

HISTORY

ICCT Colleges Foundation, Inc. was founded in 1992 by Dr. William S. Co. It was formerly known as the Institute of Creative Computer Technology (ICCT) and amended in year 2000 for its new name, ICCT Colleges for brevity.

ICCT, as it is most popularly known, have strategic located campuses in the municipality of Cainta, Angono, San Mateo, Sumulong (Cainta), Cogeo (Antipolo), Taytay, Binangonan and the city of Antipolo.

Its vision and mission give way to the education and training programs for its students and its surrounding communities. It offers degree programs and diploma programs in Engineering, Business Administration & Accountancy, Information & Communication Technology, Criminology, Education, Arts & Sciences. and Health Science Education. Also, it offers certificate programs in Health Care Assistant, Professional Caregiving, E-Learning, Call Center Courses, Medical Transcription, International Studies, Digital Art Animation and Language Proficiency and many others.

To further support its vision and mission, ICCT Colleges provides different socio-civic, education & skills training activities for its community campus involvement. The community of Rizal and its neighboring cities and municipalities are actively supportive with the different activities of ICCT Colleges, such are the Libreng Gamutan, Libreng Pag-aaral Handog ng ICCT Education Students, Teacher Training Seminars for Public Schools, Drug Prevention Program, Annual Job Fair, Life Support Seminars, HRM Skills Olympics, Recycling Program, Clean & Green sa Rizal, Christmas Drive, Libreng Blood Pressure, ICCT "Outbreak" Concerts, Sports Fest Intramurals, Beauty & Talent Search, Dance Competition, Band Competition, and others. In **the** same token, ICCT Colleges is actively supportive with the different activities of the province of Rizal and its neighboring cities and municipalities - Araw ng Lalawigan ng Rizal, Cainta Day, Angono Day, Antipolo Day, Rizal Youth Forum, Region IV TESDA Skills Competition, Marikina Day-Sabayang Pagbigkas, Rizal Lion's Club Interpretative Dance Competition and others.

ICCT Colleges is recognized and accredited by the Commission on Higher Education (CHED), the Technical Education Skills & Development Authority (TESDA) and the Professional Regulatory Commission (PRC). It is an active member of the Philippine Chamber of Commerce and Industry (PCCI), the Philippine Association of Colleges and Universities (PACU), the Cisco System Local Networking Academy, the University of Cambridge-Local Examination Syndicate (UCLES), the Philippine Colleges and Universities China Studies Association (PCU CSA), the Employers Confederation of the Philippines (ECOP) and others. It is an affiliate institution of Amang Rodriguez Medical Center, National Kidney Institute, National Children's Hospital, San Lazaro Hospital and others.

ICCT Colleges is esteemed and respected as the pioneer in the education and training of Rizalenos, and committed to provide affordable quality education with A GLOBAL PINOY DISTINCTION!

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PLEDGE OF LOYALTY

Freely and without mental reservations or purpose of evasion, I do hereby pledge to continue ever cherishing and professing the principles, tenets, and ideals of the Institute; to deport myself at all times in such wise as would enhance her good name and mark me out as a worthy graduate of ICCT Colleges; to consecrate myself to the service of God and country and the good of my fellowmen as the best token of love and gratitude for my "Alma Mater", this ICCT Colleges. So help me God.

UNDERTAKING

_____, as a student of ICCT Colleges and by way of this undertaking, it is my bounden duty and hereby commit myself to obey its rules and regulations. In this regard I promise to do the following;

1. I shall REFRAIN myself from being an active member of any fraternity/sorority or any association of similar in nature;
2. I shall REFRAIN from doing or performing any act or deed within and outside the campus premises involving fraternity activities or any "unrecognized" school organization of similar nature and character;
3. I shall NOT participate or get involved in any form of "hazing";
4. I shall NOT participate in any subversive activity.
5. I shall NOT go inside any nearby establishments (i.e., Karaoke Bars, Billiard/Pools Hall, Computer/Nideeo games shop, Beer pubs, etc.) during my class periods/hours;
6. I shall NOT be seen or caught playing pool/billiards, playing computer/video games, drinking liquors and alcoholic beverages, and or just simply "hanging out" in these establishments near the school;
7. I shall NOT commit any serious moral fault or any obscene/indecent act inside or outside of the school;
8. I shall at all times respect and honor my school mentors, officers and the rights of my classmates and schoolmates.
9. I shall obey and adhere faithfully on all school rules and regulations being implemented by this institution;
10. And I will always do honor to my school uniform and name of my school, ICCT Colleges.

I understand that any breach of my promise and or violation which is contrary to the provisions of this UNDERTAKING that I may commit in the future and or during my stay at ICCT Colleges shall place me directly UNDER EXCLUSION and or whatever DISCIPLINARY ACTION that school authorities may deem impose upon me.

IGNORANCE of the ICCT Colleges Student Handbook contents shall not excuse me from the policies, rules and regulations contained thereat.

All the facts and circumstances stated by me in this undertaking are true, correct, of my own knowledge, and declared by me VOLUNTARILY and FREELY without any pressure or influence of anybody and whatsoever.

This is to certify that I have read and understood all the provisions embodied in this handbook. I also agree to abide with all the said provisions while I am enrolled at ICCT Colleges.

Conforme:

Students Full Name (FN, MI, LN)	Student Number / Year Level
Course /Code	Date
Student's Signature over Printed Name	Parents's Signature over Printed Name

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ARTICLE I
PHILOSOPHY OF EDUCATION

The ICCT Colleges is a non-sectarian private school administered by a group of educators whose primary motivation is to provide high-quality education to students.

ICCT Colleges steadfastly believes that:

1. ...a true education aims at the formation of the human person in pursuit of his ultimate end and of the good of the society of which, as a man, he is a member, and in whose obligations as an adult, he will share. "
2. ...young people must be helped to develop harmoniously their physical, moral and intellectual endowments so that they may gradually acquire a mature sense of responsibility in striving endlessly to form their own lives properly and in pursuing true freedom as they surmount the vicissitudes of life with courage and constancy. "
3. ...all educational institutions shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation for the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency."

OUR MISSION:

ICCT Colleges believes in preparing students for the manifold demands of technological efficiency needed in the fields of Information and Communication Technology, the Health Sciences, and the various disciplines of educational pursuits through research, advanced studies, and international linkages, and to temper this training with the inculcation of genuine love for work and the virtues of a value-based individual.

ICCT Colleges dedicates itself to continuing its tradition of providing affordable high-quality computer based college education.

OUR VISION:

ICCT Colleges envisions itself to become the leading premier provider of higher education in Asia.

Based on these philosophies, ICCT Colleges believes in developing the potentials of its students to meet the challenges of life:

- (a) physically, so that they may be aware of their particular bodily capabilities and develop them for service to God, country and fellowmen;
- (b) morally and socially, so that they may acquire an integrated personality and the attitudes and skills which will enable them to fulfill their responsibilities and commitments as members of a free, democratic humane society;
- (c) intellectually, so that they may seek the necessary knowledge and skills that will enable them to achieve only the best; and,
- (d) spiritually, that they may unreservedly render service to their neighbors.

ICCT Colleges also (a) encourages analytical thinking and sound judgment through various classroom activities provided by the different subject areas. Moreover, at the same time (b) aims to create opportunities for the participation of students in actual activities that represent in miniature form, the bigger endeavor of the outside world.

As a FILIPINO SCHOOL, ICCT Colleges adheres to the educational provisions of the Philippine Constitution. It has a vital role helping Filipino students actualize their indigenous values, qualities and potentials so that together with their fellowmen, they may contribute to the building of the Filipino nation.

To these ends, ICCT Colleges includes in its curriculum, subjects designed to instill in the students an awareness of home and community life, particularly the rights and duties of citizenship, in the hope of making them responsible Filipinos. It emphasizes self-discipline drawn from within rather than imposed it, in the hope of enabling them to help in the development of national strength. It inculcates in the students' curiosity for national phenomena, both in and out of the classroom, and strengthens their knowledge with hands-on training for practical vocational skills in the hope of inspiring them to contribute to technological and manpower needs of the community and of the country as a whole.

ICCT Colleges, therefore, commits its educational endeavor to the individual student it educates, to the family and community of which the student is a member, and service to the Country and God.

ARTICLE II **GENERAL AND SPECIFIC OBJECTIVES**

Sec. 1 General Objectives:

- 1.1 To give the individual an appreciation of man's highly technological world, more specifically in the field of Information and Communication Technology, the Health Sciences, and the various disciplines;
- 1.2 To develop one's creativity as well as critical thinking in order to cope with the problems of living and become informed, responsible and productive citizens of the country;
- 1.3 To develop an extensive span of learning conducive to the development of inter-disciplinary, healthier and richer national and world views; and,
- 1.4 To develop one's resourcefulness as a means of facing this highly competitive world.

Sec. 2 Specific Objectives:

- 2.1 To upgrade the employability of both the professionals and the non-professionals in the suburbs of Metro Manila more specifically in the Cainta area and the neighboring towns of the province of Rizal by offering both Bachelor Degree and Technical - Vocational courses;
- 2.2 To develop globally competitive IT, Health Sciences, Hospitality Management professionals, technicians, programmers, systems analysts, trainers and managers within the business sectors here and abroad;
- 2.3 To contribute to the solution of the present traffic problems in Metro Manila by encouraging young high school graduates to take more functional courses near their residence; and,
- 2.4 To help bridge the gap from where Computer Education in the Philippines is now to where it ought to be.

ARTICLE III **BASIC RIGHTS AND RESPONSIBILITIES**

Sec. 1 Student Rights. Subject to the limitations prescribed by the laws of the land, students shall enjoy the following basic rights:

- 1.1 The right to quality and relevant education through competent and continuing instruction;
- 1.2 The right to organize, join and participate in lawful organizations and societies recognized by the Institute;
- 1.3 The right to career guidance and counseling services;
- 1.4 The right to freedom of expression and assembly subject to such constraints as to insure the proper exercise and enjoyment of the same freedom by all the members of the academic community;
- 1.5 The right to invite resource persons during assemblies, symposia and other activities of a similar nature, in accordance with prescribed procedures and provided such activities do not interfere with or disrupt classroom instruction or any other academic activities of the Institute; and provided

Further that it is subject to the recommendation of the Office of Student Affairs, respective College Dean and approval of the President;

- 1.6 The right of access to the student records by the student himself/herself or upon his/her authority and to the issuance of official certificates, transcript of records, grades, transfer credentials; and,
- 1.7 The right to be free from involuntary contributions except those approved by their own organizations or societies and those school subject-related contributions with proper recommendation of the respective College Dean and with prior approval of the Vice President for Academic Affairs. (School subject-related contributions must be coursed thru the Accounting Department duly receipted by the Vice President for Finance or his/her authorized representative.)

