



THE STUDENT **HANDBOOK**



iACADEMY




 School of Computing  School of Business  School of Design



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STUDENT COMMITMENT

I have read and understood the provisions of the official iACADEMY Student Handbook (the "Handbook").

I will faithfully conduct myself as a student of iACADEMY according to the rules, regulations, policies, and standards outlined in the Handbook. I impose upon myself this voluntary obligation without mental reservation or purpose of evasion.

I will be solely accountable for any infraction of the provisions of the Handbook.

Signature of Student over Printed Name

Year and Program/Specialization

Date

FOREWORD

This is the iACADEMY Student Handbook ("Handbook"). The Handbook contains information on policies for the students. iACADEMY expects all students to conform to the policies stipulated herein to maintain the order and discipline in the school community.

The students are required to acquaint themselves with the Handbook's contents. The rules, regulations, policies, directives, and norms as set forth herein are based on the set standards of iACADEMY, the directives of the Commission on Higher Education (CHED), and other duly recognized governing bodies.

iACADEMY Administration

iACADEMY VISION

iACADEMY envisions global recognition for developing innovative programs that hone future leaders and visionaries in fields that contribute significantly to progress and growth in society.

iACADEMY MISSION

iACADEMY commits to produce future leaders and trailblazers by providing a venue for the incubation and realization of ideas through lasting and meaningful partnerships with leading industry players.

The institution intends to inspire its students to pursue their passions and be of service to mankind by developing real-world solutions to pressing global issues.

iACADEMY – THEN AND NOW

Established in 2002, iACADEMY aims to address the mismatch between the graduates of academic institutions and the needs of the industry. iACADEMY, under the watchful eyes of founders Eusebio H. Tanco and Washington Z. Sycip, opened its doors to seventy-two students in June 2002.

iACADEMY has always offered courses that develop the technical and creative skills of its students. The first seventy-two students were enrolled in the following initial programs: BSBA e-Management, BSCS Software Engineering, BSCS Network Engineering, and BSIT Digital Arts.

To enhance its curriculum and to better equip its students, iACADEMY partnered with IBM Philippines in June 2003. Two years later, the Computer Science and Information Technology program offerings were granted recognition with zero deficiency by the Commission on Higher Education (CHED). This recognition is a rare feat even for any established university.

To answer the changes in the industries, new courses were offered like (BS Entrepreneurship 2003), BSBA Marketing and Advertising (2004), BS Animation (2007), BS Fashion Design and Technology (2011), AB in Multimedia Arts and Design (2011), and BS Game Development and Programming (2011).

In 2009, WACOM, the world's leading manufacturer of interactive pen displays, pen tablets, and digital interface solutions, became iACADEMY's training partner. With this partnership, iACADEMY's Animation and Multimedia programs have been tremendously enhanced. iACADEMY's educational services are now at par with prestigious international colleges and universities.

In 2010, IBM appointed iACADEMY as the first IBM Center of Excellence in the ASEAN Region and the first Lotus Academic Institute. After only eight years of operation, iACADEMY proved to be one of the best training grounds for future IBM professionals. The appointment was an affirmation of the strong curriculum of iACADEMY.

In 2011, just a few months after iACADEMY opened its BS Fashion Design and Technology program, it was chosen by Solar Entertainment Corporation to be the official partner school and workspace of Project Runway Philippines Season 3, the highly acclaimed fashion design reality TV show that has produced some of the finest fashion designers of the Philippines.

iACADEMY has been offering more opportunities for its students to have hands-on training during their internship. With a total number of nine hundred sixty (960) hours of practicum in over three hundred multi-national partner companies, iACADEMY students are given real work opportunity to apply the concepts and theories learned in the classrooms and laboratories.

Having more hours in internship ensures that students are prepared for the challenges in the global workplace.

iACADEMY ensures smooth and well-balanced implementation of co-curricular and extra-curricular activities of the different student organizations. Furthermore, iACADEMY supports community programs and activities such as Operation Smile and Run for Ilog Pasig, among others.

The strong curriculum and the dynamic activities are all part of iACADEMY's endeavors. The effectiveness of the curriculum of iACADEMY may be gleaned from the excellent performances of its students in inter-school competitions. Several iACADEMY students have received recognition for the talents and skills they exhibited during contests.

iACADEMY develops holistic and global graduates. Graduates of iACADEMY stand out in the field of their choice. Their educational preparation, enhanced by intensive trainings in the workplace and interactions with various groups of people, have enabled them to tower over the rest. It is they who can very well attest to the dynamic and strong curriculum offerings of iACADEMY.

Aside from quality instruction from the faculty, iACADEMY boasts of state-of-the-art facilities. Each facility is furnished with modern equipment and the latest software that help the students maximize their learning.

The library houses the best collection of books and other reading materials for various fields of knowledge. The classrooms are the venues for most of the academic learning, while the computer laboratories provide students with simulated workplace set-up. The various conference rooms and other offices serve as venues for student organizational meetings as well as for general assemblies and other related events.

Ms. Vanessa L. Tanco, President and Chief Executive Officer of iACADEMY, has led iACADEMY to greater heights -- continuous enrollment growth, development of curricula, enhancement of facilities, partnership with industry leaders, placement of graduates in leading companies, among others - in the short period she has been at the helm of iACADEMY. After seeing iACADEMY's first 10 glorious years, Ms.Tanco sees greater opportunities in the years ahead.

At iACADEMY, the possibilities are truly endless.

SECTION 1: ADMISSIONS AND ENROLLMENT

The following requirements must be submitted to the Registrar's Office before admission to any academic program:

For Freshmen:

- Original copy of Form 138 (Fourth Year Report Card or its equivalent);
- National Statistics Office (NSO) copy of Birth Certificate;
- Original copy of Certificate of Good Moral Character from the Principal, Guidance Counselor, or Class Adviser;
- Three (3) pieces of 2" x 2" identification pictures;
- Enrollment Application Form;
- Original copy of Test Results Report signed and stamped "FOR ENROLLMENT"; and
- Original copy of the Official Receipt of Reservation (if applicable).

For Transferees:

- Original or certified true copy of Transcript of Records (TOR);
- NSO copy of Birth Certificate;
- Original copy of Certificate of Transfer Eligibility or Certificate of Transfer Credential;
- Original copy of Certificate of Good Moral Character from previous school;
- Three (3) pieces of 2" x 2" identification pictures;
- Enrollment Application Form;
- Original copy of Test Results Report signed and stamped "FOR ENROLLMENT"; and
- Original copy of the Official Receipt of Reservation (if applicable).

For Foreign Students:

- Photocopy of Passport (original copy of passport must be presented for comparison);
- Original or certified true copy of Secondary School Records;
- Original Recommendation Letter from the Principal, Guidance Counselor, or Class Adviser;
- Original copy of Certificate of Good Moral Character;
- Three (3) pieces of 2" x 2" identification pictures;
- Duly authenticated copy of Birth Certificate;
- Photocopy of Alien Certificate of Registration (original copy of Alien Certificate of Registration must be presented for comparison);
- Photocopy of Student Visa (original copy of Student Visa must be presented for comparison);
- Enrollment Application Form;
- Original copy of Test Results Report signed and stamped "FOR ENROLLMENT"; and
- Original copy of the Official Receipt of Reservation (if applicable).

SECTION 2: ENROLLMENT POLICIES

Enrollment Procedure

Phase 1:

Academic Advising/Pre-Enlistment (before the end of the current term)

Step 1:

Student secures Enlistment Form from the Academics Office.

Step 2:

Student must then approach their Program Chair/Dean for Academic Advising/Pre-Enlistment.

NOTE:

Transferee students must have a copy of their subject crediting.

Pre-Assessment/Registration Forms will be released during the scheduled enrollment date.

Phase 2: Enrollment Proper

Step 1:

During their scheduled enrollment date, the student will proceed to the Academics Office for issuance of Pre-Assessment/ Registration Form and checking of deficiencies/failures in their grades.

- a.** If with deficiency, approach the Program Chair for advising and approval of subjects for enlistment.
- b.** If without deficiency, proceed to Step 2.

Step 2:

Submit Pre-Assessment/Registration Form to the Registrar's Office. Final Assessment/Registration Form will then be printed.

NOTE:

Students with accountability/incomplete clearance will have their Assessment/Registration Form on hold.

Student Load

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

A. Regular Load

A student taking a regular load is enrolled in not less than twelve (12) units and not more than twenty-one (21) units per term (not including NSTP and Euthenics).

B. Underload

A student may take less than twelve (12) units only under the following conditions:

- health reasons;
- academic probation;
- student is graduating and the remaining units is less than twelve (12) or
- unavailability of the subject(s) needed.

C. Overload

Only graduating students in a particular term may take additional six (6) units in excess of the maximum load of twenty-one (21) units.

Changes in Subjects Enrolled

A student may change (add, drop, or replace) his/her enrolled subject(s) within two (2) weeks after the start of the term.

Procedure:

- a. Secure a Subject Change Form from the Registrar's Office.
- b. Secure the approval of the Program Chair.
- c. Submit the fully-accomplished form to the Registrar's Office.
- d. Get new Registration Form from the Registrar's Office.
- e. Pay additional fees (if any) to the Cashier.

Special Classes

Special classes are classes that are not regularly offered in a given term (based on the curriculum). They can be offered only to graduating students who need a subject that is not offered during his/her last term in school. A special class fee on top of the tuition is charged to the student if the class has less than ten (10) enrollees.

The special class is subject to the approval of the Program Chair, Registrar, and College Dean.

Class List

A student may attend only those classes in which his/her name appears on the official class list. Should the student find that his/her name is not on the official class list, he/she must immediately inform the instructor and verify his/her enrollment at the Registrar's Office.

