case analysis, experiments, and/or assignments.
3. Vandalism or the destruction of property belonging to the institution or to any member of the school.
4. Carrying or possession of deadly weapon inside or outside the school during any school activities.
5. Deliberate disruption of an official school function or activity which tends to create disorder, tumult, breach of peace, or serious disturbance.
6. Unauthorized bringing in, possession, or drinking of alcoholic beverages inside the school or outside during academic functions or school activity or being under the influence of alcohol.
7. Acts of lewdness or commission of any act of immorality (viewing, reading, displaying, or distribution of pornographic materials inside the institution).
8. Acts that bring the name of the institution into disrepute such as public and malicious imputation of a crime, or a vice or defect, real or imaginary, or any act, etc..



**The aim of education is the knowledge, not of facts, but of values.**

William S. Burroughs

## MAJOR OFFENSE (LESS SEVERE)

9. Unauthorized collection, extortion or extraction of money, checks or other instruments as equivalent of money, which includes but is not limited to matters pertaining to the institution.
10. Forging, falsifying, or tampering with any institutional records or documents.
11. Unauthorized replication of school seal or any school icon in any printed variety, design, or medium for personal gain or with malicious intent.
12. Gambling in any form, inside or outside the institution during an academic function or school activity.
13. Acts of subversion or insurgency.
14. Willful failure to comply with summons or notices issued for the purposes of investigation conducted in connection with discipline-related offenses.
15. Any kind of provocation, harassment, and intimidation whether or not resulted in heated and gross verbal or physical confrontation.
16. Possession or exploding of firecrackers inside or outside the institution during school activities or functions, unless authorized.
17. Lending one's ID to another person, or using someone else's ID, leading to misinterpretation.
18. Making sexual advances in words or in deeds to another student or to any member of the academic community (see Appendices, Anti-Sexual Harassment Law).
19. Illegal or unauthorized reproduction of institutional materials for personal or monetary gain.
20. Habitual disregard or obstinate violation of established policies, rules or regulations, accumulating the commission of three (3) minor offenses of the same nature, or five (5) minor offenses of different nature.
21. Other related offenses as determined by the Committee on Student Discipline (CSD) and the School Board.

## **MAJOR OFFENSE (SEVERE)**

23. Instigating brawls or fights within or outside school premises.
24. Direct assault or inflicting physical injuries on any person inside or outside the institution.
25. Unauthorized bringing in, carrying, possession of prohibited drugs and any other violation of the provisions of R.A 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002.
26. Threatening another with any act amounting to a crime or with infliction of any harm or injury upon any person.
27. Unjust enrichment or stealing whether attempted, frustrated, or consummated.
28. Direct or Indirect Assault upon any person in authority.
29. Hazing and/or physical injuries committed which result from an initiation rite or practice as a prerequisite for admission into a membership in a fraternity, sorority, or any organization by placing the recruit neophyte or applicant in some embarrassing or humiliating situation such as forcing him to do menial, silly, foolish, and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury (Republic Act no.8049).
30. Any act amounting to a crime or with infliction of any injury or harm, upon the person, honor and integrity of another on-or-off campus or in any social media platform.
31. Computer security breach, accessing an institution computer or computer network without authority access and consent; acts that constitute computer security breach, include but are not limited to the following:
- a. Altering information
  - b. Introducing false information
  - c. Preventing authorized use of information; preventing normal operation
32. Perjury, defined as testifying falsely in any administrative proceeding, or knowingly making untruthful statements in documents under oath when such oath is required.
33. Unauthorized possession or being under the influence of prohibited drugs.
34. Any crime punishable by the Philippine Revised Penal Code (see Appendices for related information).

# INAPPROPRIATE ATTIRE

## MALE



sandos/sleeveless



ripped jeans



slip on slippers



crocs/slip on sandals



short shorts

## FEMALE



off-shoulder tops



spaghetti straps



tube tops



ripped jeans



short shorts



plunging neckline



slip on sandals



short skirts

\*The sanctions and penalties for major offenses depends on the seriousness and gravity of the case. Thus, after due process and with notice to the parents, an offense shall be punishable through any of the disciplinary sanction listed.

\*\*The imposition of the disciplinary sanctions for the violation of any rule under this student handbook shall not prevent the school from endorsing the case to proper government authorities when the offense may involve violations of penal laws.

