

STUDENT HANDBOOK

Leadership Starts Here

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CHAPTER ONE

General Academic Policies

The College admits students who are of good moral character and have the required academic credentials.

Policy Guidelines and Conditions:

I. Admission Requirements

A. Freshmen Students (Senior High School Graduate)

A freshman is admitted to College with the following requirements:

1. He/she must submit the following documents:
 - a. High School card (Form 138)
 - b. Certificate of good moral character by the Principal/Guidance Counselor
 - c. Certificate of scholarship for Valedictorians/Salutatorians and Hon-
or Student
 - d. Original and photocopy of the PSA Birth Certificate
 - e. Medical Certificate

B. Old Student of Lorma Colleges

1. He/she should present his/her copy of grades during the previous semester
2. He/she should present a notarized promissory letter if he/she incurred more than 50% failed grades in the previous semester.

C. Transferee

A student who transfers to Lorma Colleges is admitted with the following requirements:

1. He/she should undergo evaluation of credited subjects for a preferred course by the College Registrar.
2. The evaluation made by the College Registrar and the Department Head will be the final evaluation or checklist to be used until the graduation.
3. He/she should submit the following documents:
 - a. Transfer credential
 - b. Certified True copy of Grades
 - c. Certificate of Good Moral Character
 - d. Two 1x1 ID pictures
 - e. Medical Certificate

D. Foreign Students

A foreign student is admitted to Lorma Colleges with the following conditions:

1. He/ she should take and pass the Career Guidance Evaluation (to be deleted?)
2. He/ she should submit the following documents:
 - a. Verified photocopy of a student visa
 - b. Verified photocopy of an Alien Certificate of Registration (ACR)
 - c. Eligibility for Admission to a particular course from the CHED Manila.
 - d. Original copy of Red Ribbon Documents
 - e. Permit to Study
 - f. Two 1x1 ID pictures
 - g. Medical Certificate

E. Graduate School

A student who enters the graduate school should have the following requirements:

1. Have a Baccalaureate degree in Nursing from an institution of a recognized standing.
2. He/ She should be a Registered Nurse
3. Have taken the required admission examination (CGE).
4. He/She should be presently employed or employed for at least six (6) months to one (1) year as a nurse in any field of nursing.
5. He/She should submit the following documents to the Registrar upon enrollment:
 - a. Official Transcript of Records (OTR)
 - b. Submit an affidavit that he/she is a full-time student duly notarized (only for those who wish to enroll 12 units during the 1st and 2nd semesters and 9 units during Summer Term.
 - c. Marriage Contract - latest issue of PSA (female students)

For transferee:

The units earned by a transferee prior to his/her enrollment may be credited provided the course descriptions are basically the same with the subjects in Lorma Colleges school and only up to a maximum of 12 units. Provided further, that the courses to be credited were taken within the last two (2) years.

For Foreign Students:

He/she must submit the following documents:

- a. Verified Xerox copy a of student visa
- b. Verified xerox copy of an Alien Certificate of Registration (ACR)
- c. Eligibility for Admission for the Commission on Higher Education Division (CHED, Manila)
- d. Permit to Study

F. Shifter (Within Lorma Colleges)

1. The dean of the prospective department shall evaluate his/her records and grades.
2. The student must be willing to sign an agreement provided by his/her department.
3. He/ She should submit all documents required by his/her department.

G. Married Students

1. All married students should submit a photocopy of their marriage certificate upon enrollment to the Registrars' Office.
2. Students getting married during the semester or summer terms are still required to submit the marriage certificate within the specific term.
3. Pregnant women/students are not allowed to enroll in subjects requiring Clinical Duties, On-the-Job Trainings or Practicum. She should not be given special privileges.

II. Enrollment

The College adopts an efficient, fast and systematic registration and enrollment procedure. A student must be officially enrolled in order to receive credit for the course.

Enrollment Procedure

A. Freshmen

STEP 1. Submit credentials and get Registration Form.

STEP 2. Submit accomplished form for Registrar's Signature, Registration & Enlistment of subjects.

STEP 3. Assessment and payment of fees

STEP 4. Confirmation of subjects.

STEP 5. Proceed to the Library for the picture taking for the School ID.

B. Old Students

STEP 1. Get Enrollment form from the Department and have it be signed by the Adviser and Dean

STEP 2. Submit accomplished form for Registrar's Signature, Registration & Enlistment of subjects.

STEP 3. Assessment and payment of fees

STEP 4. Confirmation of subjects

STEP 5. Proceed to Library for the picture taking for the School ID.

C. Transferees

STEP 1. Present evaluation results to the Dean and get a Registration Form.

STEP 2. Submit credentials and accomplished enrollment form for Registrar's Signature

STEP 3. Registration & Enlistment of subjects.

STEP 4. Assessment and payment of fees

STEP 5. Confirmation of subjects

STEP 6. Proceed to Library for the picture taking for the School ID.

CHAPTER TWO

Financial Payment Regulations

Policy Statement

The College charges reasonable fees for the quality education it provides.

Policy Guidelines and Condition

1. The Business Office is the sole authorized office for assessment and collection of fees.
2. Payment of fees shall be made at the Business Office in cash, by check, or credit card.
3. Payment may also be made through PayPal or direct remittance.
4. The installment plan offers Zero Down Payment at the time of enrollment. Therefore, no payment is required during registration week.
5. Assessed fees shall be paid in five (5) equal installments per semester in the Higher Education, and ten (10) equal installments per year in the Basic Education. In the mid-semester (June-July), the assessed fees shall be paid in two (2) equal installments.
6. Late payment penalty: If payment is not received within 5 days of the due date, the penalty is five percent (5%) of the total amount due, or Five Hundred Pesos (PhP500), whichever is higher.