Issuance of Identification (ID) Card

For security and safety purposes, iACADEMY will issue every student an official Identification (ID) Card with a corresponding student number. This is valid for the entire term and must be worn conspicuously while inside the School Premises. iACADEMY strictly implements the “No ID, No Entry” policy.

A student who fails to bring his/her ID Card must:

- a.** Present any of the following documents for identification:
registration form/official receipt/library card or any other card identifying him/her as an iACADEMY student; and
- b.** Fill-out the Temporary Card Form, and sign the logbook at the Security Officer's Area. The temporary ID Card is good for one (1) day only.

A student whose ID card is lost or damaged:

- a.** For lost ID Card, the student must present an Affidavit of Loss to the Registrar's Office with any of the following documents: registration form, library card, official receipt, or any alternative ID Card that would prove enrollment at iACADEMY and pay the corresponding fee for the replacement ID Card.

- b.** For damaged ID Card, the student must surrender the same to the Registrar's Office with any of the following documents: registration form, library card, official receipt, or any alternative ID that would prove enrollment at iACADEMY and pay the corresponding fee for the replacement ID Card.

In both cases, the Registrar's Office gives the student a temporary ID Card. The student can use the temporary ID Card until a new one is available. To claim the new ID Card, the student must surrender the temporary ID Card together with the receipt to the Registrar.

Program Shifting

A student may be allowed to change his/her program or field of concentration. He/She must apply for a program shift (HOW LONG?) before the start of enrollment. The student must:

- a.** Consult with the Guidance Counselor about the matter. The Counselor will help the student arrive at a good decision on the basis of the student's abilities and interest.
- b.** Get the Program Shifting Form at the Registrar's Office.
- c.** Fill out the Program Shifting Form and obtain endorsement from the current Program Chair and the approval of the new Program Chair and College Dean.
- d.** Return the accomplished Program Shifting Form to the Registrar's Office before the enrollment period.

Leave of Absence

- a.** An iACADEMY student is expected to enroll each term until he/she has completed the course. In some meritorious cases, he/she may apply for an official Leave of Absence (LOA) at the Registrar's Office subject to the approval of the College Dean. This should be done before the last day of enrollment of the term to which the LOA is being applied for.
- b.** The student should neither enroll nor study in another school during the LOA period.
- c.** The duration of LOA is only effective for one term.
- d.** The procedure is as follows:
 - 1.** The student must accomplish the LOA Form which can be obtained from the Registrar's Office.
 - 2.** The student will need to go to the different departments for clearance and get the approval of his/her Program Chair and the College Dean.
 - 3.** The accomplished LOA form must be returned to the Registrar's Office for processing.

- e.** A student who did not file for LOA before the last day of enrollment will be considered as Absent Without Leave (AWOL), while a student who did not file for LOA while the term is on-going will automatically receive a grade of FA (Failure Due to Absences) and will also be considered as AWOL. iACADEMY reserves the right to reject a student's request for re-admission.
- f.** A student who wishes to extend his/her LOA must apply in person or send a representative before the current term ends.
- g.** A student returning from an official LOA must apply for re-admission through the Registrar's Office. The procedure is as follows:

 - 1.** The student must secure a Re-Admission Form at the Registrar's Office before the enrollment period for the term in which he/she plans to re-enroll.
 - 2.** The student must accomplish the Re-Admission Form and obtains the endorsement of the Program Chair and the approval of the Dean. The student returns the accomplished Re-Admission Form to the Registrar's Office for processing.

Discontinuance of Studies

A student who wishes to discontinue his/her studies at iACADEMY and transfer to another school must fill-out a Withdrawal Form from the Registrar's Office. The student will need to go to the different departments for clearance and get the approval of his/her Program Chair and the College Dean.

SECTION 3: FEES AND SCHOLARSHIPS

Schedule of fees and due dates are posted on the bulletin boards of iACADEMY before and during the enrollment period.

The Finance Office is responsible for the proper assessment and collection of fees. The tuition per unit rate is multiplied by the number of units enrolled. The total payment is based on the total tuition and other miscellaneous fees.

Payment of the required fees is done on the regular days specified in the enrollment materials and bulletin board announcements. They are payable on a per term basis by the chosen mode of payment.

Withdrawal of Enrollment

- a.** Upon enrollment, a student pays for part or all of the required tuition and other fees for the term. When a student enrolls, it is understood that he/she is enrolling for the entire term. A student is considered officially enrolled if he/she has paid for the required tuition and other fees whether in full or installment basis.

- b.** Officially Enrolled Students who withdraw their enrollment before the official start of classes shall be charged two thousand five hundred pesos (PhP 2,500.00).
- c.** Officially Enrolled Students who withdraw their enrollment after the start of classes, and have already paid the pertinent tuition and other school fees in full or for any length longer than one month (regardless of whether or not he has actually attended classes) shall be charged the retention fee as stipulated in CHED Manual of Regulations for Private Higher Education (MORPHE) of 2009:
- Within the first week of classes – twenty-five percent (25%) of the total school fees.
 - Within the second week of classes – fifty percent (50%) of the total school fees.
 - Beyond the second week of classes – one hundred percent (100%) of the total school fees.

Procedure

1. The student must accomplish the Withdrawal Form which can be obtained from the Registrar's Office.
2. The student must go to the different departments for clearance and get the approval of his/her Program Chair and the College Dean.
3. The student must submit the duly accomplished form to the Registrar's Office for processing.

NOTE: Transcript of Records will not be released to students who have outstanding accounts.

Scholarships

A. Academic Scholarships

Academic scholarships are given to students who excelled academically in a given term. The scholarship is in the form of tuition fee discounts given on the succeeding term.

Privilege: Fifty percent (50%) discount on tuition only

- Be enrolled in at least 12 units for the current term (not including NSTP Euthenics, and subjects with non-numeric grades).
- have a General Weighted Average (GWA) of 1.25 for the current term;
- not incur any failing grades in any of his/her subjects for the current term;
- not be charged with any violation of school rules and regulations for the current term;
- be an active participant of activities initiated by the Office of Student Affairs;
- be an active member of an accredited student organization of iACADEMY.

Note:

This is subject to availability of scholarship slots. If there are more recipients than scholarship slots, then students will be ranked according to their GWA. This scholarship is not automatic; it must be applied for by the student during the enrollment period of the succeeding term.

B. iACADEMY Financial Assistance Program

This scholarship is bursary in nature. It is given to students who are affected by calamities such as natural disasters, fire, war, and other events which affected the student's paying capacity for a particular term.

Privilege: Twenty percent (20%) discount on tuition only

Requirements: The student must:

- have a residency of at least two terms with a cumulativeGWA of 2.0;
- submit the following for committee evaluation:
 - Parents' certified Income Tax Return (ITR);
 - Copy of parents' certificate of employment specifying the salary received monthly; and
 - An application letter stating what transpired in the previous term that warrants the request for financial assistance for the succeeding term.
 - Other documents that can validate the circumstances surrounding the application.
- not incur any failing grade in any of his/her subjects for the current term;
- not be charged with any violation of school rules and regulations for the current term;
- be an active participant of activities initiated by the Office of Student Affairs; and
- be an active member of an accredited student organization of iACADEMY.

Note: This is subject to availability of scholarship slots. This scholarship is not automatic; it must be applied for by the student during the enrollment period of the succeeding term.

- c.** A student may not enjoy both types of scholarships. If a student is qualified for both academic and financial assistance, only the one with the higher value will be awarded.

VANESSA L. TANCO PRESIDENTIAL SCHOLARSHIP BSCS-SE Program

In keeping with its mission to support the scholastic endeavors of young adults, iACADEMY gives scholarships to recognize high school seniors' outstanding academic achievements and great potential to contribute to community involvement.

BASIC REQUIREMENTS:

1. Duly accomplished application form
2. One (1) 2" x 2" photo (taken within the last 3 months)
3. Certified true copy of 3rd year high school grades/ report card
4. Most recent certified true copy of grades/report card up to 2nd quarter of 4th year high school
5. Location Map of family residence
6. Two recommendation letters from the principal, guidance counselor or class adviser
7. Certificate of good moral character
8. Income Tax Return (ITR) of parents or BIR Certification of Exemption from Filing ITR if unemployed
9. Current certificate of employment of parents stating
 - a. Designation or position in the company
 - b. Annual Salary
 - c. Benefits accruing to the parent/s
10. Electricity, telephone and water bills (latest 2 months)

Note: Application submitted with incomplete requirements will not be processed.

QUALIFICATIONS:

1. The applicant must be a Filipino Citizen.
2. The applicant must be a bona fide student of any Public High School located within Metro Manila with a population of at least 200 graduating students.
3. The applicant must have a GWA of at least 80 in 3rd year.
4. The applicant must be a candidate for graduation of the current year.
5. The applicant must be from the top 10% of the graduating batch.
6. The applicant must enroll in the Bachelor of Science in Computer Science with Specialization in Software Engineering program.
7. The applicant must be of good moral character and must not have been the subject of any disciplinary action by the school nor have been convicted of any crime.
8. The annual gross income of the applicant's family must not exceed Php 300,000.00.
9. The applicant must undergo and pass a series of qualifying exams.

10. The applicant must submit all required forms and documents and agree to be interviewed by the Selection Committee.
11. The applicant must be in good health.
12. The applicant must have no current employment or lucrative occupation.