\*\*\*As stated, the Discipline Office shall follow penal laws in addressing major offenses, specifically those falling under Item 34 of the Section Major Offenses (“Any crime punishable by the Philippine Revised Penal Code”). Appendices are included in this handbook as reference for policies and procedures for a number of these cases.

## On Disciplinary Conditional Status

The Disciplinary Conditional Status refers to the consequences of numerous infractions by the students during his/her stay in the school.

<b>Disciplinary Conditional Levels</b>	<b>Description</b>	<b>Condition</b>
Level 1	Student incurs three (3) minor offenses in one trimester	Discipline Officer will meet with the Student and Parents to discuss Conditional Status. Student must comply with the given sanctions.
	Student incurs one (1) major offense in one trimester	
	Student incurs eight (8) minor offenses in total	
Level 2	Student on Conditional Status Level 1 incurs three (3) minor offenses in one trimester	Discipline Officer will meet with the Student and Parents to discuss Conditional Status. Student must comply with the given sanctions. Student will be suspended and required to attend a retreat program while serving the suspension
	Student on Conditional Status Level 1 incurs one (1) major offense in one trimester	
Level 3	Student on Conditional Status Level 2 incurs three (3) minor offenses in one trimester	For Non-readmission
	Student on Conditional Status Level 2 incurs one (1) major offense in one trimester	
Lifting	No Lifting of any Behavioral Conditional Status as a result of Disciplinary infractions.	

# IT DEPARTMENT

*Service Hours:*

*Monday to Friday, 7:00AM - 9:00PM*

*Saturday, 7:00AM - 6:00PM*

## **Computer Laboratory and Equipment Procedure**

The IT department is aware that the use of the school laboratory computers and equipment is essential for the effective learning of the students. The IT department reserves the right to limit the permission of the students and employees to the computer to ensure the safety and the integrity of the network and a safe working and learning environment for all.

### **Users Account**

1. All enrolled students have individual user accounts for laboratory workstations.
2. Account credentials will be provided by the IT department once a student is enrolled.
3. Registrar will alert IT for account creation of the student.  
Default username and password:
  - a. Username: Student ID number without dashes
  - b. Password: ciit1234 (will require password change after initial sign-in)
4. All students with an active directory account can login to any workstations in the laboratory.
5. A general account will be provided to all Instructors. It can be used by all Instructors in every laboratory.

### **Workstations**

1. The use of the computer laboratory is a privilege. Students and employees are not allowed to use the laboratory equipment and/or workstations to perform personal activities and/or entertainment such as but not limited to:
  - a. Obscene activities
  - b. Sites that could potentially be harmful to CIIT's computing environment
  - c. Downloading inappropriate files
  - d. Playing electronic games

2. Students and employees are advised to be mindful of their belongings. CIIT will not be held liable for loss or damage of personal belongings while inside the computer laboratory.
3. Food and drinks are not allowed inside the laboratory.
4. All computer laboratory workstations are in Deep Freeze, which means all configurations done and files saved locally by the student/employees will be reverted back once the workstation shuts down or restarted.

**Deep Freeze**, by **Faronics**, allows system administrators to protect the core operating system and configuration files on a workstation or server by restoring a computer back to the saved configuration, each time the computer is restarted.

### CIIT Network Drive

Since all workstations are in Deep Freeze, all data and files must be saved in the following folders and/or file drives:

<b>Workshopdrive</b>	For specialist students.
<b>Studenthomefolder</b>	Individual storage of each student (Usually named after each students' unique number)
<b>Google Drive</b>	Unlimited cloud storage

### Computer Hardware Do's and Don'ts

<b>DOs</b>	<ul style="list-style-type: none"><li>• Take care of all computer laboratory workstations and equipment as if it is your own personal equipment.</li><li>• Be responsible. If you are planning to do something that you feel is not right, don't do it.</li></ul>
<b>DON'Ts</b>	<ul style="list-style-type: none"><li>• Vandalize on lab equipment.</li><li>• Add, remove or alter any parts of the workstations which includes hardware peripherals, LAN cables, monitor, etc.</li><li>• Run and install applications that is not related to the curriculum of CIIT.</li></ul>

## Reminders before leaving the Laboratory

<b>SAVE</b>	Did I save my work properly in CIIT's network drive/s?
<b>SHUTDOWN</b>	Did I shutdown the computer properly?
<b>SWEEP</b>	Did I keep the workstation and work area clean?