Sec. 2 **Student Responsibilities.** The following are the responsibilities and obligations of students:

- 2.1 To study conscientiously and achieve the highest possible academic performance that they are capable of;
- 2.2 To uphold the basic principles and the ideals of the ICCT Colleges and contribute to the attainment of its objectives;
- 2.3 To exercise their rights in a responsible manner, with due regard for the rights of others;
- 2.4 To promote and maintain the peace and tranquility of the ICCT Colleges by obeying the rules on discipline and by exerting efforts to attain harmonious relationships with fellow students, faculty members and administrative personnel; and,
- 2.5 To follow and abide by the ICCT Colleges Student Code and all the rules and regulations of the Institute, which may be issued from time to time.

ARTICLE IV **ADMISSIONS**

Sec. 1 **Who Can Enroll?** Admission to ICCT Colleges is open to students who meet its academic standards and who agree to abide by its policies, rules and regulations. The act of enrollment confirms the fact that they have so agreed.

Sec. 2 **Who Cannot Enroll?** The following students are ineligible for admission:

- 2.1 Those without honorable dismissal/certificate of transfer credentials or who have been refused admission in other schools for reason of academic deficiencies or discipline;
- 2.2 Those previously admitted to the ICCT Colleges but had been expelled or excluded because of disciplinary and/or academic reasons;
- 2.3 Those suffering from highly infectious or communicable diseases;
- 2.4 Those transferring from private schools with neither government recognition nor permit;
- 2.5 Those with scars, burn scars, tattoos, and any other form of markings that are related to fraternity, sorority, gangs and illegal organizations;
- 2.6 Those who have already graduated from ICCT Colleges unless permission to enroll for a second course/degree is granted by the Registrar upon the recommendation of the Academic Affairs Office; and,
- 2.7 Those who are undesirable in the sole discretion of ICCT Colleges.

Sec.3 **Entrance/Admission Requirements.** Applicants for admission are required to submit the following credentials:

- 3.1 **Freshmen** *(Students who have never been enrolled in any tertiary institution here or abroad and or have not attended, participated and engaged in any activities relevant to any form of schooling or education right after high school graduation).* Report Card (Form 138) and or Permanent Record (Form 137-A), Certificate of NSAT/NCAE Rating, Certificate of Good Moral Character, and 4 pieces 1x1 color I.D. pictures. 2 Xerox copies of Birth Certificate & 2 Xerox copies of High School Diploma.
 - 3.1.1 Philippine Educational Placement Test (PEPT) / Nonformal Education Accreditation & Equivalency Test (NFE A&E) / Alternative Learning System Accreditation & Equivalency (ALS A&E) Passers are also required to submit the original Certification from the Department of Education (DE PED) and Certificate of Passers Rating or Score.

- 3.2 **Old Students.** Those previously enrolled who seek re-enrollment shall submit their ENROLLMENT clearance and the following;

3.2.1 Graduating Students: Summary of Grades, Official Registration & Registration Form of the last trimester and Academic Evaluation. Graduating students must file their request for final academic evaluation with the Registrar's Office one month before the start of their last enrollment/term.

3.2.2 Non-Graduating Students: Academic Evaluation, Summary of Grades and Official Registration & Registration Form of the last trimester.

3.3 **Transferees & Second Coursers.** Certificate of transfer credentials/ honorable dismissal, transcript of records, certification of good moral character from the school last attended, and 4 pieces. 1x1 color ID pictures, 2 Xerox copies of Birth Certificate. All transferees/second coursers should undergo mandatory drug test and physical examination aside from the entrance interview being conducted by the Registrar.

3.4 **Returning Students|Balik-Aral:** *(Balik-Aral students are returning old students who stopped schooling for one (1) Academic year or more whether he/she had filed for an academic absence of leave)* Academic Evaluation. Latest Summary of Grades indicating when the student was last enrolled in ICCT Colleges and clearance from the Registrar's Office and Accounting Office. All Returning Students/Balik-Aral should undergo mandatory drug test and physical examination. 3.4.1 Balik-Aral students are not excuse from the maximum residency rule. Balik-Aral students

shall be required to shift to the latest curriculum (if a change in the curriculum was effected)

of his respective course upon his return;

3.4.2 If the Balik-Aral student upon his return to the current trimester/semester is evaluated to be a "graduating student", he/she shall be allowed to graduate in the current trimester/semester using his old curriculum.

3.5 **Foreign Students:** Foreign students are required to submit the following documents upon enrollment:

3.5.1Scholastic records duly authenticated by the Philippine Foreign Service Post

located in the student's country of origin;

3.5.2Original copy of Study Permit issued by the Bureau of Immigration (BI);

3.5.3Photocopy of Alien Certificate of Registration (ACR);

3.5.4Photocopy of photo. data and stamp of the latest arrival pages of the passport;

3.5.5Police Clearance Certificate issued by the National Police Authorities in the student's country of origin;

3.5.6English Proficiency Test. In addition to the entrance requirements prescribed for

Filipino citizens in the next preceding Section and those prescribed by the Commission on Higher Education, foreign students must pass an English proficiency test to be given by the admission officer of ICCT Colleges;

3.5.7 Financial Capacity. As embodied in the CHED Memorandum Order (CMO) No. 40 Series of 2008, Manual of Regulations for Private Higher Education (MORPHE) Article XVIII - Student Admission Section 82. Admission of Foreign Students. *In Addition to the Conditions for admission of a foreign student into any degree program provided by law and the policies and rules of the Commission, it must be shown that the foreign student has the means sufficient to support his education or study in the Philippines.*

3.6 **Entrance Examinations.** The admission officer administers the College Entrance Exam (CEE) to all freshmen including transferees and foreign students. *(Second Courser. Incoming freshmen. i.e. high school graduate with a general average of 85% or better, and an NSAT rating of 90% or better, are exempted from taking the CEE).*

ARTICLE V ENROLLMENT

Sec.1 Requirements and Effects. Enrollment is the formal act of the College in admitting for the trimester/semester or the summer term, as the case may be, a person who applies as a student. It is conditioned on the payment of the required fees and compliance with the prescribed rules and regulations for admission. Once complied with, the reciprocal relationship between the student and the ICCT Colleges begins involving rights, duties and responsibilities for both.

Sec.2 Enrollment Period. All students seeking admission shall enroll during the prescribed enrollment period and shall be allowed after a lapse of two weeks following the first day of classes unless the enrollment period is officially extended.

Sec.3 Term of Enrollment. Enrollment in any course offered by the ICCT Colleges is understood to be for only one trimester/semester or summer term, as the case may be.

Sec.4 Availability of Subjects. ICCT Colleges does not guarantee the availability or opening of particular subjects or sections. First come, first served basis shall always be observed during enrollment period. ICCT Colleges reserves the right to cancel and/or dissolve subjects and/or sections already offered due to insufficient number of enrolled students or other necessitating circumstances without prior notice.

Sec.5 Petitioned Subjects. A student or group of students who require additional subject(s) not open on the current term shall file a petition with the Academic Affairs Office. Petitions to open additional subjects shall be processed only at the beginning of the pre-enrollment period up to the first day of regular enrollment. A petition shall be signed by at least 25 students (subjects for morning / noon / afternoon sessions) and 15 students (subjects for evening session). A petition to open additional subjects shall be approved by the Vice President for Academic Affairs and the President, and subject to availability of faculty, time and room/s.

Sec.6 Dropping of Ineligible Students. A student who is discovered, after enrollment, to be ineligible for admission under Sec. 2, Article IV of this code shall be immediately dropped from the roll.

Sec.7 Cross-Enrollment in Other Institutions. As a general policy, cross enrollment in any form, type or case in other institution is NOT ALLOWED. As embodied in the CHED Memorandum Order (CMO) No. 40 Series of 2008, Manual of Regulations for Private Higher Education (MORPHE) Article XIX Student Load Section 93 Cross Enrollment. *Cross Enrollment is discouraged and shall be subject to institutional policies, rules and regulations...*

Sec.8 Shifting of Courses. Unauthorized changes/shifting of courses are not honored. Only changes with the approval of the respective College Dean and noted by the College Registrar are honored and given credit. Shifting of Course shall be allowed only during trimestral/semestral breaks or if the student is not yet officially enrolled for the current term.

Sec.9 Drug Test. Students upon enrollment at ICCT Colleges are required to undergo a drug test at the ICCT Drug Testing Center. The Drug Test is in accordance with the pertinent provisions of the COMMISSION ON HIGHER EDUCATION (CHED) MEMORANDUM ORDER (CMO) NO. 19 Series of 2003 and the DANGEROUS DRUGS BOARD (DDB) BOARD REGULATION NO. 6 dated August 1, 2003. The student shall pay a fee of 200 pesos through the ICCT Colleges Accounting Office.

ARTICLE VI TUITION AND OTHER FEES

Sec.1 Schedule of Fees. The schedule of tuition fees and other school charges are posted on the bulletin boards during the enrollment period.

Sec. 2 Cash Payment of Fees. Assessed fees paid in full and in cash or by, manager's and/or cashier's check are subject to a 10% discount. Personal checks shall not be considered payments until honored by the Drawee Bank.

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Sec.3 Installment Payment. Payment on installment basis of the total assessed fees is allowed; the student shall pay in five (5) equal installments following the schedule of payments distributed for the whole trimester.

Sec.4 Late Enrollment. A student who enrolls late and/or pays his fees after the first day of classes shall be fined for late enrollment.

Sec.5 Refund. Refund of fees shall be made in accordance with the following rules:

5.1. Dropping of Entire Load or Withdrawal

A student who, after having paid his tuition and other Colleges' fees, wishes to drop all his academic loads or withdraw from ICCT Colleges and obtain a refund, must give a written notice to that effect by filing at the Registrar's Office the dropping form duly signed by the instructors concerned with the approval of the College Dean and noted by the Registrar within two weeks after the first day of classes during the regular trimester/semester and within one week after the first day of classes during summer term and shall be entitled to the following refund based on the total fees as indicated in the Official Registration and Assessment Form:

5.1.1 If a student files the required dropping form within one week after the opening of classes during the regular trimester/semester and within three days after the start of

classes during the summer term, he/she shall be entitled to a refund of his tuition fees less 10%.

5.1.2 If a student files the required dropping form during the second week of classes of the regular trimester/semester or after the third day but before the seventh day of the summer term, he/she shall be entitled to a refund of his tuition fee less 20%.

5.2 Dropping of Individual Subjects.

A student who wishes to drop any individual subject or subjects shall give notice to that effect by filing a dropping form that may be secured from the Registrar's Office within two weeks counted after the first day of classes during the regular trimester/semester and within one week after the first day of classes during summer term and shall be entitled to the following refund:

5.2.1 A student who files the required dropping form within one week after the opening of classes during the regular trimester/semester and within three days during summer term, shall be entitled to the corresponding refund or credit adjustment of what has been paid for the subjects dropped less 10%.

5.2.2 A student who files the required dropping form during the second week of classes of the regular trimester/semester or after the third day but before the seventh day of the summer term, shall be entitled to the corresponding refund, less 20%.