REASONS FOR DISAPPROVAL OF SCHOLARSHIP APPLICATION:

1. Misrepresentation of information and/or falsification of documents
2. Other reasons confirmed by the school

BENEFITS:

- Full amount of tuition, miscellaneous, and laboratory fees
- Book allowance
- Transportation allowance
- Food allowance

AVAILABLE SLOTS:

- 5 – BS Computer Science with Specialization in Software Engineering

RENEWAL:

Renewal of scholarship is NOT automatic. The scholarship is renewed provided the scholar:

- Complies with the rules of the school on probation and good scholastic standing;
- Maintains a General Weighted Average (GWA) of at least 1.4 every semester and with no grade below 2.0 in any subject;
- Carries the normal load prescribed by the Software Engineering program;
- Must be of good moral character, must have not been convicted of any crime and must not have been subject of any disciplinary action by the school; and
- Does not shift out of the Software Engineering program, nor go on leave of absence without the approval of the Office of the College Dean and Office of the President.

VANESSA L. TANCO PRESIDENTIAL SCHOLARSHIP

Design and Arts Program

This scholarship program is given to incoming freshmen who have shown exceptional artistic merit at the high school level. Scholarships are awarded based on artistic ability, scholastic achievement, and letters of recommendation.

BASIC REQUIREMENTS:

1. Completed Design and Arts Application form
2. Two (2) sealed letters of recommendation. One letter of recommendation must be from a current or past instructor familiar with the applicant's artistic qualifications and a second letter from the principal, guidance counselor or class adviser.
3. One (1) 2" x 2" photo (taken within the last 3 months)
4. Portfolio

The portfolio should include 4 images of the applicant's artwork. All materials should be labeled with the artist's name, title of each piece (if any), media, dimensions and year completed. Portfolio artwork may include drawings, paintings, graphic design, printmaking, interior design, 3D art, photography, ceramics, digital works, mixed media, or sculptures.

5. Certified true copy of 3rd year high school grades/ report card
6. Most recent certified true copy of grades/report card up to 2nd quarter of 4th year highschool
7. Location Map of family residence
8. Essay
9. Certificate of good moral character
10. Income Tax Return (ITR) of parents or BIR Certification of Exemption from Filing ITR if unemployed
11. Current certificate of employment of parents stating
 - Designation or position in the company
 - Annual Salary
 - Benefits accruing to the parent/s
12. Electricity, telephone and water bills (latest 2 months)

Note: Application submitted with incomplete requirements will not be processed.

QUALIFICATIONS:

1. The applicant must be a Filipino Citizen.
2. The applicant must be a bona fide student of any Public High School located within Metro Manila with a population of at least 200 graduating students.
3. The applicant must not have a failing grade.
4. The applicant must be a candidate for graduation of the current year.
5. The applicant must enroll in any Design and Arts Program.
6. The applicant must be of good moral character and must not have been the subject of any disciplinary action by the school nor have been convicted of any crime.
7. The annual gross income of the applicant's family must not exceed Php 300,000.00.
8. The applicant must undergo and pass a series of qualifying exams.
9. The applicant must submit all required forms and documents and agree to be interviewed by the Selection Committee.
10. The applicant must be in good health.
11. The applicant must have no current employment or lucrative occupation.

REASONS FOR DISAPPROVAL OF SCHOLARSHIP APPLICATION:

1. Misrepresentation of information and/or falsification of documents
2. Other reasons confirmed by the school

BENEFITS:

- Full amount of tuition, miscellaneous, and laboratory fees
- Book allowance
- Material Allowance
- Transportation allowance
- Food Allowance

AVAILABLE SLOTS:

5 – Any Design and Arts Program

RENEWAL:

Renewal of scholarship is not automatic. The scholarship is renewed provided that the scholar:

- Complies with the rules of the school on probation and has good scholastic standing;
- Maintains a General Weighted Average (GWA) of at least 2.0 every trimester and with no failing grade in any subject;
- Carries the normal load prescribed by the Digital and Arts program;
- Must be of good moral character, must have not been convicted of any crime and must not have been subject of any disciplinary action by the school; and
- Does not shift out of the Digital Arts program, nor go on leave of absence without the approval of the Office of the College Dean and Office of the President.

SECTION 4: CLASS ATTENDANCE POLICY

1. A student is expected to attend his/her classes punctually and regularly. It is the responsibility of the student to catch up on the lessons missed during any absence.

2. Tardiness/Late

A student is considered late if he/she comes after the start of the class. A student is considered absent if he/she comes in after:

- The first twenty (20) minutes of a sixty (60) minute class
- The first forty (40) minutes of a one hundred and twenty (120) minute class
- The first sixty (60) minutes of a one hundred and eighty (180) minute class

One late will be considered as a half-absence.

A student who leaves the class before the end of the class period will be considered as absent for that meeting

3. Maximum Allowable Absences

As stipulated in the CHED MORPHE of 2009, a student is allowed to be absent for no more than twenty percent (20%) of the total class time. This includes absences due to late enrollment. A student will therefore be given a grade of FA (failure due to absences) for a subject if he/she is absent for more than three (3) times (for classes that meet once a week).

4. Excused or Approved Absences

Excused or approved absences are limited to the following cases:

- a. Absences because the student represented iACADEMY in an official function or activity as authorized by the College Dean.
- b. Absences due to a severe illness or accident as certified by an attending physician.
- c. Absences because of the death of next of kin (grandparent, parent, brother or sister, spouse, or child certified by a copy of the death certificate.

5. Waiting Period

Students are required to wait for the instructor to arrive within the first third fraction of the class duration. A student may leave the class if the instructor fails to come after the first twenty (20) minutes of a sixty (60) minute class, the first forty (40) minutes of a one hundred and twenty (120) minute class, or the first sixty (60) minutes of a one hundred and eighty (180) minute class, unless an alternate activity is given by the subject instructor.

6. A student who is not on the official class list cannot attend that class.

SECTION 5: SUSPENSION OF CLASSES

1. iACADEMY will follow the declaration of class suspension from CHED and/or the Local Government of Makati.
2. All academic and social activities in the College will be suspended automatically when typhoon signal number three (3) is raised.
3. iACADEMY administration can suspend academic and social school activities if the students' safety is threatened. This can be done even if there is no typhoon signal.
4. If the government allows iACADEMY the discretion to suspend classes, official announcement shall be posted within the college premises, website, Facebook page, and Twitter.
5. iACADEMY reserves the right to extend the school calendar to make up for class days missed in case of class suspension.

SECTION 6: MAKE-UP/ADVANCE CLASSES

iACADEMY gives priority to academic classes. If classes are cancelled due to unavoidable circumstances, make-up classes will be scheduled. Students will be informed of the date and time of the make-up class.

SECTION 7: EXAMINATIONS

I. Final Examinations

Students are informed of the final examination dates through the bulletin board at least two (2) weeks before the schedule. Students are advised to settle all financial obligations before taking the final examinations. Students who fail to fully settle their unpaid accounts will not receive their clearance and will not be allowed to enroll for the next term.

II. Special Examinations

Aside from the major examinations, such as mid-term and final examinations, a student may be given long examinations. In case the student fails to take any of the examinations due to a sickness or an approved absence, his/her instructor may schedule special examinations. If such is the case, the student is expected to communicate the circumstance of his/her absence to the instructor.

III. Conduct During Examinations

During any kind of examination, students are expected to:

- a. Remain in their seats once the examination has commenced. Should there be a need to leave the room or to transfer seats they should first inform their instructor/proctor.

b. Have only the required materials on their desks and to remove from their person objects such as cellular phones and/or other electronic devices unnecessary for the conduct of the examination.

c. Remain silent during the entire duration of the examination. Any indication of communication with other students will be considered an act of cheating.

Anyone caught cheating is subjected to a disciplinary action and automatically receives a grade of 5.0 in the subject.

SECTION 8: GRADING SYSTEM

iACADEMY adopts the following grading system with the corresponding equivalences in most classes. In some classes, the faculty can use an adjusted grading equivalence scale. At the start of the term, the students are informed of the grading scale to be used by the faculty in charge of the class.

GRADE	EQUIVALENT	DESCRIPTION
1.00	98 - 100%	EXCELLENT
1.25	95 - 97%	
1.50	92 - 94%	
1.75	89 - 91%	Very Good
2.00	86 - 88%	
2.25	83 - 85%	
2.50	80 - 82%	Satisfactory
2.75	77 - 79%	
3.00	75 - 76%	Fair
5.00	Below 75%	Failed due to poor performance
OD	Officially Dropped	Dropped officially from the subject within the prescribed period
UD	Unofficially Dropped	Enrolled but never attended their class and did not file for withdrawal or dropping of subject
FA	Failure Due to Absences	Student exceeded the maximum allowable absences
IP	In Progress	Applicable for students doing their internship if they have not yet completed the required number of hours before the submission of the final grade
OW	Officially Withdrawn	Withdrawn from the program officially
UW	Unofficially Withdrawn	Withdrawn from the program without official notice
P	Passed	To be used specific subjects having non-numeric grades
F	Failed	

Grades for all subjects prescribed in the curriculum, except for NSTP, Euthenics, and subjects with non-numeric grades, are included in the computation of the General Weighted Average (GWA).

Computation of the GWA is as follows:

1. Multiply the number of units of each subject prescribed in the curriculum by the final grade points to get the honor points per subject.
2. Add the credit points of all the subjects to get the total credit points.
3. Divide the total honor points by the total credit points.

Sample of computation of GWA:

Subjects	Units	Grades	Honor Points
INFOTEC	3	1.50	4.50
GENPSYC	3	1.25	3.75
FILONE	3	1.00	3.00
COMART1	3	1.25	3.75
ECONTAX	3	1.75	5.25
ALGEBRA	3	2.25	6.75
TOTAL	18		27.00

SECTION 9: SCHOLASTIC DEFICIENCY

I. Enrollment Ineligibility

If a student accumulates thirty (30) units of failing marks at the end of any school year, he/she is ineligible for enrollment in succeeding trimesters.