### Maintenance

1. The IT department will have maintenance and updates every end of the trimester until every start of the trimester.
2. The IT department reserves the right to remove suspicious files and/or documents within the network without prior notice.
3. For data maintenance, please see *Appendix N*.

### Availability and Reservation

1. Laboratories are open depending on class schedule and is only open for class related activities.
2. Students and employees can check the availability via YARooms Android tablets placed in all computer laboratories.
3. Reservations of computer laboratory are done in YARooms.

*For more information regarding YARooms and room reservations, please see Appendix O*

## NETWORK INTERNET & INTRANET USAGE POLICY

### Fair Use

CIIT's network environment are for academic and school purposes only. All activities are being monitored within the CIIT network and computing environment.

### Bandwidth and the Internet

1. All students will have a maximum amount of bandwidth speed and allowable download size to maintain network stability and security.
2. Browsing of obscene and malicious sites is strictly prohibited.
3. Downloading and/or uploading of illegal applications is strictly prohibited.

## Network Usage

1. All students are not allowed to access network folders, systems, and accounts that are not intended for him/her or was not instructed by any faculty member.
2. Tampering or changing anything from CIIT's network environment is strictly prohibited.
3. All network sharing related request must be approved by the student's instructor/professor or from the Faculty.

## Files

1. All data such as but not limited to programs/softwares/ applications, files and etc. acquired through CIIT's network environment becomes a property of CIIT and its board of directors.
2. For data maintenance, please see Appendix C, No. 18

# FACILITY MANAGEMENT SERVICES

Facility Management Department is responsible for the day to day upkeep and maintenance of facilities and equipment/s. The team ensures the proper and smooth functioning of the assets and building resources. The organization also manages the health and safety issues, fire safety, security, cleaning, and building maintenance.

## Borrowing of Assets and Room Reservations

1. A student must follow the appropriate procedures of borrowing equipment and room reservations according the this chart:

Departments to Coordinate (Approval of Request)	Academics Department (College Dean, Dept Heads, Instructor)	Office of Student Affairs (SACO)	IT Department	Security Officer (School Guards)	Assets Manager
<b>Borrowing of IT-related Equipment</b> (mouse, pen tablet, speakers, projector, cables, photography)	*Student must have an approval for academic & co-curricular activities	*Student must have an approval for extra-curricular activities	Student will leave their ID for pen tablets, speaker, and projector for class purpose. **All borrowed equipment must be returned to IT after usage within the day of borrowed.	**A gate pass will be required for any equipment to be used outside the school premise	
<b>Borrowing of School Facility &amp; Assets</b> (table, chair, audio system, microphone, electrical)	*Student must have an approval for academic & co-curricular activities	*Student must have an approval for extra-curricular activities		**A gate pass will be required for any equipment to be used outside the school premise	Facility Manager / Manpower will provide and assist the student on the requested facilities / assets

\*Supplemental / Need of approval

\*\*Monitoring / Direct producer of equipment

2. The form or letter must be filled-out and approved by the concerned office/department.
3. The borrower should immediately report any defect or malfunction of the equipment before, during, and after the operation of the borrowed equipment. The borrower will be held accountable and liable for any damage caused during the period it is borrowed.
4. Borrowed equipment must be returned within the agreed time and date of return.
5. The borrower is held accountable and liable to pay for any

damage to school property caused by safety negligence, carelessness, or intentional acts. The incident will be properly documented and the cost of repair or replacement will be presented after the assessment of damage. Payment should be done at the Cashier's office only.

6. Failure to comply with these policies and procedures may result in disciplinary action (please see Minor and Major Offenses).