5.3 Refund Without Deduction. The corresponding refunds or credit adjustment without deduction shall be made if the class is dissolved or discontinued.

5.4 Processing of Applicant's Request for Refund. Papers of applicants requesting for refund shall be processed only after a lapse of three weeks from the start of classes.

Sec.6 There shall be no refund of fees for the dropping or withdrawal of load or subjects after a lapse of two (2) weeks from the first day of classes during the regular trimester/semester and one week from the first day of classes during summer term.

ARTICLE VII

WITHDRAWAL / DROPPING AFTER DEADLINE FOR REFUND

Sec.1 Requirements to Avoid a Failing Grade. In order to avoid receiving a failing grade in the subject or subjects dropped, a student must comply with the following requirements:

1.1 He/she should file the corresponding dropping form one (1) week before the start of the midterm examination;
and

1.2 He/she should file the dropping form before incurring five (5) absences in the subjects dropped during the regular trimester/semester.

S

SCHOLARSHIP Programs

9.2.1 PESFA Private Education Student Financial Assistance Program

9.2.2 ADB Asian Development Bank Grant

9.2.3 PGMA TWSP - Training for Work Scholarship Program

9.2.4 LEP Ladderized Education Program

9.3 DEPARTMENT OF NATIONAL DEFENSE (DND) SCHOLARSHIP Program

9.4 SAPIENTES MUTES SCHOLARSHIP Grant (SMSFI)

9.5 PHILIPPINE VETERANS AFFAIRS OFFICE (PVAO) SCHOLARS

9.6 AFP EDUCATIONAL BENEFIT SYSTEM OFFICE (AFP-EBSO) SCHOLARS

9.7 RIZAL SCHOLARSHIP FOUNDATION

9.8 HON. CASIMIRO A. YNARES III, MD SCHOLARSHIP Program 9.9 USEC.

RICARDO R. BLANCAFLOR SCHOLARSHIP Program 9.10 SCHOLARSHIP

AND YOUTH DEVELOPMENT Program (SYDP)

Sec.10 One Discount Policy As a matter of general policy, no student shall benefit from more than one (multiple) tuition fee discounts and or scholarship grants. In cases when a student has qualified or entitled to more than one discounts, he/she shall enjoy only the highest discount.

ARTICLE IX ATTENDANCE

Sec.1 Checking of Attendance. No student shall be allowed to attend a class if his/her name does not appear in the official class master list issued by the Office of the Academic Affairs. Attendance shall be checked every class day starting the very first day of classes. Students shall be required to wait for the professor in the classroom for at least 15 minutes for every hour of classes if no prior advice from the Academic Affairs Office were given that the professor will be absent.

Sec.2 Maximum Allowable Absences. A student who has incurred more than 20 percent of absences of the required class attendance, (i.e. five (5) absences) shall be dropped from the roll and shall be given a failing grade.

Sec.3 Tardiness and Constructive Absences. A student who comes 15 minutes late to class shall be marked "tardy". Three tardiness marks are equivalent to one absence. A student who leaves the classroom and stays out for the duration of the class period without the professor's permission shall be marked "absent".

Sec.4 General Assemblies. General or special assemblies, ceremonies or functions that require the attendance of a given section shall take place of classes which otherwise would have been held. Absence from such activity shall be recorded as absence from the period concerned.

Sec.5 Leave of Absence (LOA). A student who plans to stop attending classes for at most one academic year is required to apply for a Leave of Absence (LOA). LOA should be requested formally in writing to the Vice President for Academic Affairs and for approval of the College President. The LOA should not exceed one academic year, in cases where a student went beyond the allowable period of one academic year, the student should file for readmission and shall be approved by the Vice President for Academic Affairs.

5.1 Leave of Absence (LOA) shall be filed only before the start of the term/trimester/semester. No LOA shall be processed during the term/trimester/semester. If the inability of the student to continue attending his/her classes is due to illness or similar justifiable causes, his/her absences during this period shall be considered excused. In such cases, the student shall be required to present medical certificates and related supporting documents with proper endorsement of the ICCT Colleges school physician.

ARTICLE X EXAMINATION

Sec.1 Major Examinations. Every student regardless of class standing is required to take all the scheduled examinations, i.e. the prelim, the midterm, and the final examinations.

Sec.2 No Permit, No Examination. An Examination Permit is a prerequisite for taking any of the scheduled examinations.

Sec.3 Special/Completion Examination. A student, who fails to take any of the scheduled examinations due to a fortuitous event or circumstance beyond his control, maybe allowed to take a special/completion examination. The written justification together with supporting papers if any should be submitted to the Academic Affairs Office within ten (10) school days from the last day of the examinations.

Sec.4 Completion Fee. There shall be a fee charged for every subject taken as a special or completion examination. Completion fees are posted at the bulletin board of the Accounting Department.

Sec.5 Completion of Incomplete Grade. An incomplete grade shall be completed on the date set for completion examination. Failure to do so shall result in the automatic conversion of the incomplete grade into a failing grade.

Sec.6 Schedule of Special/Completion Examinations. Special/Completion examinations shall be taken as follows:

6.1 Preliminary Examinations - within ten (10) school days from the last day of the scheduled exam; 6.2

Midterm Examinations - within ten (10) school days from the last day of the scheduled exam;

6.3 Final Examinations - not later than ten (10) school days after the start of the next regular trimester or summer term, unless the subject is a prerequisite to another subject to be taken, in which case it shall be scheduled at least five (5) school days before the opening of the following trimester/semester or term.

ARTICLE XI GRADING SYSTEM

Sec.1 Grading Periods. There are three (3) grading periods during a school term: prelim grade (FG), midterm grade (MG) and final grade (FG). Final grades are issued in a computer generated form (Grade Slips) at every end of a term/trimester/semester.

Sec. 2 No Conditional Grades. Grades shall be either passing (3.0 or higher) or failing (5.0). Sec.3

Computation of Grades. The grading system is cumulative.

31 Preliminary Grading Period:

$$CS \text{ (Class Standing)} = \frac{\text{Quizzes} + \text{Recitation} + \text{Assignments}}{3}$$

$$PG = \frac{2(CS) + \text{Prelim. Exam Rating}}{3}$$

32 Midterm Grading Period:

$$CS = \frac{Q + R + A}{3}$$

$$CA \text{ (Class Average)} = \frac{2(CS) + \text{Midterm Exam Rating}}{3}$$

$$MG = \frac{2(CA) + PG}{3}$$

3.3 Final Grading Period:

$$CS = \frac{Q + R + A}{3}$$

$$CA = \frac{2(CS) + \text{Final Exam Rating}}{3}$$

$$FG = \frac{2(CA) + MG}{3}$$

$$\text{Final Grade} = \frac{2}{3} \text{ Class Average} + \frac{1}{3} \text{ Final Examination Rating}$$

ARTICLE XII

ACADEMIC STANDING I RETENTION POLICY

Sec. 1 Academic Requirements for Continued Residence. Every student must maintain at least the required minimum academic standing as a prerequisite to continued residence or readmission in the College as set forth in this Article.

1.1 Academic Load. No student shall be allowed to enroll more than the number of units specified in his respective curriculum except for graduating students and/or with the approval of the Vice President for Academic Affairs.

Sec.2 Automatic Exclusion. A student who fails in two-thirds (2/3) or more of his total academic unit load in any trimester/semester of the school year shall be automatically excluded. Some departments of the College, however, may be authorized to adopt more stringent academic standards.

Sec.3 Warning. A student who fails in more than one-third (1/3) but less than two-thirds (2/3) of his total academic unit load in either the first and second trimester/semester of the school year shall be placed under warning in the succeeding trimester/semester and be admonished to improve his performance. He shall not be allowed to increase his academic unit load during the trimester/semester he is under warning.

Sec.4 Probationary. A student who fails in more than one-third (1/3) but less than two-thirds (2/3) of his total academic unit load in either the first and second trimester/semester of the school year after the first warning status shall be placed under Probation in the succeeding trimester/semester and be admonished to improve his performance and accordingly not be allowed to increase his academic unit load during the trimester/semester he is under probation.

Sec.5 Exclusion after Final Warning. A student placed under final warning on the third time and again fails in more than one-third (1/3) of his academic load shall be excluded from the College. Exclusion means forfeiture of the right to readmission, without prejudice to the provisions of Sec. 7 of this Article.

Sec.6 Exclusion for Repeated Dropping of Subjects. A student with an original load equivalent to the required units of the course for the regular trimester/semester, who later drops some of his subjects without reasonable and/or serious cause so that his trimestral/semestral load is reduced to less than nine (9) units, shall be warned for the first time and shall be excluded after the second time.

Sec.7 Transfer to Another Department. A student excluded for academic deficiencies from a particular department and or College in ICCT Colleges may be admitted in another department and or College if his academic records, as determined by the Registrar and by the respective College Dean, so warrants.

Sec.8 Certificate of Honorable Dismissal. A student excluded from ICCT Colleges because academic deficiencies under this article shall be entitled to the issuance of a certificate of honorable dismissal.

Sec.9 Maximum Residency Rule. Any student must finish the requirements of any course/program within the prescribed length of duration (regular residency) as specified and approved in his/her respective course/program or curriculum. In cases when regular residency in any course/program is exceeded, no student enrolled in a trimester/semester term shall be allowed to enroll more than three (3) terms for a trimester course/program and two (2) terms for a semester course/program of the actual number of trimester or semester terms prescribed in the

- approved course/program without prejudice to section 1 of this article.

ARTICLE XIII

**QUALIFYING EXAMS, GRADES, PRE-BOARD EXAMINATIONS
& TESDA ASSESSMENT EXAMINATIONS**

Sec.1 Objectives. The main objective of this is to prepare incoming second (2") and third (3') year level students for the mastery of the major subjects to be undertaken in the following academic year. This will also measure the

Class Average = 2/3 Tests* + Class Participation*

*Tests - include Quizzes, Chapter and Unit Tests

*Class Participation - includes attendance, recitation, reports, projects, seatworks, etc

To change score of any number of items to percentile, use the formula:

$$\text{Score in percent} = \frac{\text{Score}}{\text{No. of Items}} \times 50 + 50$$

Sec. 4 Finality of Grades. Final grades once submitted to the Registrar's Office cannot be altered or modified without the written permission of the Vice President for Academic Affairs and the President. Such permission may be given in only one case: i.e., if the faculty member concerned certifies in writing to the Vice President for Academic Affairs through the Registrar that he had committed a clerical or mathematical error. In no case can a grade be revised by re-examination except by the authority of the Vice President for Academic Affairs and the President.

Sec. 5 In Progress. No In Progress grade is given to the internship programs of the College of Education and Medical Technology. If the internship is unfinished or aborted, students shall re-enroll the subject.