If a student exceeds thirty (30) units of failing marks and his/her remaining units is sixty-six (66) or less, he/she will be suspended for one (1) trimester. A suspension of one (1) trimester will be meted out for any failure in any of the previous trimesters.

If a student fails a subject, but upon retaking the same gets a grade of 2.0 or higher, said subject will no longer be counted in the number of accumulated failing marks. However, the failure will still be reflected in the transcript of records and is still included in the computation of the cumulated GWA.

II. Academic Probation

If a student fails in more than 50% of the enrolled subjects, he/she will be placed on Academic Probation for the succeeding trimester. The Program Chair/ College Dean can limit the number of subjects enrolled for students under Academic Probation.

III. Maximum Residency

iACADEMY implements a maximum residency for all students.

The maximum residency should be equivalent to an additional fifty percent (50%) of the total number of years of the program. For a four-year program, the maximum residency is six (6) years (including terms in which the student went on LOAs).

A student who goes beyond the maximum residency is subject to an evaluation before being allowed to enroll. iACADEMY reserves the right to refuse re-admission.

In addition to this, student who go beyond the maximum residency may be required to take refresher courses to ensure that they are up-to-date with the requirements of the program. They may also be required to migrate to the most recent curriculum version.

SECTION 10: GRADUATION

I. Conferring a Degree

A student is conferred his/her degree upon passing and completing the required number of units and subjects in the curriculum. It is the responsibility of the student to keep track of the subjects/units he/she has completed during his/her entire stay at iACADEMY.

II. Application for Graduation

Candidates for degrees should apply to graduate by submitting an Application for Graduation to the Registrar's Office. Students should apply for graduation on the seventh (7th) week of their second to the last term of study.

Procedure:

- a. The student should get the Application for Graduation Form at the Registrar's Office during the specific dates that will be set by the Office.
 - b. The student must the Form and submit it to the Registrar's Office.
 - c. The student will be advised regarding the status of their application on the schedule set by the Registrar's Office.
3. Only those students who have completed the curriculum and other requirements of the school by the end of the third term will take part in the commencement exercises.

SECTION 11: HONORS AND AWARDS

I. Dean's List

iACADEMY recognizes exemplary performance in academics. The Dean's List is posted at the end of each term on the school's bulletin board.

A student qualifies for the Dean's List, if he/she has:

- A GWA of 1.25 or higher for First Honors
- A GWA of 1.50 or higher for Second Honors
- Not committed any major offense during that particular term
- No grade lower than 2.50 in any subject
- Enrolled in not less than twelve (12) units (not including NSTP and Euthenics)

II. Graduation Merits

A student receives Graduation Merits of Summa Cum Laude, Magna Cum Laude, Cum Laude, or Honorable Mention if he/she has:

- Maintained academic excellence all throughout his/her stay at iACADEMY
- Completed at least a three-year residency
- Taken at least eighty percent (80%) of the total curriculum credits at iACADEMY

Graduation Merits follow this GWA scale:

Summa Cum Laude	1.10
Magna Cum Laude	1.30
Cum Laude	1.50
Honorable Mention	1.70

The following are the causes for disqualification for graduation merits:

- Failure in any subject
- Two grades of 2.75 in any academic course
- One grade of 3.0 in any academic course
- A major disciplinary case during his/her stay in iACADEMY

SECTION 12: STUDENT SERVICES

I. Information and Orientation Services

This program provides students with basic information about the school and its officials, academic and curricular activities, and materials that can help them adjust to college life.

II. School Health and Wellness

Taking cognizance of the importance of the various health issues being encountered by students, this service is responsible for promoting their health, safety, and well-being.

a. Medical Check-ups

All first year students and transferees are required to undergo a medical check-up conducted by the accredited health care service provider of iACADEMY.

The Medical Check-up consists of the following:

- Physical Examination
- Chest X-Ray
- Complete Blood Count
- Urinalysis
- Fecalysis (stool exam)
- Visual Activity test

Clinic hours are subject to change depending on the schedule of the health care provider.

b. General Health Advisory

This program promotes a healthy environment and prevention of infectious diseases. Students are expected to report to the clinic any suspicious occurrence of an infectious disease in the community for proper preventive measures.

c. Emergency Services and Urgent Care

- Students who require immediate care because of serious injury or life-threatening illnesses will be brought to a hospital's emergency department.
- Students with minor cases will undergo urgent care of the college nurse. They will receive first aid measures and administration of proper medicines for injuries or illnesses.

d. Illness / Injury Reports

This service ensures that parents or guardians are properly notified of accidents or illnesses of their child/ward and secures medical care for students in emergency cases (if parent or emergency contacts cannot be reached).

For serious illness or injury, the students will be referred to a better equipped clinic/hospital.

e. Issuance of iACADEMY Clinic Excuse Slips

A student with a medical condition is advised to inform the college clinic of his/her condition at the earliest possible opportunity.

To secure an excuse slip, the student must:

- Present a medical certificate indicating the nature or type of illness or injury, the date of confinement or consultation, and the physician's complete name, signature and PRC license number.
- Present a letter from parent/guardian with his/her complete name, signature and telephone/cell phone.

The student will be automatically given an excuse slip if the illness or injury occur within the college premises or during an iACADEMY sanctioned activity held outside the campus.

f. Dispensing of Medicines and Medical Supplies

This service ensures that first aid supplies are always available to students. It also includes the safekeeping and use of medical supplies.

SECTION 13: GUIDANCE AND COUNSELING

iACADEMY aims to develop its students holistically through the implementation of interactive programs that will build their confidence and competence so that they can become model global leaders and citizens. In so doing, opportunities for intellectual, spiritual, social, emotional, and physical growth are explored.

The Guidance and Counseling Unit is concerned with the development and resolution of cases or issues of students, instructors, and parents through the following programs:

1. Counseling - to help students, parents, and instructors in collecting information, exploring options, and making appropriate decisions.
2. Consulting - to help students who do not require direct counseling like assistance and referrals.
3. Coordinating - to help and direct students and parents in planning programs and activities for student's development and progress in his/her chosen career.
4. Appraising - to help measure students' needs, interest, intellectual functions, and academic performance.

The students are required to see their Guidance Counselor at least twice during their whole stay at iACADEMY. Students are required to have entrance and exit interviews. Also, they are encouraged to visit the Guidance and Counseling Office whenever they feel the need to do so anytime during office hours.

SECTION 14: STUDENT ACTIVITIES

As part of the thrust of iACADEMY to develop the students holistically, students who will assume the baton of leadership in various fields of work are given opportunities to develop their creative and leadership skills. The formation of student groups and conduct of activities and programs directed towards the social, cultural, physical, and recreational growth are iACADEMY's response to the need for future leaders and innovators.

I. Student Activities

The Office of Student Affairs and Services (OSAS) conducts the general supervision of all school-sanctioned student activities. These student activities must support and promote the goals and principles of iACADEMY.

The sponsoring organization (club officers and advisers or instructors-in-charge) has the direct responsibility of ensuring the success of the activity.

Student activities are classified into two (2) categories:

a. Co-curricular Activities

Co-curricular activities supplement the regular curriculum. These are planned, organized, and executed by the academic departments/areas or classes under the supervision of an Instructor-In-Charge/Program Chair. These activities must be noted and endorsed by the Program Chair for approval of the Dean of Student Affairs (otherwise known as "AVP-Student Affairs").

Co-curricular activities shall include (but are not limited to) field trips/academic exposure trips, seminars, conferences, workshops, contests, review classes, etc.

Invitations from outside entities must be approved by the Program Chair and the College Dean before a faculty member could extend the mentioned invitation to his/her students.

- For activities that require students to pay certain fees, a proposal must be submitted at least two (2) weeks before the intended activity to the Dean of Student Affairs. The collection of fees should be coordinated with the Accounting Office.
- If the attendance in an off-campus activity takes the place of a regular class meeting, this will only be equivalent to one (1) class meeting, regardless of the course units involved.
- A faculty member who wishes to credit the off-campus activity in lieu of a regular class must first secure approval from the Program Chair and College Dean. The faculty member must use the make-up class form.

b. Extra-curricular Activities

Extra-curricular activities are planned and organized by iACADEMY recognized student organizations, their officers, organization advisers, and members. These activities must be approved by the Dean of Student Affairs.

All activities are subject to the rules, regulations, policies and approval of iACADEMY. Approval to hold activities, whether on or off-campus, must be secured at least one (1) week prior to the actual execution. For activities with financial requirements, approval must be secured at least two (2) weeks prior to the actual execution.

Activities must be held with minimal disruption of classes. No activity shall be held during class hours or during non-school days unless cleared by the Dean of Student Affairs.

Practices/rehearsals and/or preparations for an activity must be held after the class hours of the student participants.

iACADEMY reserves the right to limit, exclude, or suspend participation of a student who is serving a sanction or is in need of academic supervision.

2. Student Organizations and Activities

Cognizant of its responsibility to develop the full potential of its students, iACADEMY encourages the formation of student organizations as effective vehicles for managerial and leadership training. These organizations must seek to achieve work excellence and be committed in fulfilling the mission and vision of iACADEMY. They must also be formed along social, cultural, religious, literary, educational, and/or recreational lines.

- Only officially approved and recognized student organizations shall be allowed to operate at iACADEMY. In no circumstance shall initiation rites or hazing be allowed in any iACADEMY organization. The organization must promote the vision and mission of iACADEMY as well as values of excellence, competence, integrity, discipline, service, and commitment.
- Renewal of organization and recognition shall be held every year subject to the evaluation of the Dean of Student Affairs.
- An organization shall be placed on probationary status on its initial year of operations. If it is unable to realize its objectives or has committed violations of iACADEMY's rules and regulations, it may be placed on temporary or permanent suspension status. Recognition of organizations is granted every academic year.