### **Reporting of Missing & Lost Items**

1. All students can report their missing items that was lost inside the school premises within two (2) days.
2. In case of a missing/lost item which are not turned over to any security officer, a report shall be filed following the procedure below:
  - a. Fill-out a Lost Item Incident Report form from our Security Officer.
  - b. Make sure to indicate the time, date, and place where the item/s was lost.
  - c. Submit a completed form to the Assets and Facilities Manager / Security Head.
3. Upon completing the report, Assets and Facilities Manager/ Security Head will conduct an investigation on the said Lost Item. If the need arises, Assets and Facilities Manager/Security Head would request for a CCTV viewing, upon the approval of the IT Manager. During the investigation, officers may call the attention of the reporter for validation and clarification.
4. It is recommended for the reporter to post the missing/lost item on the official CIIT Students Facebook group during the investigation.
5. When the Lost/Missing Item/s was not found, Lost Item Incident Report would be filed for documentation and future reference. If a case of Theft is proven, a report from the Assets and Facilities Manager/Security Head will be submitted to the Discipline Officer (DO).
6. DO will investigate the elevated report according to the procedure and policies in this handbook.

## On Lost Student ID and Reproduction

1. A Temporary Student Pass with one (1) day validity will be given by the Security Officer to which the student must wear all the time while inside the school premises.
2. Student must pay a respective amount at the Cashier for ID reprinting and submit a Notarized Affidavit of Loss. Notarization can also be processed by CIIT as an option.
3. Amount to be paid by the student for ID reprint will be based on the number of times the request has been made:
  - a. First reprint fee: PhP300.00
  - b. Second reprint fee: PhP500.00
  - c. Third reprint fee: PhP700.00
  - d. Notarization of Affidavit of Loss: P100.00
4. Student will bring Official Receipt (OR) to the Office of the College Registrar to request for reprint. Registrar will extend validity of temporary pass to three (3) working days which will be indicated in the OR.
5. The student must return for the ID before expiration and OR must be secured until new ID is released.
6. Student will surrender temporary pass to security every day upon leaving the premises and will have to present the OR with validity period to the Security Guard and claim a temporary pass until the new ID is released.
7. If an active student did not report his/her lost ID, he/she will be sanctioned by the Discipline Officer as stated in this handbook.



CIIT Faculty and Staff

# APPENDICES

## Related National Law

<b>1. Anti-Sexual Harassment</b>	Republic Act 7877 - An act declaring sexual harassment unlawful in the employment, Education or training environment, and for other purposes. <a href="http://pcw.gov.ph/law/republic-act-7877">http://pcw.gov.ph/law/republic-act-7877</a>
<b>2. Violence Against Women and their Children</b>	Republic Act No. 9262 - An act defining violence against women and their children, providing for protective measures for victims, prescribing penalties therefore, and other purposes <a href="file:///home/chronos/u-1c9b3977da422a870fc_c88ffa1f5278b9e92c702/Downloads/ra_9262.pdf">file:///home/chronos/u-1c9b3977da422a870fc_c88ffa1f5278b9e92c702/Downloads/ra_9262.pdf</a>
<b>3. Anti-Bullying Act</b>	Republic Act 10627- Anti-Bullying Act <a href="http://www.elegal.ph/republic-act-no-10627-the-anti-bullying-act/">http://www.elegal.ph/republic-act-no-10627-the-anti-bullying-act/</a>
<b>4. Magna Carta for Persons with Disabilities</b>	An act providing for the rehabilitation, self-development, and self-reliant of disabled person and their integration RA 7277 and RA 9442 <a href="http://www.ncda.gov.ph/disability-laws/republic-acts/republic-act-7277/">http://www.ncda.gov.ph/disability-laws/republic-acts/republic-act-7277/</a> <a href="http://www.ncda.gov.ph/disability-laws/republic-acts/republic-act-9442/">http://www.ncda.gov.ph/disability-laws/republic-acts/republic-act-9442/</a>
<b>5. Anti-Hazing Law</b>	Republic Act No.8049 - An act of Regulating Hazing and Other forms of Initiation Rites in Fraternities, Sororities, and other Organizations and Providing penalties Therefore. <a href="http://www.lawphil.net/statutes/repacks/ra1995/ra_8049_1995.html">http://www.lawphil.net/statutes/repacks/ra1995/ra_8049_1995.html</a>
<b>6. AIDS Prevention and Control Act of 1998v</b>	Republic Act 9165 - An act constituting the dangerous drugs act of 2002, repealing republic act no. 6425, otherwise known as The Dangerous Drugs Act of 1972, as amended, providing funds therefor, and for other purposes. <a href="http://pdea.gov.ph/images/Laws/RA9165.pdf">http://pdea.gov.ph/images/Laws/RA9165.pdf</a>
<b>7. Anti-Child Abuse</b>	Republic Act 7610 - An act providing for strong deterrence and special protection against child abuse, exploitation and discrimination, providing penalties for its violation and for other purposes. <a href="http://pcw.gov.ph/law/republic-act-7610">http://pcw.gov.ph/law/republic-act-7610</a>