Sec. 6 Grade System. The grading system in ICCT Colleges shall be as follows: GRADE

EQUIVALENT

Description Grad rig Scales

Percentage Equivalent		
97 — 100	Outstanding	1.00
94 — 95	Excellent	1.25
91 — 93	Very Good	1.50
88 — 90	Good	1.75
85 — 87	Average	2.00
82 — 84	Very Satisfactory	2.25
79 — 81	Satisfactory	2.50
76 — 78	Fair	2.75
75	Passed	3.00
Below 75	Failed	5.00
	Unauthorized Withdrawal	UW
	No Attendance	NA
	Authorized Withdrawal	AW
	Officially Dropped	DRP
	No Status	NS

- UW Unauthorized Withdrawal is given to student who incurred more than 20% absences of the total number of class hours and who unofficially dropped the subject or stopped attending classes without any official notification before the midterm examinations.
- NA No Attendance is given to student who officially enrolled the subject but failed to attend the subject for the entire trimester.
- AW [old system] Authorized Withdrawal is given to student who officially dropped the subject one (1) week before the Midterm Examination
- DRP [new system] Officially Dropped is given to student who officially dropped the subject one (1) week before the Midterm Examination.
- NS **No Status** is system generated remark when an error occurred during the encoding of Final Grades

3.3 In the event of finding of innocence in a subsequent hearing, the absences incurred during the period of preventive suspension shall not be counted against the student and shall be allowed to take any examination missed, if any.

ARTICLE XVI OFFENSES

Consonant with the requirement that every private school shall maintain good school discipline pursuant to the recognized authority and prerogative of private schools to promulgate such rules and regulations as they may deem necessary from time to time, effective as of the date of their promulgation unless otherwise specified, and consistent with present TESDA and CHED policies and in line with the proper and appropriate statutes and jurisprudence of the land, the ICCT Colleges Foundation, Inc. hereby promulgates the following rules and regulations to govern school discipline within and outside the school campus, to wit:

Sec. 1 Major Offenses. THE FOLLOWING ACTS ARE CONSIDERED SERIOUS OFFENSES/INFRACTIONS AND PUNISHABLE BY THE MAXIMUM SANCTION OF EXCLUSION OR EXPULSION:

(The following acts are considered serious offenses as subject to school discipline when committed within or outside the campus:)

- 1.1 Carrying explosives, firearms, knives or other deadly weapons (guns, bladed or pointed weapons, "Indian Pana", "Batangas Knife" and other similar weapons which could cause physical injuries or death) or whatever kind within the Colleges premises; (Sanction = Exclusion);
- 1.2 Detonating explosives or fireworks within the ICCT Colleges premises and its immediate vicinity; (Sanction = Exclusion);
- 1.3 Any forms of sexual misconduct and or delivery of an offensively lewd and indecent speech which contains sexual metaphors; (Sanction = 1' offense = Suspension for one Trimester/Semester; 2' offense = Exclusion);
- 1.4 Dishonesty (Sanction = offense = Suspension for one Trimester/Semester; 2 offense = Exclusion)
 - 1.4.1 Forging or tampering of school records, or school forms, school's official receipts or any other related records or written materials required by the curriculum of a particular department in school; forging or tampering of any, transfer form, or securing or using such forged or tampered materials, records, forms, credentials or documents;
 - 1.4.2 Lending, borrowing, tampering with and/or forging of certificates of matriculation, ID's, class cards, clearance certificates or other documents; or otherwise committing allowing or abetting acts of impersonation and/or misrepresentation for the purpose of entering the College premises, enrolling, securing permits or taking of examinations;
 - 1.4.3 Cheating in the classroom or laboratory room during any examination, experiment, or any academic exercise relative to academic requirements of the Department to which the student belongs;
 - 1.4.4 Taking examinations or attending classes without having duly enrolled therein or without the required permits;
 - 1.4.5 Using an identification (ID) Card belonging to another student of the ICCT, by changing the picture appearing in said ID, or by making any other change or changes to make the ID appear as his own;
 - 1.4.6 Taking the place of a new student seeking admission to the ICCT, in examination designed by the Guidance Office or by any Department to test the intelligence, character, ability or aptitude of the said new student;
 - 1.4.7 Unauthorized use of the official seal of the ICCT or of the official seal of any Department in School; and contrivance, possession or use of instrument or implements or materials for forgery or falsification
 - 1.4.8 Unauthorized use of the name ICCT. Using the name of the school in academic and non-academic competitions, student conferences and other activities of the campus, without the explicit prior written recommendations of the Dean/Head of the College or Department concerned or Adviser/Moderator of the group so using the name of the school, endorsed by the Office of Student Affairs (OSA), and approved by the President of the ICCT Colleges.

- 1.4.9 Unauthorized use of the name of a teacher as a co-author of an article to assure its publication;
- 1.4.10 Plagiarism;
- 1.5 Drug dependency; (Sanction = offense = Suspension for one Trimester/Semester; 2' offense = Exclusion)
- 1.6 Use of, trafficking, selling, possession of prohibited/dangerous drugs (marijuana, opium, shabu, cocaine, ecstasy, etc.) and paraphernalia as classified under RA 9165; (Sanction = offense = Suspension for one Trimester/Semester; 2' offense = Exclusion)
- 1.7 Drunkenness (Sanction = 1' offense = Suspension for one week; 2" offense = Suspension for one Trimester/Semester; 3' offense = Exclusion)
 - 1.7.1 Entering the ICCT Colleges premises under the influence of liquor/alcohol or being in state of drunkenness therein;
 - 1.7.2 Possession within the premises of the school campus of any intoxicating materials of whatever kind or class;
 - 1.7.3 Being drunk and disorderly in the streets or in any place in violation of a city or municipality ordinance
- 1.8 Gambling (Sanction = 1st offense = Suspension for one week; 2nd offense = Suspension for one Trimester/Semester; 3' offense = Exclusion)
 - 1.8.1 Betting, gambling, maintaining or participating in any game of chance and all other forms of vices, such as but not limited to, playing cards, dice, "hantak", "kabit", "bulitsi", "piyatpiyat", "blackjack", last two", and other similar games within the school premises and,
 - 1.8.2 Mere possession of any gambling paraphernalia(s) within the premises of the campus, except when said paraphernalia(s) are to be used for school purposes or as materials or props in school plays or presentations, or classroom plays or presentations or for similar school-related or school-required activities;
- 1.9 Gross Misconduct (Sanction = Exclusion)
 - 1.9.1 Insubordination; Gross disobedience or disregard of a lawful order or authority of any faculty member or College official. Resistance to any lawful order of the duly constituted authorities of the School, or their agents or representatives;
 - 1.9.2 Acts of subversion or such other similar acts as are inimical to the interests, safety and stability of the state;
 - 1.9.3 Formation of illegal organizations, fraternities, sororities, gangs and clans, i.e., those associations or organizations, that are not recognized by the school and whose aims and purposes are against the law, good morals, good customs, public order or public safety;
 - 1.9.4 Membership to illegal organizations, fraternities, sororities, gangs and clans;
 - 1.9.5 Assaulting, insulting, challenging, or committing physical abuse or any act of gross disrespect directed against persons in authority, faculty members, personnel and fellow students or threatening to do any of the aforementioned acts;
 - 1.9.6 Fistfights, rumbles, tumultuous affrays, or any other forms of fights or physical confrontation, or any quarrel or similar forms of misconduct which may cause or tend to cause any disturbance to campus peace and tranquility, or any danger to life or limb;
 - 1.9.7 Grave threats, light threats or intimidation on any member of the Administration, or any student or any member of the Faculty, on any non-teaching personnel, or on any employee of the School, or on his agent or representative;
 - 1.9.8 Resorting to invectives, personal insults, black propaganda, or malicious imputations, oral or written, in order to discredit or ridicule ICCT Colleges officials, personnel, faculty members of fellow students;
 - 1.9.9 Preventing or threatening Faculty members or School authorities or students from discharging their duties or from attending classes or entering the school premises; and,
 - 1.9.10 Estafa, theft, larceny, or other analogous crimes committed against any fellow students, Faculty member of the Administration, non-teaching personnel, or employee of the School;
 - 1.9.11 Extorting, blackmail or periodic unauthorized solicitations of any amount of money or quantity of good or materials, or any volume of property, from the students and/or from any person inside the school campus or premises whether or not the purpose or objective is accomplished;

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 - 9.12 Unauthorized fund-raising activities and solicitations of money, property, goods or the like from students, Faculty members, members of the Administration, or from the non-teaching personnel or employees of the school;
 - 1.9.13 Unauthorized solicitations of money, property, goods or the like, from outside sources and or Solicitation of money, donation or contribution in kind without the prior approval of the ICCT Colleges administration or the CH ED and or TESDA;
 - 1.9.14 Robbery, thievery and acts of malicious mischief involving College property or that of the members of the academic community, including College guests and callers;
 - 1.9.15 Stealing or asportation of books and other similar materials from the School libraries, laboratories, audiovisual rooms, functions rooms and other similar places in School; 1.9.16 Selling examination papers; cheating in examinations, bribery or effecting any change of grades without proper authority;
 - 1.9.17 Lying at the hearing on the charges against himself;
 - 1.9.18 Beating up another student and seriously assaulting another person;
 - 1.9.19 Attempting to bribe members of the faculty, non academic personnel, department heads, college deans, administrators and law enforcers;
 - 1.9.20 Refusing to identify the student who violated a school regulation when he knew;
- 1.10 Hazing, in any form; (Sanction = Expulsion)
- 1.14 Malversation of Funds; (Sanction = 1st offense = Suspension for one Trimester/Semester; 2nd offense = Exclusion)
 - 1.14.1 Misappropriation of or failure to account for funds belonging to the College or any recognized student organizations;
- 1.15 Vandalism (Sanction = offense = Suspension for one week; 2nd offense = Suspension for one Trimester/Semester; 3rd offense = Exclusion)
 - 1.15.1 Any act causing the painting or inscription of words or figures or caricatures on any part of any School building or structure, resulting in the painting or inscription of the so-called "graffiti" in said places;
 - 1.15.2 Destroying, defacing or dirtying any school property, walls, floors, basements, painting, doors, desks, tables, chairs, etc., tearing of books, notices or circular; destruction of window panes, toilet bowls, fans, laboratory equipments, computer units and/or accessories, water fountains, air conditioners, clocks, school vans, cars and service vehicles and other College equipments or furnishings or any other portion of the School campus and;
 - 1.15.3 Removal, tearing, detaching or any other form of destruction of any authorized posters, streamers or other paraphernalia duly approved for display or posting or circulation by the proper school authorities.
- 1.11 Gross Immorality and other acts constituting scandalous and reprehensive conduct; (Sanction = 1st offense = Suspension for one Trimester/Semester; 2nd offense = Exclusion)
 - 1.11.1 Possession, distribution or use of any pornographic material, whether pictures or illustrations and or in electronic/digital formats;
 - 1.11.2 Indecent exposure, Act of lasciviousness, lewd or indecent language and other similar acts inside the School campus; and,
 - 1.11.3 Abortion, in the case of a pregnant female student by herself or through a doctor; or by any student or aiding in abortion by a pregnant student;