3. Kinds of Student Organizations

- Academic Organizations - organized according to academic departments, subjects, or fields of specialization
- Special Interest Organization - organized according to specific interests and inclinations like athletics, arts, culture, and community service, among others.

Any group of students may form or join an organization on campus and participate in its activities provided that such formation or affiliation is in accordance with the rules and regulations of CHED and the rules, regulations, and policies promulgated by iACADEMY through the OSAS. Also, such organizations will only be allowed to exist and operate upon the recommendation of the OSAS.

IV. Activity Programs

In support of the academic programs, student development programs provide experiences and opportunities for students' skills and values development. Participation in student activities encourages students to maximize their potentials, promote self-actualization, and foster holistic growth and development.

The following are the programs organized/initiated by the OSAS:

- Orientation Program - This program aims to introduce students to the way of life at iACADEMY, as well as to facilitate their integration into the academic community. The program includes formal orientation seminars for new, transfer, and returning students and integration activities.
- Leadership Program - This program aims to prepare students to assume responsibilities in their respective organizations. Seminars and workshops are conducted to enhance students' values and to equip them with the requisite leadership skills.

- Sports Development Program - This program provides opportunities for the physical fitness and well-being of students. This institution provides campus-wide sports activities such as basketball, volleyball, badminton, table tennis, and board games.

V. Formation of Clubs/Organizations

Any group of no less than fifteen (15) members may apply to organize and operate a student organization. Such application must be filed with the OSAS within thirty (30) days after the start of the first term of the current academic year. The following guidelines should be followed:

- a. Members of the group must be bona fide students of iACADEMY.
- b. The following documents must be submitted to the OSAS:
 - Formal letter of application addressed to the Dean of Student Affairs;
 - Proposed name of the organization;
 - Proposed logo and logo rationale;
 - Nature and description of the organization;
 - Vision/Mission/Objectives;
 - Constitution and by-laws;
 - List of at least fifteen (15) founding members including all officers, their year levels, majors, and signatures as well as their contact details;

- Propose one (1) major and two (2) minor activities for the entire academic year. The activities must include tentative dates of implementation and a brief description of each activity; and
- Name of the proposed faculty adviser.

OSAS reserves the right to recommend the approval/disapproval of the organization.

At no time in the organization's existence shall there be no less than fifteen (15) members in the said organization, and membership shall be limited to bona fide students of iACADEMY. Violation of this rule will be a ground for revocation by the OSAS.

VI. Recognition of Clubs/Organizations

Student organizations shall be granted any of the following status:

- Probationary status is given during the organization's initial year of operation. This may be changed to recognized status if, after one (1) year of operation, the organization is able to fulfill its objectives and activities without incurring any minor or major violations of the rules, regulations and policies of iACADEMY.
- Recognized status is granted when the activities of the organization have been officially approved.

- Temporary suspension or permanent revocation of recognition due to various violations. This shall be given if the organization is found to have violated iACADEMY's rules, regulations and policies, or is unable to function according to its objectives and regulations.

Every recognized or accredited student organization must be registered with the OSAS. Upon approval, a copy of the letter of recognition will be given to the organization. This letter serves as a permit that is valid for one (1) academic year only, during which the recognition of the organization will be probationary in nature. The organization must implement its proposed activities and report this regularly following a prescribed activity report.

The organization must renew its permit to operate every year. After each term, the OSAS evaluates the performance of the organization.

For purposes of recognition, the following documents shall be required:

- a. The list of the newly elected/selected set of officers and members of the organization, including their specimen signatures and respective positions. For interschool, affiliate or chapter organization - a list of the initial set of officers and members including their specimen signatures and respective positions, and a letter of endorsement from its mother organization.

- b. A copy of the organization's performance and financial report for the preceding academic year;
- c. Letters of acceptance by the appointed/elected officers;
- d. The description of proposed activities for the academic year with the corresponding budget proposals; and
- e. A letter with the above requirements addressed to the OSAS expressing the intention to be recognized, as well as the name of the recommended faculty moderator.

In case of revisions to or amendments of the constitution and by-laws of the organization, a copy of the approved revisions or amendments with the officer's signatures must be submitted to the OSAS.

Any student organization that does not renew its registration shall be automatically considered defunct, will not be allowed to operate and cannot avail of the benefits of a duly-recognized school organization.

Any student organization which has been granted institutional recognition and which violates its own constitution/statement of purpose, or fails to comply with iACADEMY/OSAS policies, risks revocation of its certificate of recognition after an investigation.

The OSAS is tasked with evaluating the performance of student organizations and their officers to help them develop and to achieve their objectives and goals and to recommend to an awards committee those who deserve to receive special awards.

Prior to entering contracts with outside groups or companies, club/organization officers and moderators are required to discuss the details of the contract with the OSAS. iACADEMY shall not be liable for any contract and/or agreement which was entered into without its written consent.

VII. Benefits of Recognized Student Organizations

The following are the benefits of a recognized student organization:

- Access to the Student Activity Fund
- Participation in institutional activities
- Use of school facilities during meetings and activities
- Right to represent the school in off-campus activities (subject to the endorsement of and approval of the Dean of Student Affairs and College Dean)
- Right to collect either yearly or per-term membership dues (subject to the provisions of the organization's constitution and bylaws)

VIII. The Organization Adviser

The club advisor must be:

- A faculty member of iACADEMY, except for special interest clubs (i.e. chorale, dance troupe, cheerleaders, etc.), which may require the hiring of a professional trainer or coach.

- Connected with the particular academic field for co-curricular organizations, or is the knowledgeable and/or has an experience in the particular field for extracurricular organizations.
- An adviser of not more than one (1) organization.

The organization adviser must always be available for consultations with all officers and members of the organization. He/she must: (a) attend organization meetings whenever his/her presence is needed; (b) assist in the planning and conducting of activities; (c) see to it the organization adheres to the policies and regulations of iACADEMY; and (d) accompany the members of the organization to off-campus activities to ensure their safety and well-being.

IX. Activity Budget and Report

All proposals should support student activities. The proposal forms for co-curricular activities and extra-curricular activities are available at the OSAS.

- All proposals should be signed by the officers or organizers, endorsed by the adviser or instructor-in-charge and submitted for approval at least two (2) weeks prior to the scheduled activity, project, or program.
- Activities without proposal forms shall not be considered school-approved activities and these shall not be credited to the sponsoring organization.

Activities done in the name of the school that are not duly-approved will be subject to an investigation by the OSAS and may warrant the imposition of a corresponding sanction on the organization and its officers.

- Approval of the proposals is based on the following rules:
 - a. The proposals should be submitted on time.
 - b. The proposed activity should be in line with the overall thrust of iACADEMY, the OSAS, and the objectives of the organization.
 - c. The proposed activity should not violate any of the rules and regulations of iACADEMY.
 - d. The proposed activity of an organization should not coincide with any project, program, or activity of another organization that had been earlier approved by the OSAS, especially if the same group of students is involved, unless allowed by the OSAS.

If a project, program or activity has been disapproved by the OSAS, the officers of the organization or the organizers can write a formal letter of appeal addressed to the College Dean. The decision of the College Dean shall be final and unappealable.

The officers of the organization shall submit to the OSAS a detailed report of the disbursements/expenses within five (5) days from the holding of the project, program, or activity. Failure to submit the detailed report within the said period shall subject the organization and its officers to sanctions.

X. Fund Raising Projects/Activities

All Fund-Raising projects or activities initiated by students must be approved by iACADEMY through the OSAS.

The purpose or rationale of the fund-raising activity must be justified in a project proposal submitted to the OSAS for proper action. The proponents will follow the same procedure as the holding of student activities.

All transactions must be documented properly to allow easy verification of every phase of financial activities. A financial report shall be submitted to the OSAS not later than two (2) weeks after carrying out the project.

If the approved fund-raiser requires the sale of tickets, the organizers must submit all tickets to the OSAS for physical inventory and official stamping and return all unsold tickets to the OSAS within five (5) days from the holding of the event.

No financial contracts or arrangements made by students in the name or on behalf of iACADEMY will be honored unless there is proper authorization from the OSAS.

For recognized student organizations that collect membership dues, the organization should ensure that collections and disbursements are properly documented.

XI. Central Student Organization (CSO)

Unless otherwise amended through a plebiscite by a student majority voting affirmatively, the student governing board of iACADEMY shall be known as the Central Student Organization (CSO). The Dean of Student Affairs shall be the moderator of the organization.

The CSO shall act as the unifying and motivating force of student activities. Its main focus is to promote the welfare of the students in line with the mission and vision of iACADEMY. Among others, it shall:

- Be the umbrella organization of all recognized student organizations, except student publications which shall be autonomous from the CSO.
- Protect and uphold the democratic rights and welfare of the students.
- Serve as official representative of all iACADEMY students and the partner of iACADEMY administrators in promoting a value-centered institution.

XII. Student Publications

iACADEMY believes in press freedom as a constructive means of development. Hence, every student publication should subscribe to the highest standards of responsible campus journalism.

In addition to the provisions of the Campus Journalism Act, the following shall regulate the operation of student publications:

- a. All printed publications (newsletters, magazines, leaflets, mimeographed/risographed sheets, yearbooks, open letters, position papers, and the like) are produced by students.
- b. The OSAS exercises overall supervision of the major student publications and may appoint a faculty moderator/technical consultant to assist the editorial board of a major student publication.