<b>8. Intellectual Property Rights &amp; Plagiarism</b>	Republic Act 8293 - Intellectual Property Code of the Philippines and Plagiarism <a href="https://www.checkforplagiarism.net/plagiarism-law">https://www.checkforplagiarism.net/ plagiarism-law</a> <a href="http://www.chanrobles.com/legal7copyright.htm#.WUos3euGPIU">http://www.chanrobles.com/legal7copyright. htm#.WUos3euGPIU</a>
<b>9. Dangerous Drug Act</b>	Republic Act 9165 - An act constituting the dangerous drugs act of 2002, repealing republic act no. 6425, otherwise known as The Dangerous Drugs Act of 1972, as amended, providing funds therefor, and for other purposes. <a href="http://pdea.gov.ph/images/Laws/RA9165.pdf">http://pdea.gov.ph/images/Laws/RA9165.pdf</a>
<b>10. Data Protection Law</b>	Republic Act No. 10173: Data Protection Law  An act protecting individual personal information in information and communication systems in the government and private sector (including HEI), creating for this purpose of a national commission privacy, and for other purpose. <a href="http://www.officialgazette.gov.ph/2012/08/15/republic-act-no-10173/">http://www.officialgazette.gov.ph/2012/08/15/ republic-act-no-10173/</a> <a href="http://web.ched.gov.ph/blog/2017/03/28/ched-vows-comply-data-protection-law/">http://web.ched.gov.ph/blog/2017/03/28/ ched-vows-comply-data-protection-law/</a>
<b>11. Smoke-Free Environments in Public and Enclosed Places</b>	Executive Order No.26 by the President of the Philippines, Effective July 23, 2017  Providing for the Establishment of Smoke-Free Environments in Public and Enclosed Places <a href="http://www.officialgazette.gov.ph/downloads/2017/05may/20170516-EO-26-RRD.pdf">http://www.officialgazette.gov.ph/ downloads/2017/05may/20170516-EO-26-RRD. pdf</a>
<b>12. Volunteer Act of 2007</b>	Republic Act 9418  An act institutionalizing a strategizing for rural development, strengthening volunteerism and for other purposes. <a href="http://www.pnvsc.gov.ph/resources/references/RA9418.pdf">http://www.pnvsc.gov.ph/resources/ references/RA9418.pdf</a>

<b>13. Environmental Awareness and Education Act</b>	<p>Republic Act 9512 An act to promote environmental awareness through environmental education and for other purposes. <a href="https://www.senate.gov.ph/public Acts/ra%209512.pdf">https://www.senate.gov.ph/public Acts/ra%209512.pdf</a></p>
<b>B. CHED Memorandum Orders / TESDA</b>	
<b>14. Random Drug Testing (CHED)</b>	<p>CHED Memorandum Order No: 62 Series of 2017 in accordance of pertinent provisions under Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994" and Pursuant to Section 36 (c) of Article III of RA 9165 otherwise known as the "Comprehensive Dangerous Drugs Act of 2002 - An act that requires all private schools, college and universities to conduct a random drug testing among the students and employees to have a drug free environment.</p> <p><a href="http://api.ched.ph/api/v1/download/4744">http://api.ched.ph/api/v1/download/4744</a></p>
<b>15. Mandatory Drug Testing (TESDA)</b>	<p>TESDA Order No. 239 Series of 2016 "Creation of TESDA Technical Working Group on Mandatory Drug testing of trainees and TESDA personnel. - This is also in accordance with RA 9165 "Comprehensive Dangerous Drugs Act of 2001" - An act that all students are required to have a mandatory drug testing.</p> <p><a href="http://www.tesda.gov.ph/News/Details/15583">http://www.tesda.gov.ph/News/Details/15583</a></p>