- 1.12 Instigating, inciting, provoking, leading, taking part in illegal strikes or similar concerted activities illegal and/or violent demonstrations or activities, or giving active support thereto in any form or manner whether financial, physical or material resulting in the stoppage of classes ; (Sanction = Expulsion)
 - 1.12.1 Aiding, guiding, instigating, or conspiring, confederating or confabulating with other students or school authority, or member of the faculty, or non-teaching personnel of the school, or even with outsiders, to commit any violation or infraction or transgression of any school rules and regulations; and,
 - 1.12.2 Engaging in any unauthorized assembly within the school premises, resulting in disruption, disturbance, or stoppage of classes or any other authorized School activities, performance, stage plays, or presentations;
 - 1.12.3 Leading or otherwise taking part in any activity which disrupts the College functions or adversely affects classroom instruction, whether such activity is or is not accompanied by violence, such as disconnecting or tampering electrical connections, switches, generators, motors, air conditioners, fans, light and fire alarms; giving false alarms. Shouting, banging doors, wall, tables, desks and chairs; and other acts of rowdiness and disturbance;
 - 1.12.4 Barricading the school entrance;
- 1.13 Misconduct that affects the morale or efficiency of the school, or is adverse to the school's good order, welfare and advancements; (Sanction = Expulsion)
 - 1.13.1 Mauling of a professor or teacher off-campus in connection with a student's having received a failing grade;
 - 1.13.2 Incidents committed outside the school compound on an occasion, which is not school sponsored or connected with any activity of the school;
 - 1.13.3 Cases of violations of school policies or regulations occurring in connection with a school-sponsored activity off-campus and,
 - 1.13.4 Cases where the misconduct of the student involves his status as a student or affects the good name or reputation of the school.
- 1.16 Any other acts of infraction or misfeasance or malfeasance punishable under the revised penal code of the Philippines, or under any existing Special Laws of the Country, or under the Manual of Regulations for Private School, or any other existing and valid DepEd, TESDA and CHED Memorandum, Circulars and Orders.

Sec. 2 **Minor Offenses**

THE FOLLOWING ACTS ARE CONSIDERED LIGHT OFFENSES/INFRACTIONS: 2.1

Smoking inside the campus;

2.2 Any deliberate throwing of waste papers and other forms of garbage in any part of the School campus not designated or intended or indicated as receptacle or depository of the same; and,

2.3 Clogging of toilet bowls, urinals and lavatories or causing spillage of waste or stinking matter. Placing or throwing of used sanitary napkins on toilet bowls.

2.4 Spitting on the walls and floors of the School, or any other act deliberately designed to make the School or any of its premises dirty;

2.5 Wearing of rubber slippers "tsinelas", "bakya", sandals and or open shoes of whatever brand kind or style or shape inside the School campus;

2.6 Wearing of sleeveless shirts commonly known as "sando" inside the school premises;

2.7 Wearing of indecent or provocative clothing (sleeveless, hanging shirt, mini skirt, shorts, etc.) or dress inside the campus;

2.8 Non-wearing, failure, refusal to wear the required ID and/or prescribed student uniform within the College premises.

2.9 Payment of tuition or other fees to persons other than the cashier/teller or those authorized to receive them;

2.10 Illegal room-to-room campaign without prior approval from the Office of Student Affairs. 2.11 Use of the ICCT Colleges premises and/or facilities without prior authorization;

Sec.2 **Consequences of Withdrawal/Dropping Without Notice.** A student who withdraws or drops a particular subject or subjects without filing the required dropping form shall be given a grade of "5" (failed) therein, and required to pay in full his/her total assessment or the corresponding assessment for the subject or subjects dropped, as the case may be.

Sec.3 **Continuous Payment of Tuition Fees.** The failure of a student to drop his/her subject(s) on the prescribed period will be subjected for a continuance of payments of all fees and penalties as indicated in the Enrollment and Registration form.

With respect to aforementioned premise, a student is also required to pay in full his/her total assessment on the following hypothetical cases:

- 3.1 He/she wishes to re-enroll on the following trimester/semester.
- 3.2 He/she wishes to transfer to another school and would like to request for credentials (e.g., Transcript of Record (TOR). Certificates of Grades, Good Moral Character and Certificates of Transfer Credentials/Honorable Dismissal, etc.)

Sec.4 **Withdrawal of Entrance/Admission Credentials.** ICCT Colleges reserves the right to determine whether a credential submitted will be accepted as valid. Entrance credentials once submitted become part of the student's permanent record of ICCT Colleges upon the official start of the term or opening of classes.

- 4.1 Entrance Credentials of enrolled freshmen students who officially withdraw or cancel his enrollment before the official opening (first day of class) of the trimester/semester/summer term shall be released/returned ONLY after duly accomplishing the requirements and procedure of dropping and paying all required processing fees.
- 4.2 Withdrawal of entrance credentials after the official opening of classes is strictly NOT allowed. In such cases, student shall request and process for his transfer credentials after duly accomplishing the requirements and procedure of dropping and paying all required processing fees without prejudice to Section 3 of this article.
- 4.3 ICCT Colleges may withhold the release of transfer credentials of a student who has outstanding financial or property obligation to the institution, or is under penalty of suspension, expulsion. The transfer credentials shall be released upon settlement of the obligation, or after the penalty of suspension is served or expulsion lifted.

ARTICLE VIII **SCHOLARSHIPS AND TUITION-FEE DISCOUNTS**

Financial assistance in the form of scholarships, student employment and tuition discount is available at ICCT Colleges. The amount of assistance ranges from a small part of the tuition to full support for tuition and books. All financial assistance in the form of scholarships, student employment and tuition fee discounts are subject for approval and availability of slots.

Sec.1 **President's List Scholarship Award.** The President's List Scholarship Award is available to students enrolled at ICCT Colleges. Students under this scholarship shall represent 10% of the total enrollment of the previous trimester. This award shall be based on the following:

- 1.1 The candidate must carry at least a total of 15 units offered of the course for the regular trimester in order to qualify for the scholarship.
- 1.2 A residency requirement of at least one trimester is required.
- 1.3 The student candidate must not have a final grade lower than 2.00 in both academic and nonacademic subjects.
- 1.4 The student candidate must have a general weighted average of 1.75 or higher.
- 1.5 A student who obtains a general weighted average of 1.25 or higher shall be entitled to a full tuition scholarship for the next trimester.
- 1.6 A student who obtains a general weighted average between 1.75 and 1.26 shall be entitled to a partial tuition scholarship for the next trimester.
- 1.7 Application for President's List Scholarship Award shall be on a trimestral/semestral basis only. 1.8 The candidate must be of good moral character certified by the Career Guidance Counselor supported by the recommendation of any faculty member under whom the candidate has the most number of subjects as well as endorsement by the Vice President for Academic Affairs and

the Department Head concerned.

Sec.2 Student Assistantship. ICCT Colleges employs a limited number of responsible students who serve as assistants in some departments of the ICCT Colleges requiring their services. Students may apply but selection depends on their academic performance, ability to do the job and sufficiency of time for work. Payment for services is based on the number of hours rendered. A student who qualifies for the Student Assistantship program shall enjoy the tuition-fee discount under the WAYS program.

Sec.3 Siblings Discount. As a form of incentive, ICCT Colleges offers the following discount: when two or more brothers/sisters enroll during the same term, the second brother/sister shall be granted a 10% discount, the third a 20% discount, the fourth 30% discount, and the succeeding brothers/sisters, a 50% discount.

Sec.4 Government Employees and Dependents Discounts. ICCT Colleges recognizes the hardworking government employees, thus grants a 50% percent discount on the tuition fee of qualified government employees and dependents. However, these discounts are subject for the approval of the President upon submission of the requirements through the Office of Student Affairs.

Sec.5 Work As You Study (WAYS) Program. A student may apply as working student via the WAYS program. Students qualified for the program shall be made to pay 100 pesos per unit on the tuition fee as oppose to the regular 130 pesos per unit fee. Students applying for the WAYS Program should enroll subjects only on the 7:00 pm to 11:00 pm schedule. As another assistance, qualified applicants may be given schedule to work in any division of William and Co. Phils, Inc. or in any of its sister companies or establishment partners.

Sec.6 MR & MS ICCT SCHOLARSHIP Grant A scholarship grant given to the winners of the Search for Mr. & Ms. ICCT. The grant ranges from a FULL SCHOLARSHIP to tuition fee discounts to the deserving winners of the pageant.

Sec.7 DR. CONSUELO L. CO (DCLC) SCHOLARSHIP Program An institutional scholarship program offered to qualified and deserving high school graduates with Valedictorian, Salutatorian and within the Top 5 graduates status in their High School. Students who will qualify for this scholarship program shall enjoy Full Scholarship Grant and a trimester/semester stipend/allowance respectively. A Scholarship committee shall screen student applicants and will determine the qualified students for the following programs; BSC, BSECE, BSA, BSEd, BEEd, BSMedTech, and BSHRM.

Sec .8 Scholarship/Grant Sponsored by Private Entities/Individuals

8.1 AMY FOUNDATION INC. SCHOLARSHIP Program

8.2 FRANCISCO P. FELIX EDUCATIONAL FOUNDATION (FPFEF) Inc. SCHOLARSHIP Grant

8.3 RAMON A. ILAGAN FOUNDATION SCHOLARSHIP Grant (RAMON A. ILAGAN CENTER FOR STUDIES & DEV'T. INC.,) Grant

8.4 PHILIPPINE CHAMBER OF COMMERCE & INDUSTRY (PCCI) ICCT COLLEGES SCHOLARSHIP Grant "KARUNUNGAN PARA SA KINABUKASAN

8.5 AURELIO PERIQUET JR. FOUNDATION SCHOLARSHIP Program

8.6 EASTERN RIZAL FILIPINO CHINESE CHAMBER OF COMMERCE, INC. (ERFCCI) "FIRE VOLUNTEERS" SCHOLARS / SCHOLARS UNLIMITED

8.7 ICCT COLLEGES MILLICENT FOUNDATION SCHOLARSHIP Program

8.8 ICCT COLLEGES FOUNDATION, INC. & UP WITH PEOPLE FOUNDATION, INC & ROTARY CLUB OF GREENMEADOWS SCHOLARSHIP PROGRAM

8.9 SEA OIL (SHARK) SCHOLARSHIP PROGRAM

Sec. 9 Other Scholarship Grants:

9.1 COMMISSION ON HIGHER EDUCATION (CHED) SCHOLARSHIP Programs

CHED provides educational opportunities to poor but deserving students through various student financial assistance programs (STUFAPs);

9.1.1PESFA- Private Education Student Financial Assistance Program

9.1.2SSP State Scholarship Program

9.1.3 CSSGP CHED Senate Study Grant Program

9.1.4PWD Person with Disability Study Grant

9.1.5SAFE 4 SR Students' Assistance Fund for Education for a Strong Republic

USER RESPONSIBILITIES:

1. Never cover disk drives openings, monitors and CPU exhaust.
2. Never smoke, eat, and drink or even comb your hair in front of your computer unit.
3. Never put anything on CPU top casing or inside the CPU, disk drives and monitor.
4. Never "HIT" or BANG" monitors, CPU's and keyboards in case of malfunction.
5. All computer room users are expected to keep the room always clean.
6. TURN OFF the computer unit if "difficult" problem occurs and notify your Instructor and/or Computer Custodian AS SOON AS POSSIBLE.
7. DO NOT ATTEMPT to rectify/solve any problem in your computer unit; always INFORM YOUR COMPUTER INSTRUCTOR AND/OR THE COMPUTER CUSTODIAN IMMEDIATELY.