SECTION 15: STUDENT CONDUCT AND DISCIPLINE

Students are expected to:

- Observe the values of politeness, etiquette, and courtesy in dealing with all the members of the iACADEMY community and its visitors. Statements and actions which are indicative of respect for differences in gender, sexual orientation, race, and religious and political beliefs are highly valued. Faculty members, administrators, or staff members, in their obligation to exercise judgment as special parents, may call the attention of students whose behavior and actions are considered offenses as stipulated in this Handbook.
- Respond maturely to the responsibilities and be committed in the observance of the norms and regulations written in the Handbook.
- Conduct themselves in a manner that does not violate the rights and freedom of others. As such, they show honesty, integrity, and respect for persons, property, policies, practices, and authority.
- Respect people regardless of their sex, creed, race, status, condition, and political affiliations.
- Recognize the hazards of smoking to people's health. As such, designated "No Smoking" areas must be strictly complied with.
- Dress according to their individual taste, yet consider the educational character of iACADEMY and the sensibilities of other members of the academic community.

Dressing appropriately is a virtue which iACADEMY would like to cultivate among students, thus, iACADEMY reserves the right to call the attention of students who dress inappropriately or to prevent them from entering the school premises or from attending school functions/activities.

- Stay only in areas for specific genders/groups and avoid staying in “off limits” areas.
- Consult and ask permission from school officials for the appropriateness of their proposed activities and invited guests’ presence.
- Comply with the rules and regulations set by other offices within the building.
- Use campus facilities/equipment for business meetings, social, cultural, and recreational activities subject to regulations governing their use. Co/extra-curricular activities in campus must end not later than 9:00 PM. The presence of faculty and/or department head organizers is required during the entire duration of the activity.
- Use the school facilities and equipment only for the intended purpose and handle them with reasonable care.
- Observe at all times proper decorum in order not to disturb classes, school functions, or programs.

- Switch off or put on silent mode all electronic gadgets during class hours and other school functions or gatherings. These gadgets must not be used during class hours without authorization from the instructor or school staff present.
- Observe decency in public. Public displays of physical intimacy is not tolerated in school.
- Seek endorsement from the OSAS and the approval of the Facilities Office before posting any material. This material should not damage the wall of the school.
- Take responsibility for the proper care and safeguarding of all personal belongings. The school reserves the right to check regularly bags and all personal belongings brought in and out of school to avoid any untoward incident/circumstance for the safety and security of iACADEMY's students, faculty and staff.
- Turn over found items to the OSAS and make sure that they are properly acknowledged, recorded, and accounted for.
- Avoid engaging in any action that threatens to endanger health or life, including all forms of bullying directed against any person. Bullying, initiation rites and hazing are serious offenses under the Philippine law. iACADEMY reserves the right to mete out the highest sanction possible to the students found responsible of committing said acts.

- Develop their potentials, skills, and talents by joining accredited organizations. Affiliation with fraternities or sororities is strictly prohibited.
- Advocate, preserve, and propagate values and virtues pertaining to the conservation of environmental and natural resources.

SECTION 16: DRESS CODE

Campus attire should be decent and modest. Some extremes are not acceptable, including:

- a. Sando
- b. Tube blouse (including spaghetti-strap) worn without vest/bolero
- c. Backless blouse/shirt (below the bust line)
- d. Blouse with plunging neckline
- e. See-through tops and/or bottoms where the undergarment can be seen
- f. Blouse/skirt showing midsection while standing/walking.
- g. Graphic top with inappropriate messages
- h. Slippers or flip-flops

Shorts may be worn on campus; however the hemline of shorts and skirts should not be higher than three (3) inches above the knee-cap.

As a sign of respect, caps should not be worn inside classrooms/seminar rooms.

The following are the acceptable footwear for female students:

- a. Closed shoes
- b. Rubber shoes
- c. Rubber-soled shoes
- d. Open-toe shoes
- e. Shoes with sling back or back strap.

The following are the acceptable footwear for male students:

- a. Leather shoes
- b. Rubber shoes
- c. Sandals with straps
- d. Closed shoes.

SECTION 17: SUMMARY OF OFFENSES AND SANCTIONS

The Student Disciplinary Committee (SDC) comprising of the Dean of Student Affairs, Program Chair or Faculty Representative, and CSO Representative will determine the length of the probation and if there are particular conditions and/or restrictions attached to the probationary status.

Conditions and restrictions of this probation that may be imposed include, but are not limited to, ineligibility to participate in student programs, activities, athletics, or events, depriving of student employment or leadership positions, and/or referral to applicable support services. Failure to comply with the terms of the conditions of the probation will constitute grounds for more serious disciplinary action.

Offences	Occurance and Penalty				
Minor Offences	1st	2nd	3rd	4th	5th
1. Entering and slaying in the campus without wearing an I.D. card.	W	WW	WP	DP	
2. Lending one's I.D. to another or using someone else's I.D.	W	WW	WP	DP	
3. Wearing inappropriate attire in the campus and/or during off-campus activities	W	WW	WP	DP	
4. Using foul and/or abusive languages or expressions against any person	W	WW	WP	DP	
5. Liotering in corridors class hourss and littering in the campus	W	WW	WP	DP	
6. Eating and/or drinking inside computer laboratories, library, case room, conference rooms, and other places wherein eating and drinking are prohibited	W	WW	WP	DP	
7. Misuse of school facility or equipment leading to damage and/or loss	W	WW	WP	DP	
8. Violating any of the library rules and regulations	W	WW	WP	DP	
9. Public display of physical intimacy: a. Kissing intimately b. Petting c. Necking d. Sitting on somebody else's lap e. Partners staying in dark, conspicuous places	W	WW	WP	DP	
10. Disturbing a class or any other school activity through inappropriate behavior or any action which tends to distract the participants from an on-going activity or during convocations and assemblies	W	WW	WP	DP	

II. Major Offenses

Students, who have committed any of the major offenses, will be placed under strict disciplinary probation with automatic sanctions to be determined by the SDC.

Depending on the gravity of the offense, the sanctions for a major offense are:

- a. Disciplinary Probation (DP)
- b. Three-Day Suspension with Community Service (3d)
- c. Five-Day Suspension with Community Service (5d)
- d. Dismissal (D)

Once dismissed, students are ineligible to participate in student programs, activities, athletics, or events, and/or hold student employment or leadership positions, and/or referral to applicable support services. They are also not allowed to re-enroll at iACADEMY until they have been academically reinstated.

Reinstatement - Reinstatement into a program or to iACADEMY is not automatic. A student seeking re-admission may be required to attend an interview with the SDC. A student required to attend an interview will be informed by the OSAS of the date, time, and place of the interview. The SDC reviews each petition and other relevant information. Reinstatement is based upon the result of the interview. As part of the petition process, students must submit a plan for academic success that identifies the causes of their poor academic and behavioral performance and demonstrates that they have taken actions to avoid or eliminate these causes. The OSAS will inform the student whether reinstatement has been granted. A student who has been dismissed and then granted reinstatement to iACADEMY will be treated as a continuing student, not a transfer student, for purposes of policies regarding courses taken elsewhere. In other words, such a student would not be permitted to credit courses taken at another institution.

e. Expulsion (E)

Expulsion is an extreme form of administrative sanction, which bars a student from all public and private schools.

"Expulsion is an extreme penalty on an erring pupil or student consisting of his exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Secretary.

The penalty may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs such as marijuana, drug dependency, drunkenness, hooliganism, vandalism, and other serious school offenses such as assaulting a pupil or student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes, preventing or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging their duties, forging or tampering with school records or school forms, and securing or using forged school records, forms, and documents. The decision of the school on every case involving the penalty of expulsion, together with the supporting papers that shall be forwarded to the Regional Office concerned within ten days from the termination of the investigation of each case."

(Section 77, Manual of Regulations for Private Schools, Eight or 1992 Edition)

Offenses	Occurrence and Penalty				
Major Offenses	1 st	2 nd	3 rd	4 th	5 th
1. Habitual commission of any minor offense (habitual commission is defined as having committed any minor offense or combination thereof five (5) times or more per term)	WP	DP	3d	5d	D
2. Entering the campus while in a state of intoxication; possessing or drinking of alcoholic beverages within the college premises or during school related activities	WP	DP	3d	5d	D
3. Theft or willful stealing of school or individual property	WP	DP	3d	5d	D
4. Gambling within the premises of the campus	WP	DP	3d	5d	D
5. Possessing pornographic materials and literature in hard copy or soft copy or accessing/downloading from pornographic internet sites unless with permission from the OSAS endorsed by the Program Chair concerned as part of the course requirement	WP	DP	3d	5d	D
6. Forming of/or membership in illegal organizations or those not officially recognized by iACADEMY	WP	DP	D		
7. Writing, publishing, circulating, or posting any form of unauthorized materials including use of profanity/hate statements in social websites	WP	DP	D		
8. Smoking inside the campus and other non-smoking areas	WP	DP	3d	5d	D
9. Discourtesy towards any member of the iACADEMY community	WW	WP	DP		
10. Participating in activities outside the school premises that negatively affect the name and image of iACADEMY	WP	DP	D		
11. Misrepresenting student organizations, malversation of school and/or organization funds or committing any corrupt or illegal act	WP	DP	D		
12. Falsely accusing another student, faculty, staff, or any member of the iACADEMY community of an offense or crime	WP	DP	D		
13. Any offense affecting the safety, security, health, and morals of the iACADEMY community and all other acts that are analogous to the aforesaid enumeration	WP	DP	D		