<b>16. Off-Campus Activity &amp; Fieldtrips (CHED)</b>	<p>CHED Memorandum Order No. 17, Series of 2012: "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students"</p> <p>These policies and guidelines covers the educational tours and field trips in the Philippines duly required in the approved curriculum of authorized higher education programs of both public and private HEIs.</p> <p>In relation to CHED Memorandum Order No. 23, Series of 2009: "Guidelines for Student Internship Program in the Philippines for All Programs with Practicum Subject."</p>
<b>17. Establishing Guidelines and Policies on Gender and Development</b>	<p>CHED Memorandum Order No. 1, series of 2015.</p> <p>These Guideline seek to introduced and institutionalized gender equality, and gender responsiveness and sensitivity in the various aspects of Philippine higher education.</p> <p><a href="http://web.ched.gov.ph/cmo-1-s-2015/">http://web.ched.gov.ph/cmo-1-s-2015/</a></p>
<b>C. CIIT IT-Related Guidelines</b>	
<b>18. Student Data Retention &amp; Archiving</b>	<p><a href="http://confluence.ciit.edu.ph:8090/pages/viewpage.action?spaceKey=CH&amp;title=00050+-+Student+and+Instructor+Data+Retention+and+Archiving">http://confluence.ciit.edu.ph:8090/pages/viewpage.action?spaceKey=CH&amp;title=00050+-+Student+and+Instructor+Data+Retention+and+Archiving</a></p>
<b>19. YRooms Booking and Reservation Guidelines</b>	<p><a href="http://confluence.ciit.edu.ph:8090/pages/viewpage.action?pageId=39092611">http://confluence.ciit.edu.ph:8090/pages/viewpage.action?pageId=39092611</a></p>

# Affidavit of Conformity

I acknowledge and understand that my admission to CIIT College of Arts and Technology signifies my agreement and consent for the institution to carry out these stipulated rules and regulations governing conduct and discipline. I agree that these rules are valid as they are based on the constitutional right of schools of higher learning to prescribe conditions deemed appropriate for the improvement of the institution and for effective learning process.

I recognize and accept that my continued stay in the Institution is subject to compliance with prescribed discipline policies, rules and regulations.

I am fully aware that the school, in cases of disagreement, grievances and crisis will decide and make known what is appropriate for the interest of everyone concerned.

I understand and accept that the school can either dismiss or expel me if I would be found having violated the conditions of this affidavit, as well as having falsely certified any information stated within.

I therefore pledge to abide by and follow what is required by the provisions in the Student Handbook without any hesitation and mental reservation. I further understand that the Institution reserves the right to amend any or all of the provisions contained herein as they see fit for the development of its organization.

I am executing and affixing my name and signature in this affidavit of conformity as a proof that I have read and understood the contents of this Student Handbook.

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*Signature of Student Over Printed Name*

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*Signature of Parent / Guardian over Printed Name*

*Date signed* \_\_\_\_\_

# Consent To Use Of Work/s

I irrevocably consent to and authorize CIIT COLLEGE OF ARTS AND TECHNOLOGY INC. ("CIIT") to use my work/s, whether literary, artistic, photographic, or in any other form as described below (hereafter, "the work/s") in its activities, including the development of its marketing, advertising, communications, and promotional materials, in any manner that it may deem suitable in its sole discretion, throughout the world and in perpetuity:

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I understand that I will continue to own and hold copyright over the work/s and that CIIT undertakes (i) not to sell, sub-license, or seek to profit from the use of the work/s, which will be restricted to the activities referred to in Paragraph 1, and (ii) to ensure attribution of the work/s to me as author or holder of the copyright, where appropriate.

I understand that CIIT may use my work/s and may modify, alter, edit, crop, or combine such work/s with other forms of work/s without further notifying me or securing my permission. I understand further that CIIT may display, exhibit, reproduce, publish, disseminate, or distribute such work/s in any media whatsoever, in connection with its activities. I waive any right to inspect and/or approve the use of the work/s by CIIT.

I acknowledge and consent to the use of my personal information that may be collected and processed in connection with the use of such work/s, in accordance with the Data Privacy Act of 2012.

I waive any right to be compensated for the use of such work/s and release CIIT, including its officers, directors, employees, consultants, and representatives, from any and all claims, actions, or demands of any kind or nature in connection with the use of such work/s.

I have read and understood this form prior to signing it and affix my signature to indicate my consent.

Date:	
Printed Name:	
Signature:	
Address:	
Contact number/s:	
If minor, printed name and signature of parent/legal guardian:	

**[www.ciit.edu.ph](http://www.ciit.edu.ph)**

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