PENALTIES TO BE IMPOSED TO STUDENTS WHO DO NOT FOLLOW THE RULES INSIDE THE COMPUTER ROOM

- 1 The following are classified as minor offenses:
 - 1.1 Smoking, eating and drinking inside the Computer Room;
 - 1.2 Playing with computer games or using any other programs not assigned or related to their lessons;
 - 1.3 Putting metallic materials on top or inside the CPU or disk drives;
 - 1.4 Failure to inform the instructor on the previous damages if any, incurred by the assigned unit;
 - 1.5 Bringing any other unauthorized material or things along with them inside the computer room;
 - 1.6 Transferring to other unit or roaming around the Computer Room without permission.

If the offense committed falls under these categories, the following penalties shall be imposed.

 - A. First offense - a suspension of one period and the student shall be liable to pay for any damages caused on his/her assigned unit;
 - B. Second offense - a suspension of two periods and the students shall be liable to pay for any damages caused on his/her assigned unit;
 - C. Third offense - the student will lose all his/her right to use the computer units and will be dropped from the subject taken and shall be liable to pay for any damages caused on his/her assigned unit.
- 2 The following are classified as major offenses:
 - 2.1 Opening and tampering of the peripherals inside the Computer Room;
 - 2.2 Bringing out any parts, instrument, hardware or software or any properties without permission from the proper authorities;
 - 2.3 Hitting or hammering the computer units, willful damages. substituting of parts and vagrancy to the computer or any other instruments or properties inside the Computer Room.

If the offense committed falls under these categories the following penalties shall be imposed:

The student shall be immediately dropped from the subject taken and shall be liable to pay for any damages caused on the unit and be recommended for exclusion from the institute.

APPENDIX B
LIBRARY RULES AND REGULATIONS

CONDUCT IN THE LIBRARY:

1. All library users are expected to respect the right of others to study in a quiet atmosphere. It is the staffs responsibility to enforce the rule of silence and as such are authorized to confiscate identification card of students who engage in discussions and in loud and extended conversations in the library and turn it over to the Guidance Office.
2. Responsible conduct must be observed in the libraries at all times.. Students who engage in disruptive and in inappropriate behaviors will be asked to leave the library.
3. Accounting columnar and other class projects that require the use of Manila paper, pentel pen, permanent markers, scissors and related equipment should not be done in the library.

4. Cellular phones, beepers and other disruptive devices should be deactivated when entering the Library.
5. Smoking, eating, and drinking are not permitted in the library.

CONTROL POLICIES:

1. Library users should deposit their bags in the depository counter upon entering the library. However, cash or any valuables should be removed, for the library shall not be held liable for whatever is lost in the bags when deposited. Lost claim card is assessed a fee of twenty pesos.
2. Students should wear their valid ICCT Identification Card upon entering the library and during her/his stay in the library premises.
3. Upon exit, library users are required to open and show the contents of their bags, folders, and other kinds of receptacles to the checker. This is a standard operating procedure in an open stack system.
4. Overdue books are not allowed to be brought out of the library until renewed.

CIRCULATION POLICIES:

1. All library materials to be borrowed should be charged out at the circulation counter. The user should present his valid Library ID upon borrowing. Borrowing by proxy and authorization letter is not allowed. Each borrower is held responsible for all the books drawn on his name.
2. Borrowed library materials are subject to recall upon expiration of the loan period or at anytime if needed for class use.
3. Students with overdue books or standing accounts will not be allowed to borrow until the accounts are settled and the overdue books are renewed or returned.
4. General reference books, such as encyclopedias, dictionaries, atlases, books in sets are to be read in the library only.
5. Journals, newspapers and magazines are to read in the periodical section only.

LOAN PERIODS:

Students may borrow one (1) book at a time and may renew them if no one has placed a reservation. A book may be renewed once only to give others the opportunity to borrow the book.

FINES:

1. **CIRCULATION BOOKS** - A fine of two hundred (P200.00) per day excluding holidays and Sundays.
2. **LOST BOOK** must be reported at once and replaced or paid by the borrower. Exact replacement copy of the book is required, plus fifty pesos (P50.00) to cover handling and processing cost. In the event that the reported lost book is found, only the usual fine is charged.
3. **DAMAGED ON RETURNED BOOK.** Borrowers are responsible for protecting any library material in their possession against damage. Any damage on returned book or periodicals is charged to the last borrower. Hence, borrowers should inspect the library materials they borrow before leaving the circulation counter.
4. **CHARGED FOR LOST BOOK AND DAMAGED BOOK** shall be computed at the current effective exchange rate of the book trade multiplied by three (3x) if it is a foreign publication, and by two (2x) if it is local publication.
5. **STEALING AND MUTILATING** - Anyone found guilty of stealing and mutilating any library materials will be liable to grave disciplinary action sanctioned by CHED, depending on the gravity of the offence.
6. No violation of rules and regulations of the library will be excused on the plea of ignorance.

FACULTY GUIDELINES:

1. **ENTRANCE:** For security reason, faculty members not known to the entrance are expected to present their valid ICCT I.D. New and Part-time faculty member who have not yet secured their I.D. may present a certification from their Department.
2. **BOOK SELECTION:** Faculty members are encouraged to actively participate in the selection of books for the library. Forms on which to write the complete bibliographic data of the book to be recommended are available at the circulation counter.
3. **NEWLY PROCESSED BOOKS:** Bibliography of newly processed books is posted on the Faculty Lounge Bulletin Board. These books are displayed in the Faculty Reading Room for a week. Members of the faculty are given the priority to examine and borrow these books.

4. **BOOK LOANS:** Faculty members are expected to present their valid ICCT I.D. upon borrowing (until the official faculty list will be available). Faculty members may borrow 3 books per day.
5. **OVERDUE BOOKS:** Faculty members will also be charged of overdue fines. A fine of two hundred (P200.00) pesos per day excluding holidays and Sundays.

APPENDIX C **POLICY ON INTERNET SERVICES**

1. The Internet Services are for "academic related researches only." Computer chats, card playing, word processing and pornographic surfing are strictly prohibited. Violators shall face the penalties, which include cancellation of account or suspension of the privilege to use internet services.
2. The following are allowed to avail of internet access/services:
STUDENTS - one (1) hour per month
FACULTY/ NON TEACHING EMPLOYEES - one (1) hour per month, Saturdays only
3. All users should present their library cards at the Internet Cafe Counter.
4. Bags and other personal belongings should be left at the baggage counter. Only writing materials are allowed to be brought at the Internet workstations.
5. Students are required to properly sign their name in the Internet center logbook.
6. crowding inside the Internet center are not allowed.
7. No one is allowed to enter the Internet center when no one is around.
8. All users should proceed to their assigned Internet workstations. No CHAPERONS are allowed. Violators will be asked to leave the room immediately.
9. All Internet users are NOT ALLOWED to change, adjust and tamper with the workstations' settings such as security/setup passwords, network/internet settings, wall papers, screen savers, bookmarks, etc.
10. Strictly One User per Workstation.
11. Students are not allowed to transfer from one workstation to another without permission from the Library/Internet personnel.
12. "Downloading" of files to the workstation is not allowed.
13. Any form of "chatting" is prohibited.
14. If a user exceeds the one-hour usage limit per month, he/she will be charged a certain amount for the excess time.
15. All Internet users must request assistance for the printing options. Users who erroneously print their research output will be charged for the cost of the printout.
16. Before leaving the section, all users should pay to the Internet /Library Personnel on duty the necessary fees for the printing or excesses of the allowed hours. Corresponding Official Receipts will be issued for all payments made.
17. Users will have to surrender the control ID numbers to the Library/Internet personnel on duty and their ID's and library cards will be returned to them.
18. Foods and beverages are not allowed inside the Internet Center.
19. Smoking and Littering are STRICTLY PROHIBITED in the Internet Center.
20. In cases of troubles and malfunctions, NOTIFY the Library/Internet Personnel on duty as soon as possible.
21. All students are expected to keep at all times the whole Internet center "CLEAN AND SAFE"
22. When in doubt, ALWAYS ask the assistance of the Library/Internet Personnel on duty.

APPENDIX D **GENERAL DIRECTIVES**

The purpose of these directives is to inculcate in all ICCT Colleges students discipline, respect for authority and observance of school policies, rules and regulations. Ignorance of the provisions stated herein excuses no one.

I REGISTRATION FORM

Any student who has officially enrolled for a regular trimester is issued an official copy of his Registration Form, which is also non-transferable. He must present this form to the Accounting Officer

when claiming for an examination permit. In case said form gets lost, the student shall report it to the Guidance Office. He shall be made to execute an Affidavit of Loss then secure a clearance from proper school authorities and pay the corresponding fees before another copy can be issued. Only the Accounting Department can issue CERTIFIED TRUE COPY of it.

II. EXAMINATION PERMIT

The ICCT Colleges upholds the NO PERMIT NO EXAM policy. In case an Examination Permit is lost, it should be reported at once to the Guidance Office. The student shall be required to accomplish a Request Form and to secure a clearance from proper school authorities. He shall likewise be made to pay the corresponding replacement fee. Only the Accounting Department has the right and responsibility in the issuance of a new permit.

OFFICIAL RECEIPTS

Students are issued the corresponding Official Receipts (ORs) for all payments they make. In cases of lost receipts, the same procedure for lost examination permits shall be followed.

IV. SPECIAL/COMPLETION EXAMINATION

No student shall be allowed to take a major examination after the extension period. Exception to this rule shall be on a case-to-case basis.

V. SCHOOL ID CARD

Each student of ICCT Colleges is issued an official Identification Card (ID), which he/she must always wear while inside ICCT Colleges campus. For security purposes, the following measures are strictly enforced:

1. ID cards of old students should be presented for checking by proper school authorities at the start of every trimester. This is to ensure that the bar code could still be read by the machine at the entrance gate.
2. In case a student shifts from one course to another, he should surrender his old ID card to the Registrar's Office and then secure a new one. (He/She shall be made to accomplish a Shifting Form and have it approved by proper school authorities before he could be issued a new ID card.)
3. ID cards of students who have graduated or withdrawn from the ICCT Colleges must be surrendered to the Registrar's Office as a pre-requisite for the issuance of transfer credential of honorable dismissal or other documents.
4. Any student who does not wear (intentionally or unintentionally) his school ID card shall be apprehended and made to fill up the form on violation of school rules. Said form will come from the Guidance Office after which it shall be submitted duly accomplished by the student, for official compilation and recording.
5. Loss of ID card should be immediately reported to the Guidance Office. The student shall be required to execute an Affidavit of Loss. He shall also be made to secure a clearance from proper school authorities and pay a replacement fee before a new copy can be issued.
6. Mutilation or breakage of ID cards should likewise be reported to the Guidance Office. The owner-holder of such school ID shall be required to accomplish a Request Form, execute an Affidavit and pay the corresponding replacement fee. Mutilated / destroyed / faded school ID cards should be surrendered to the ID card Processor before a new copy can be issued.