14. Cheating during an examination or in the submission of written reports a. Possessing unauthorized notes or any materials relative to an examination b. Copying or allowing another to copy from one's examination paper c. Glancing at a seatmate's examination paper d. Communicating with another student without express permission from the proctor during an examination e. Having someone else take an examination or write a required report for one's self f. Plagiarism in writing research/term papers and assigned paper works	WP	DP	3d	5d	D
15. Deliberately or willfully destroying, damaging, or defacing school property	WP	DP	3d	5d	D
16. Carrying and/or concealing any kind of deadly weapon or destructive device including, but not limited to, guns, knives, or bombs, inside the campus as well as outside the college premises during activities authorized by iACADEMY	DP	D			
17. Instigating or leading illegal strikes or similar concerted activities resulting in the stoppage or disruption of classes, or discharging their duties	WP	DP	3d	5d	D
18. Preventing or threatening any student or iACADEMY staffer from entering the school premises, attending classes, or discharging their duties	WW	WP	DP		
19. Tampering with or forging official records or school forms and documents including excuse letters and those requiring parent's signature, as well as examination scripts, class work, grades, or class records	WP	DP	3d	5d	D
20. Use, possession, or sale of prohibited and regulated drugs, chemicals, or substances of any form inside or outside the campus	D	E			
21. Assaulting an instructor or any other iACADEMY authority or his agents through verbal or physical means	DP	3d	5d	D	
22. Wilful infliction of physical injuries or engaging in brawls/fistfights or any trouble-causing activity inside or outside the campus	DP	3d	5d	D	
23. Immoral conduct, indecency, lewdness, or any scandalous behavior inside or outside the campus	WP	DP	D		
24. Any act that subjects a person to physical injuries whether actual or conspiratory, such as hazing, initiation or bullying	DP	D			
25. Giving or offering anything to induce a person to do something illegal or wrong	WP	DP	3d	5d	D
26. Offering false testimony during an official investigation or inquiry	WP	DP	3d	5d	D
27. Engaging in cyber offense such as bullying, hacking, trafficking of illegal trade, creating virus, or any other programs designed to sabotage iACADEMY computer systems, etc.	WP	DP	3d	5d	D
28. Any other act that is analogous to the aforementioned enumeration depending on the seriousness of the offense	W	D			

SECTION 18: DISCIPLINARY CASES

Disciplinary cases involve actions of students which constitute as major and/or minor offenses as enumerated above.

- Any member of the iACADEMY community may file an incident report against any student for acts constituting as major and/or minor offenses, preferably within twenty-four (24) hours after the incident has taken place. All incident reports must be sent to the Dean of Student Affairs.
- Confidentiality of the complaint and anonymity of the complainant are of utmost importance.
- The student involved in the incident will be given a written notice which shall: (a) contain the allegations against him/her; and (b) give him/her a period of three (3) school days from receipt of the said notice to submit a written explanation (together with evidence with his/her defenses) to the Dean of Student Affairs. A written notice shall likewise be given to the student's parent/guardian. The Dean of Student Affairs will thereafter review the written explanation of the student.
- The Dean of Student Affairs will decide if the case is a minor or major offense.
- If the case is a major offense, an SDC will be formed.
- Should the SDC find that issues have to be clarified, a hearing will be conducted. The student involved shall have the right to be accompanied by his/her parents/guardian and/ or counsel.
- Gravity of offenses and sanctions will be determined by the SDC with a final appeal to the College Dean.
- The decision of the College Dean is final and unappealable.
- All administrative hearings must not exceed fifteen (15) days from the time the SDC receives the student's written explanation

SECTION 19: GRIEVANCE AND COMPLAINTS

The iACADEMY community promotes fraternal relationship amongst its members. In setting differences, disputes, conflicts and complaints, the community encourages dialogue and discussion amongst parties concerned. Whenever earnest efforts during the dialogue fail, the matter is brought to the Dean of Student Affairs who may convene an ad hoc grievance committee.

Grievance and complaint proceedings are referred to the OSAS.

The following shall be considered when filling or reporting a grievance and/ or complaint:

1. A grievance or complaint involving a fellow student, a student/club organization, a class adviser, or club moderator/organization adviser, is brought to the attention of Dean of Student Affairs who shall determine the appropriate sanctions. The decision may be elevated on appeal to the College Dean. The decision of the College Dean is final and unappealable.
2. A grievance or complaint involving a faculty member is brought to the attention of the Program Chair concerned who shall determine the appropriate sanctions. The decision may be elevated on appeal to the College Dean. The decision of the College Dean is final and unappealable.

3. A grievance or complaint involving the Dean of Student Affairs or a Program Chair is brought to the attention of the College Dean who shall determine the appropriate sanctions. The decision of the College is final and unappealable.
4. A grievance or complaint involving any other non-academic personnel of iACADEMY is brought to the attention of the Vice-President of Administrative Services who shall determine the appropriate sanctions. The decision of the Vice-President of Administrative is final and unappealable.
5. A grievance or complaint involving the College Dean or any Vice-President or Assistant Vice-President of iACADEMY is brought to the attention of the President and CEO who shall determine the appropriate sanctions. The decision of the President and CEO is final and unappealable.
6. Grievance is a last resort procedure when a student's rights are abused by a student or any member of the iACADEMY staff. Proper communication is absolutely necessary to the avoid development of a crisis.
7. Procedure of filling an incident report is similar to that of a student disciplinary case.

8. If the complaint is from a class against a professor, sixty percent (60%) of the class must sign the incident report and only three (3) representatives can meet with the concerned faculty, College Dean, and or committee.
9. The following are the rights of the person accused in a grievance or complaint:
 - Knowledge of all written charges.
 - Clear explanation of charges and investigation process;
 - Non-discriminatory or prejudicial actions against the accused;
 - Non publication of any incriminating case details while investigation is on-going;
 - Confidentiality and privacy at its highest regard in all cases;
 - Hear testimony and/or see written statements of complainant and/or see written statements of complainant and/or witnesses concerning the charges;
 - Be informed of the names of witnesses and complainants;
 - Refute and/or answer all charges presented;
 - Fair and prompt hearing;
 - Prompt notification of resolution /decision about the case; and
 - vAdvise for an appropriate appeal.

10. Responsibilities of the accused and complainant

- Assume responsibility for his/her own actions throughout the entire disciplinary process;
- Appear when requested to do so by the Dean of Student Affairs, Program Chair, College Dean, Vice-President for Academics, Vice-President for Administrative Services, or President, as the case may be throughout the entire process;
- If the accused or complainant cannot appear, he/she must notify the School Official concerned. Only valid and justifiable causes for failure to appear will be considered;
- Sanctions will be imposed for non-compliance with any order of the Dean of Student Affairs, Program Chair, College Dean, Vice-President for Academics, Vice-President for Administrative Services, or President, as the case may be;
- Receive sanctions for any misleading information; and
- Strictly follow prescribed sanctions and actions before, during and after disciplinary case proceedings.

SECTION 19: SEXUAL HARASSMENT

The upholding of moral values is a paramount concern of the iACADEMY community. Sexually inclined acts or behaviors that tend to degrade the person, dignity, and honor of an individual are strongly prohibited. For the student's information, the Policies and Guidelines for the Prevention and Investigation of Sexual Harassment Cases are included as an appendix to this Handbook.

Sexual Harassment is committed:

- Against one whose is under the care, custody, or supervision of the offender.
- Against one whose education, training, or tutorship is entrusted to the offender.
- When the sexual favor is made as a condition to the giving a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance, or other benefits, privileges, or considerations, or when sexual advances result in intimidating, hostile, or offensive environment for the student or trainee.

A sexual harassment complaint must be brought to the attention of the Dean of Student Affairs who is in charge of determining probable cause.

When probable cause is determined, the case is elevated to the Anti-Sexual Harassment Committee for formal inquiry and adjudication. The Anti-Sexual Harassment Committee is chaired by the College Dean. The Dean of Student Affairs will act as the Vice Chair. Its members include an employee representative, a faculty representative, and a student representative appointed by the Central Student Organization.

All decisions of the Committee are reviewed and subject to the approval of the President and CEO. The decision of the President and CEO is final and unappealable.

For cases involving the College Dean, any Vice-President or Assistant Vice-president, the Anti-Sexual Harassment Committee will be chaired by the President and CEO. The decision of the Board is final and unappealable.

APPENDIX A: Dangerous Drugs Act of 1972, Republic Act No. 6245, Article V, Section 28

Heads, Supervisors, and Instructors of Schools:

For the purpose of enforcing the provision of Articles II and III of this Act, all school heads, supervisors, and instructors shall be deemed to be persons in authority and as such, are hereby vested with the power to apprehend, arrest, or cause the apprehension or arrest of any person who shall violate any of the said provisions. They shall be considered as person in authority of they are in the school or within its immediate vicinity, or beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors or instructors.

APPENDIX B: Policies and Guidelines for the Prevention and Investigation of Sexual Harassment Cases

Anti-Sexual Harassment Act of 1995 R.A. 7877. What is R.A. 7877?

- Also known as Anti-Sexual Harassment Act of 1995
- This law declares as unlawful all forms of sexual harassment in school and in places of work.
- It penalizes or punishes the offender after judgment by a court of law and also allows the punishment of an offender under the rules and regulations that a school or place of work may adopt in accordance with the provisions of the law itself.

What is the purpose of the Law?

- To guarantee that the learning and working environment is free from any sexual harassment and is conducive for a harmonious and productive work and study.
- In attaining this purpose the law seeks to value the dignity of individuals and protect the human resources of the country by guaranteeing full respect for the human rights of the people.

Implementing Rules and Regulations for the Anti-Sexual Harassment Act of 1995 (R.A. 7877)

PART I: STATE AND SCHOOL POLICIES

Section 1– State Policy

The state shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students, or those undergoing training, instruction, or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

It is the duty of the employer to prescribe the guidelines on proper decorum in the workplace and education institution, and to provide the procedure for the resolution, settlement, or prosecution of said acts.

Section 2– School policy

One objective of iACADEMY is to foster an open learning and working environment. This implies its obligation to provide an environment that is free from sexual harassment and from fear that it may occur. Since the entire academic community suffers when sexual harassment takes place, it is the declared policy of iACADEMY that sexual harassment is unacceptable behavior and a violation of the law and shall never be tolerated or condoned.

Violations of these policies shall result in disciplinary action including but not limited to expulsion or termination as the case may be, without prejudice to criminal prosecution.

All members of the iACADEMY community affected by or involved in a sexual harassment incident shall be treated with respect and given full opportunity to present their side of the incident.

Considering the delicate nature of such incidents and possible misconceptions and apprehensions, the College shall accord the respondent as much respect as the complainant, by ensuring confidentiality and due process in the investigations of the case and by punishing those who commit damaging intrigue, perjury or those who are found to have made false accusations.

PART II: DEFINITION OF TERMS

Section 1– School Personnel

This refers to all persons working for iACADEMY, and includes the following:

- School Administrators- in general, those who are duly appointed (and occupying) a position of responsibility involved in both policy formulation and implementation;
- Teaching Staff - actually engaged in the teaching service;
- Academic Non-Teaching Personnel- any employee possessing certain prescribed academic functions directly supportive of teaching, such as registrar, librarian, and the like;
- Non-Academic Personnel- any employee who does not fall under the definition and coverage of administrators, teaching staff, and academic non-teaching personnel.

The College shall be considered both as a place of study and a place of work.

Section 2- Sexual Harassment

Sexual harassment is committed by an employer, employee, manager, supervisor, employee, agent of the employer, teacher, instructor, professor, coach, trainer or any other person who, having authority, influence, or moral ascendancy or physical superiority over another in a work/ educational environment, demands, requests or otherwise requires any sexual favor from another, whether or not the person accepts the demand, request, or requirement for submission.

Forms of Sexual Harassment:

- Unwelcome sexual advances
- Repeated sexually oriented kidding, teasing, joking, or flirting;
- Verbal abuse of a sexual nature;
- Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies;
- Leering, whistling, touching, pinching, or brushing against another's body;
- Displaying objects which are sexual in nature that would create a hostile or offensive environment;
- Serious physical abuses, such as sexual assault and rape;
- Persistent and unwanted attempts to change an educational or professional relationship to a personal or intimate one.

Section 3– When Sexual Harassment is Committed

In a school-as-a-place-of-study setting, sexual harassment is committed:

- Against one who is under the care, custody, or supervision of the offender;
- Against one whose education, training, apprenticeship, or tutorship is entrusted to the offender;
- The sexual favor is made a condition to the giving of a passing grade, or the granting of honors and/or scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations;
- The sexual advances result in an intimidating, hostile, or offensive environment for the student/trainee/apprentice.

In a school-as-a-place-of-work setting, sexual harassment is committed:

- The sexual favor is made as a condition in the hiring or in the employment, re-employment, or continued employment of the individual;
- The sexual favor leads to the granting of favorable compensation, terms of conditions, promotions, or privileges;
- The refusal to grant the sexual favor results in the limiting, segregating, or classifying the employee in a way that will discriminate, deprive, or diminish employment opportunities or otherwise adversely affect said employee;
- The sexual favor or its refusal impairs the employee's rights or privileges under existing labor laws;
- The sexual favor or its refusal results in an intimidating, hostile, or offensive act and environment for the employee.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get a higher grade or a salary increase by submission to sexual advances. The suggestion need not be direct or explicit, it can be implied from the conduct, circumstances, and relationship of the person involved.

Section 4– Offenders

Offenders may be those who have authority, influence, or moral ascendancy over another. Students committing sexual offenses will be charged as per provisions of the Student Handbook.

Section 5– Other Persons Liable

Any person who directs or induces another to commit or succumb to any act of sexual harassment, or who cooperates in the commission of the act, shall also be held liable under these Rules. Their penalties will be determined by the extent and nature of their involvement.

Sections 6– Sanctions

The Anti-Sexual Harassment Committee shall choose from the following based on the gravity of the offense as determined by it:

- Reprimand
- Suspension
- Termination

Progressive discipline applies.

Section 7– Sanctions Not a Bar to Court Action or Other Actions

Administrative sanctions shall not be a bar to prosecution in the proper courts. Any offense not falling hereunder may be referred to other school authorities for proper action.

Section 8– Harassment Outside the Campus

The Anti-Sexual Harassment Committee herein defined shall take cognizance of sexual harassment cases committed by the members of its community outside the campus and beyond classroom and office hours if the sexual favor falls under section 3 hereof.

PART III: ANTI-SEXUAL HARASSMENT COMMITTEE

Section 1– Anti-Sexual Harassment Committee and its Functions

An Anti-Sexual Harassment Committee is hereby created and shall report directly to the President and CEO. The Committee shall conduct orientation, as the case may be, for employees, faculty, coaches, students, etc., to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases.

Section 2– Composition of the Committee

The Committee shall be composed of representatives of the different sectors of the College as follows:

Chairperson	College Dean
Vice-Chairperson	Dean of Student Affairs
Members	Faculty Representative
	Employee Representative
	Central Student Organization Representative

The Committee shall appoint a Guidance Counselor to provide assistance to the alleged victim, if he/she is a student.

PART IV: GRIEVANCE PROCEDURES

Section 1– Right to Due Process

No disciplinary sanction shall be applied upon any respondent except for cause, and after due process have been observed. The respondent must be afforded confidentiality during the proceedings.

Due process entails the following:

- The alleged offender is informed in writing of the accusation against him;

- He is given the chance to answer the charges against him;
- He is informed of the evidence against him;
- He is given the chance to present evidence on his own behalf;
- All the evidences are considered by the Committee

Section 2– Written Complaint

The complaint must be in writing, under oath and must contain the following information:

- The name(s) and address(es) of the complainant/s;
- The name (s) of the respondent(s);
- Narration of incident (when, where, how);
- The name(s) of witness(es), if any;
- Attachments of pertinent papers or documents in support of the complaint.

Section 3 – Furnishing Respondent with Complaint

The Committee shall immediately furnish the offender a copy of the complaint and all its attachments, and shall direct him to submit an answer and accompanying documents within ten (10) days from receipt thereof. The Committee shall schedule the hearing on a date immediately after the given period.

Section 4 – When Victim is a Minor

When the offended party is a minor, the parents, or any adult school personnel may file the complaint for the minor.

Section 5 – Failure to Answer

If offender fails to answer in writing and under oath and submit documents (within ten days from receipt of the complaint), or fails to appear during the conference, the offender shall be deemed to have waived his right to be heard and present his/her evidence. The case shall still be heard by the committee in his absence.

Section 6 – Confidentiality

The Committee should make every effort to maintain confidentiality

Section 7 – Reasonable Man/Woman

In view of the fact that the perceptions of men and women may differ as to what constitutes harmless fun on one hand and offensive conduct on the other hand, the Committee shall adopt a “reasonable man/woman” rather than a “reasonable person” standard to determine whether the act is unwelcome and sufficiently pervasive to constitute sexual harassment. Under this standard, the proper focus is on the victim’s perspective of the given act. Thus, in a typical case, a sexual harassment complaint is proven if a reasonable man or a reasonable woman would consider the act hostile or offensive.

Section 8 – Liability of the Employer or Head of Office or College

The employee or head of office/college shall be solidarity liable for damages arising from the acts of sexual harassment committed on campus if the employer or head of office/university is informed of such acts by the offended party and no action is taken thereon within ten (10) calendar days from receipt of the complaint.

Section 9 – Written Records

Written records of cases of sexual harassment must be kept and treated with confidentiality. Therefore, the public should have no access to them except upon order of the court. All records shall be kept by the Committee Chair.

Section 10 – Proceedings

The proceedings will be summary. The offender cannot invoke cross-examination as a matter of right but may be allowed questions to clarify if deemed necessary by the Committee. If in the motu proprio opinion of the Committee that no hearing is necessary, then it shall issue an order to the effect and declare the case submitted for resolution.

PART V: MISCELLANEOUS PROVISIONS

Section 1– Preventive Suspension of Accused

Subject to the approval of the President, the Committee may place the respondent on preventive suspension pending the investigation in case the charge is serious, or if there is evidence to show that the respondent is exerting efforts to harass, intimidate, coerce, or unduly influence complainant or any of his/her witnesses into withdrawing his/her complaint or retracting his/her sworn statement or that of his/her witnesses against the respondent.

Said preventive suspension shall only be allowed for a period of one (1) calendar month without pay. However, in the event that an extension of the preventive suspension is found necessary, the school will have to pay the corresponding salaries of the employee for the extension of the preventive suspension.

Section 2–Malicious Prosecution

While the College is totally committed to the safeguarding of the rights of all members of the academic community against sexual harassment, it is likewise the policy of the school to protect the same members from any malicious accusation and prosecution involving unsubstantiated acts of sexual harassment which may, however, be in fact, baseless and even non-existent.

While recognizing that sexual harassment involves the use of power and ascendancy by one individual against another, it is conceded that the unjustified threat or accusation against another for sexual harassment can likewise be used as a means of exerting power and ascendancy.

Any person proven by the Committee as having falsified her/his testimony or having instituted a case of sexual harassment based on malicious, vindictive or baseless accusations shall be subject of penalties in accordance with the applicable policy of the school.

Section 3–Separability Clause

If any part or provision of the Act or any of these implementing rules and regulations be held invalid or with any of these implementing rules and regulations, are hereby deemed repealed or modified, as the case may be.