VI. SCHOOL UNIFORMS & SHOES

All Morning students (7:00 am to 3:00 pm) students are required to wear the prescribed school uniform and shoes on weekdays regardless of whether they have or do not have classes. SATURDAY IS CIVILIAN DAY. Evening students (with classes from 3:00 PM and up) are exempted from wearing the school uniform and shoes. In line with this, the following are strictly observed:

1. Morning students (with classes from 7:00 am to 3:00 pm) who are not in the prescribed uniform shall not be admitted in the school campus.
2. Morning students (with classes from 7:00 am to 3:00 pm) wearing incomplete uniform shall be apprehended. His school ID card shall be confiscated and may only be redeemed at the office of the Career Guidance Counselor after he has filled up the form on violation of school rules, said form shall be kept at the said office for official compilation and recording.

3. Evening students (with classes from 3:00 PM and up) are not allowed to wear revealing clothes, sleeveless dresses and or shirts, "sando", short pants, ³/₄ pants or "tokong", mini or micro skirts, torn or slashed jeans, leggings, jeggins, rubber slippers (tsinelas), sandals, open-toe shoes, and jelly shoes. Any student wearing such shall be denied entry.
4. Any student wearing sandals, rubber slippers (tsinelas) or open-toe shoes for medical reasons shall be made to secure a Medical Slip duly signed by the Doctor-in-Charge of the ICCT Family clinic. He shall then present it to the Guidance Counselor for official stamping. If no medical slip has been presented, the student shall fill up the form on violation of school rules. Said form will be kept at the Guidance Office for official compilation and recording.
5. All ICCT Colleges "official" school uniforms are exclusively available only at ICCT Colleges. It is made of a special ICCT fabric - embossed prints and school logo. Buying of school uniforms outside or other suppliers is strictly **NOT ALLOWED**. Any student wearing an unofficial school uniform, fabric and school logo shall not be allowed entry at ICCT Colleges' campus.
6. Cross-dressing is strictly not allowed.

VII. ABSENCES & TARDINESS

Any student who has been absent from or late in his class shall secure an admission slip from the Guidance Counselor. Any of the following must be attached to said slip:

1. Letter from parent or guardian
2. Medical Certificate / Slip
3. Teacher's Consent Slip

Without any of these, the reason stated in the Admission Slip may not be considered and the teacher / professor concerned can record said absence(s) or tardiness as UNEXCUSED.

VIII. EARRINGS & BODY PIERCING

Any forms of "Body Piercing" are banned in the Institute. All male students are prohibited from wearing earrings while in the school campus. Earrings worn by male students will be confiscated. He shall also be made to fill up the form on violation of school rules. Said form will be kept at the Guidance Office for official compilation and recording.

Female students are advised to wear earrings of normal size and length (earrings should not be more than one inch in length and diameter) and bracelets not thicker and wider than ¹/₂ inch.

IX. SMOKING & CIGARETTE PARAPHERNALIAS

Smoking is strictly banned inside and within the ICCT Colleges campus. All students are prohibited from bringing in sticks and or packs of cigarettes, matches "posporo", any type of cigarette lighters and any cigarette paraphernalia while in the school campus. Students found with the possession of the aforementioned articles will be made to fill up the form on violation and will be sanctioned accordingly.

X. CAPS, HATS and HEADGEARS

All students, male or female, should show respect for authority once inside ICCT Colleges. Hence, the taking off of one's cap or hat, (bonnet, any forms of headgears, hoods, head-visors, helmet) upon entering the school premises, and during his/her stay along the corridor, in the classroom. or at the academic lounge area should be strictly observed.

Ignoring reminders from persons in authority regarding this matter is reason enough for the confiscation of one's cap or hat, which can only be redeemed at the office of the Guidance Counselor. The erring student shall be required to attend a counseling session before his/her cap or hat is returned.

XI. COLORED HAIR

Hair with shocking color(s) is prohibited. Any male/female student sporting hair with shocking color(s) will not be allowed to attend his class, instead, he should be sent to the Guidance Office for counseling.

XII. CONFISCATION OF BANNED ARTICLES

All banned articles such as earrings, cigarette & cigarette paraphernalia and the likes, which have been confiscated from the students shall not be returned. This will serve as warning to everybody so as to avoid repetition or commission of the same offense / offenses.

XIII. APPREHENDING OFFICERS

The Prefect of Discipline, the Guidance Counselors and Student Coordinators, and the guard on duty are authorized to apprehend student-violators. They also have the authority to confiscate banned articles. Faculty members are likewise given the authority to apprehend and to confiscate once the offense is committed inside the classroom and during class hours. Any act of gross disrespect directed against the aforementioned persons in authority while in the performance of their duty will not be tolerated and will be sanctioned accordingly.

XIV. OFFICIAL COMMUNICATIONS

All official communications coming from students shall be in a formal letter format and shall always include his/her full name, student number, course and personal contact number/s. Likewise, students shall take responsibility to read announcements, circulars and memoranda posted by the various academic and non-academics offices. Announcements by the Commission on Higher Education (CHED) or other government agencies concerning suspension of classes, floods, public transport strikes, or other emergencies to Metro Manila DO NOT AUTOMATICALLY apply to ICCT Colleges and its campuses.

XV. OFFENSES PUNISHABLE UNDER THIS CODE

The ICCT Colleges has the right to take action against any student for an offense committed by him as long as he remains enrolled therein.

APPENDIX E **GENERAL GUIDELINES for STUDENTS UNDER ACADEMIC PROBATION**

I. OBJECTIVE

These guidelines delineate the procedures to be followed when a student is placed under ACADEMIC PROBATION in accordance with the provisions in the Student Handbook Article XII Academic Standing / Retention Policy.

II. NOTIFICATION OF STUDENT

As per the student handbook Article XII, Sec. 3-Warning... A student who fails in more than one-third (1/3) but less than two-thirds (2/3) of his total academic unit load in either the first and second trimester/semester of the school year shall be placed under warning in the succeeding trimester/semester and be admonished to improve his performance. He shall not be allowed to increase his academic unit load during the trimester/semester he is under warning.

Students on WARNING and or Academic PROBATION shall be referred immediately to the Guidance Office for proper counseling. A conference together with the parents or guardians of the students shall be immediately scheduled.

III. POST COUNSELING/CONFERENCE OF STUDENT

The Guidance Counselors shall coordinate with the concern faculty members. The student is then required to present a weekly summary of the academic undertakings he had gone through for evaluation of the counselor and the faculty.

IV. ACADEMIC REQUIREMENTS FOR CONTINUED RESIDENCE

As per the Student Handbook Article XII, Sec. 1. Academic Requirements for Continued Residence. Every student must maintain at least the required minimum academic standing as a prerequisite to continued residence or readmission in the College as set forth in Article XII.

V. EXCLUSION AFTER WARNING

Article XII Section 5. Exclusion after Final Warning of the Student Handbook confirms that a student placed under warning who again fails in more than one-third (1/3) of his academic load shall be excluded from the College. Exclusion means forfeiture of the right to readmission, without prejudice to the provisions of Article XII Section 8 in the student handbook.

he following sections shall be observed when students were determined and placed under "automatic exclusion" due to academic deficiencies: Article XII Section 2. Automatic Exclusion, Article XII Section 6. Exclusion for Repeated Dropping of Subjects, and Article XII Section 8. Certificate of Honorable Dismissal.

VII. OPTIONS FOR READMISSION

The College Dean or the respective department head may recommend readmission of excluded students due to academic deficiencies to a college or department that offers two-year or short period courses.

A student excluded for academic deficiencies from a particular department and or college in ICCT Colleges may be admitted in another department and or college if his academic records warrant, as determined by the Registrar and by the respective College Dean as per **Article XII Section 7- Transfer to another Department** of the same article.

An appeal for readmission may be coursed through the Office of Student Affairs. The student appealing shall then be required to write a formal letter of appeal duly noted by his/her parent/guardian addressed to the College President. A letter of recommendation from his/her department head is also required and should be attached to the appeal letter. Approval of such appeal is the sole discretion of the College President.

APPENDIX F

PROCEDURE FOR OFFICIALLY DROPPING OF ENROLLED SUBJECTS

PROCEDURE for DROPPING of ALL ENROLLED SUBJECTS

- A. Prepare **FORMAL LETTER** stating the reason of dropping **all enrolled subjects** duly signed/noted by Parent/Guardian.
- B. Secure & Fill-out **DROPPING/CHANGING FORM** (*triplicate*) at Registrar's Office.
- C. Make sure **DROPPING/CHANGING FORM** is accomplished and **individual subjects are signed/noted by the respective faculty member**.
- D. **ACCOMPANIED BY YOUR PARENT/GUARDIAN**, present letter and accomplished Dropping Form to:
(*Parent/Guardian are required to bring valid ID for identification*)
 - a. Guidance Office (interview)
 - b. AcademicAffairs Office (interview & approval)
- E. Submit the Approved **DROPPING/CHANGING FORM**, Registration Form and Official Receipt(s) at Window #7 (Registrar's Office) for notation of the College Registrar.
- F. Photocopy all original documents for your reference and duplicate copy for refund (if applicable).

II. PROCEDURE For DROPPING of SOME SUBJECT(s) ONLY

- A. Secure & Fill-out DROPPING/CHANGING FORM (triplicate) at Registrar's Office.
- B. Make sure DROPPING/CHANGING FORM is accomplished and individual subject(s) are signed/noted by the respective faculty member.
- C. Have the DROPPING/CHANGING FORM approved by the Vice President forAcademicAffairs.
- D. Pay the corresponding DROPPING FEE at the Accounting Office.
- E. Submit the DROPPING/CHANGING FORM and OFFICIAL RECEIPT at Window #7 (Registrar's Office) for notation of the College Registrar.

III. PROCEDURE For CHANGE of SUBJECTaasdawd(s)

- A. Secure & fill-out DROPPING/CHANGING FORM (triplicate) at Registrar's Office.
- B. Have the DROPPING/CHANGING FORM noted by the Encoder at the Registrar's Office to ensure that the subject(s) to be changed is still open/available.
- C. Have the DROPPING/CHANGING FORM approved by the Vice President forAcademicAffairs.
- D. Pay the corresponding CHANGING FEE at the Accounting Office.
- E. Submit the DROPPING/CHANGING FORM and OFFICIAL RECEIPT(s) at Window #7 (Registrar's Office) for encoding and notation of the College Registrar.
- F. Proceed to the Accounting Office for re-assessment of fees and issuance of New Registration Form.

APPENDIX G
PROCEDURE FOR SHIFTING OF COURSE

IMPORTANT: Shifting of Course is NOT ALLOWED when the student is already OFFICIALLY ENROLLED.

- 1 Prepare FORMAL LETTER stating the reason of shifting the course. Formal Letter should be duly signed/noted by Parent/Guardian. *(Bring any valid ID of Parent/Guardian for verification of signature).*
- 2 Request latest **GRADE SUMMARY** at Window #6 of the Registrar's Office to be used as a reference for academic grades evaluation. *(For those who completed only one (1) sem/trimester, GRADE SLIP shall be considered as reference. Transferee should present TOR from previous school).*
- 3 Secure and fill-out **COURSE SHIFTING FORM-CSF** (triplicate) at Registrar's Office Window #1 and have it approved by the VP for Academic Affairs and College Registrar.
- 4 Pay the corresponding **COURSE SHIFTING FEE** at the Accounting Office.
- 5 Submit the following at Window #1 Registrar's Office for processing:
 1. *Formal Letter*
 2. *Approved Shifting Form*
 3. *School ID*
- 6 Proceed to the School ID processor at the **Library** for replacement of new valid **SCHOOL ID**.

APPENDIX H
PROCEDURE FOR TRANSFERRING TO OTHER SCHOOL

1. Prepare **FORMAL LETTER** stating reason for transfer duly signed/noted by the Parent/Guardian.
2. **Secure Clearance Form from the Registrar's Office Window #6.**
3. **ACCOMPANIED by your PARENT/GUARDIAN**, *(Parent/Guardians are required to bring valid ID for identification)* present Formal Letter and Clearance Form to:
 - Library (for clearance of unreturned books)
 - Accounting Office (for accounts clearing)
 - Guidance Office (for exit interview)
 - Academic Affairs' Office (for exit interview & approval)
4. Present letter and accomplished Clearance Form to the Registrar's Office **Window #6**. *(Formal letter should be stamped/noted by the Guidance Office & duly noted/approved by the VP Academic Affairs)*
5. Secure & fill-out **Credential Request Form (CRF)** at Window #6 at the Registrar's Office and have the form noted by College Registrar.
6. Pay the **corresponding fees** at **Window #1** of the Accounting Office.
7. Submit the following documents at **Window #6** of the Registrar's Office for processing. Formal Letter *(stamped by Guidance Office & duly noted by the Academic Affairs Office)*
 - Proof of Payment *(original and photocopy of Official Receipt(s))*
 - Duly accomplished and approved Credential Request Form *(Registrar's Copy)*

VI. AUTOMATIC EXCLUSION

The following sections shall be observed when students were determined and placed under "automatic exclusion" due to academic deficiencies: Article XII Section 2. Automatic Exclusion, Article XII Section 6. Exclusion for Repeated Dropping of Subjects, and Article XII Section 8. Certificate of Honorable Dismissal.

VII. OPTIONS FOR READMISSION

The College Dean or the respective department head may recommend readmission of excluded students due to academic deficiencies to a college or department that offers two-year or short period courses.

A student excluded for academic deficiencies from a particular department and or college in ICCT Colleges may be admitted in another department and or college if his academic records warrant, as determined by the Registrar and by the respective College Dean as per **Article XII Section 7- Transfer to another Department** of the same article.

An appeal for readmission may be coursed through the Office of Student Affairs. The student appealing shall then be required to write a formal letter of appeal duly noted by his/her parent/guardian addressed to the College President. A letter of recommendation from his/her department head is also required and should be attached to the appeal letter. Approval of such appeal is the sole discretion of the College President.

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- D. **ACCOMPANIED BY YOUR PARENT/GUARDIAN**, present letter and accomplished Dropping Form to:
(*Parent/Guardian are required to bring valid ID for identification*)
 - a. Guidance Office (interview)
 - b. AcademicAffairs Office (interview & approval)
- E. Submit the Approved **DROPPING/CHANGING FORM**, Registration Form and Official Receipt(s) at Window #7 (Registrar's Office) for notation of the College Registrar.
- F. Photocopy all original documents for your reference and duplicate copy for refund (if applicable).

II. PROCEDURE For DROPPING of SOME SUBJECT(s) ONLY

- A. Secure & Fill-out DROPPING/CHANGING FORM (triplicate) at Registrar's Office.
- B. Make sure DROPPING/CHANGING FORM is accomplished and individual subject(s) are signed/noted by the respective faculty member.
- C. Have the DROPPING/CHANGING FORM approved by the Vice President forAcademicAffairs.
- D. Pay the corresponding DROPPING FEE at the Accounting Office.
- E. Submit the DROPPING/CHANGING FORM and OFFICIAL RECEIPT at Window #7 (Registrar's Office) for notation of the College Registrar.

III. PROCEDURE For CHANGE of SUBJECT(s)

- A. Secure & fill-out DROPPING/CHANGING FORM (triplicate) at Registrar's Office.
- B. Have the DROPPING/CHANGING FORM noted by the Encoder at the Registrar's Office to ensure that the subject(s) to be changed is still open/available.
- C. Have the DROPPING/CHANGING FORM approved by the Vice President forAcademicAffairs.
- D. Pay the corresponding CHANGING FEE at the Accounting Office.

- E. Submit the DROPPING/CHANGING FORM and OFFICIAL RECEIPT(s) at Window #7 (Registrar's Office) for encoding and notation of the College Registrar.
- F. Proceed to the Accounting Office for re-assessment of fees and issuance of New Registration Form.

APPENDIX G
PROCEDURE FOR SHIFTING OF COURSE

IMPORTANT: Shifting of Course is NOT ALLOWED when the student is already OFFICIALLY ENROLLED.

- 1 Prepare FORMAL LETTER stating the reason of shifting the course. Formal Letter should be duly signed/noted by Parent/Guardian. *(Bring any valid ID of Parent/Guardian for verification of signature).*
- 2 Request latest **GRADE SUMMARY** at Window #6 of the Registrar's Office to be used as a reference for academic grades evaluation. *(For those who completed only one (1) sem/trimester, GRADE SLIP shall be considered as reference. Transferee should present TOR from previous school).*
- 3 Secure and fill-out **COURSE SHIFTING FORM-CSF** (triplicate) at Registrar's Office Window #1 and have it approved by the VP for Academic Affairs and College Registrar.
- 4 Pay the corresponding **COURSE SHIFTING FEE** at the Accounting Office.
- 5 Submit the following at Window #1 Registrar's Office for processing:
 1. *Formal Letter*
 2. *Approved Shifting Form*
 3. *School ID*
- 6 Proceed to the School ID processor at the **Library** for replacement of new valid **SCHOOL ID**.

APPENDIX H
PROCEDURE FOR TRANSFERRING TO OTHER SCHOOL

1. Prepare **FORMAL LETTER** stating reason for transfer duly signed/noted by the Parent/Guardian.
2. **Secure Clearance Form from the Registrar's Office Window #6.**
3. **ACCOMPANIED by your PARENT/GUARDIAN**, *(Parent/Guardians are required to bring valid ID for identification)* present Formal Letter and Clearance Form to:
 - Library (for clearance of unreturned books)
 - Accounting Office (for accounts clearing)
 - Guidance Office (for exit interview)
 - Academic Affairs' Office (for exit interview & approval)
4. Present letter and accomplished Clearance Form to the Registrar's Office **Window #6**. *(Formal letter should be stamped/noted by the Guidance Office & duly noted/approved by the VP Academic Affairs)*
5. Secure & fill-out **Credential Request Form (CRF)** at Window #6 at the Registrar's Office and have the form noted by College Registrar.
6. Pay the **corresponding fees** at **Window #1** of the Accounting Office.
7. Submit the following documents at **Window #6** of the Registrar's Office for processing. Formal Letter *(stamped by Guidance Office & duly noted by the Academic Affairs Office)*
 - Proof of Payment *(original and photocopy of Official Receipt(s))*
 - Duly accomplished and approved Credential Request Form *(Registrar's Copy)*

ICCT COLLEGES FOUNDATION, INC.	Student's Handbook	ICCT COLLEGES FOUNDATION, INC.	Student's Handbook
		<p>The ICCT Colleges Foundation, Inc. seal is inspired by the courageous workmanship of the Filipino people through innovative education that had given them the opportunities to be a globally renowned workforce. The whole design is expressive of faith, dedication and leadership of the ICCT Colleges and the promotion of the infinite range of human knowledge. The torch and book represent the boundless and innovative learning structure that the college has to achieve, the ivy leaf signifies the great human achievements, resilient and faith to the Almighty Creator, while the computer and the microscope symbolize the different educational programs and skills essential for the realization of educational success. The year 1992 is the date ICCT Colleges Foundation, Inc. was established.</p>	
		<p><u>ICCT HYMN</u> Words & Music by: <i>William Philip C. Herico</i></p>	
		<p>Hail thee ICCT We praise thy legion's glory You have made our hearts forever burn From your torches' flame, we learn</p>	
		<p>Hail thee Alma mater Defend thy name forever To thee we pledge our loyalty ICCT</p>	<p>Veronica Co Ong, M.D. <i>CHIEF FINANCE OFFICER</i> <i>VICE-PRESIDENT for HEALTH SCEINCES TRAINING</i></p>

THE ADMINISTRATORS

The Official SEAL of Excellence



The Official School HYMN

We fear not the darkest night
Thy flames made us see thy purest light
Keeping us close with thy glorious embrace
Blessed with God's unending grace

This is our home
Our castle, our foundation
You have made us strong
The future of the nation

We will praise thy name
Shout thy name to fame
With thee we've won the fight
Struggle for the right

We sing to thee Alma mater
Cry of joy forever
We give thee love and loyalty,
ICCT

We give thee love and loyalty,
ICCT

Dr. William S. Co
CHAIRMAN, BOARD of TRUSTEES
PRESIDENT
(Founder)

Vivien Catherine Co Say, **MA**
EXECUTIVE VICE-PRESIDENT
DIRECTOR, CORPORATE & GLOBAL PARTNERS

Van William L. Co
VICE CHAIRMAN
CHIEF OPERATIONS OFFICER

Val Constantine L. Co
CHIEF INFORMATION OFFICER
VICE-PRESIDENT FOR MIS

Melissa T. Siy
VICE-PRESIDENT for FINANCE

Julie L. Ang
VICE-PRESIDENT for ACCOUNTING

Aurora G. Esma
VICE-PRESIDENT for ADMINISTRATION

Ana Liza R. Kho, **MAT**
VICE-PRESIDENT for ACADEMIC AFFAIRS

Renato A. Paringit
VICE-PRESIDENT for STUDENT AFFAIRS
& Concurrent REGISTRAR

Darwin S. Dulay
VICE-PRESIDENT for SPECIAL PROJECTS