ADJUSTMENT AND REIMBURSEMENT OF FEES

Policy Statement

The College refunds to the students corresponding adjustment of charges due to some reasons.

Policy Guidelines and Conditions

A. Confirmed Students Upon Enrollment:

1. A student who drops before the start of classes maybe given a refund but must be charge the following:
 - a. Registration fee
2. A student who drops during the first week of classes, whether he or she attended classes or not:
 - a. all miscellaneous fees will be paid.
 - b. 10% of assessed tuition fee will be collected.

3. A student who drops during the second week of classes, whether he or she attended classes or not:
 - a. all miscellaneous fees will be paid.
 - b. 20% of assessed tuition fee will be collected.

4. A student who drops during the third week of classes, whether he or she attended classes or not:
 - a. all miscellaneous fees will be paid.
 - b. 30% of assessed tuition fee will be collected.

5. A student who drops during the fourth week of classes, whether he or she attended classes or not:
 - a. all miscellaneous fees will be paid.
 - b. 40% of assessed tuition fee will be collected.

6. A student who drops during the sixth week of classes, whether he or she attended classes or not:
 - a. all miscellaneous fees will be paid.
 - b. 50% of the assessed tuition fee will be collected.

7. A student who drops during the sixth week of classes, all assessed total fees shall be paid. However, the student is under obligation to pay all the remaining unpaid fees for the entire semester.

B. Unconfirmed Students who has enlisted subjects and who will withdraw will be charged the following:

1. A student who withdraws before the start of classes maybe given a refund but must be charged the following:
 - a. Registration fee

2. A student who withdraws during the first week of classes, whether he or she attended classes or not:
 - a. Registration Fee
 - b. 5% of assessed tuition fee will be collected.

3. A student who drops during the second week of classes, whether he or she attended classes or not:
 - a. Registration Fee
 - b. 10% of assessed tuition fee will be collected.

4. A student who drops during the third week of classes, whether he or she attended classes or not:
 - a. Registration Fee
 - b. 15% of assessed tuition fee will be collected.

5. A student who drops during the fourth week of classes, whether he or she attended classes or not:
 - a. Registration Fee
 - b. 20% of assessed tuition fee will be collected.

6. A student who drops during the fifth week of classes, whether he or she attended classes or not:
 - a. Registration Fee
 - b. 25% of assessed tuition fee will be collected.

7. A student who drops during the sixth week of classes, whether he or she attended classes or not:
 - a. Registration Fee
 - b. 30% of assessed tuition fee will be collected.

C. During the summer, the adjustment and reimbursement of fess for the registered students shall be as follows:

1. If the student drops out before the start of classes:
 - a. Payment of Registration fee

2. If the student drops out during the first week of classes, whether he or she attended classes or not:
 - a. All miscellaneous fees will be paid
 - b. 25% of assessed tuition fee will be collected

3. If the student drops out during the second week of classes, whether he or she attended classes or not:
 - a. All miscellaneous fees will be paid
 - b. 50% of assessed tuition fee will be collected

4. A student who drops after the second week of classes, no refunds will be made except that deposits for breakage will be refunded in full if it was not applied for breakage or loss. However, the student is under obligation to pay all the remaining unpaid fees for the entire summer.

SCHOLARSHIPS AND FINANCIAL AID

Policy Statement

LORMA Colleges gives scholarships to students who excel in various academic and non-academic programs. Financial Aid is available to qualified students in the form of family plans, cash payment discounts, student work programs and CHED Loans and grants. Other government and private scholarship programs are also available.

Policy Guidelines and Conditions

1. Entrance Scholarships:

a. With Highest Honors enjoys a 100% Tuition Scholarship for the first semester.

b. With High Honors enjoys the following tuition scholarship:
For Lorma Senior High graduates – 100% tuition scholarship for first school year
From other schools – 100% tuition scholarship for first semester

c. With Honors enjoy the following tuition scholarship:
For Lorma Senior High graduates – 75% tuition scholarship for first semester
From other schools – 50% tuition scholarship for first semester

2. Scholarship or Merit Awards

a. Academic Scholarship:

a.1. Full Scholar - A student who obtains a weighted average grade of 94-96% and has no grade lower than 87% enjoys a 100% Tuition Scholarship for one semester.

a.2. Partial Scholar - A student who obtains a weighted average grade of 91- 93% and has no grade lower than 87% enjoys a 50% Tuition Scholarship for one semester.

b. Athletic Scholarship – A student-athlete who wins top 3 in the National Competition will enjoy a 100% tuition scholarship on the next school year. A student -athlete who wins in an accredited sports competition will enjoy the following scholarship for the next semester. If graduating student, the scholarship will be applied during that semester:

International Competition-80% - 100%

National Competition-50% - 70%

Regional Competition-20% - 40%

- c. Leadership Scholarship
 - c.1 SML Chairman will be given a 20% tuition scholarship per semester
 - c.2 Highlights Editor in Chief will be given a 20% tuition scholarship per semester.

3. Financial Aid

a. Family Tuition Plan for families with multiple students enrolled at the same time:

- a.1 First Child 5% Tuition Fee Discount
- a.2 Second Child 10% Tuition Fee Discount
- a.3 Third & succeeding Child 15% Tuition Fee Discount
- a.4 Couple discounts 5% Tuition Fee Discount each

b. Cash Payments – a student who pays in full his/her tuition fees for the semester upon enrollment will be given a 5% tuition fee discounts.

c. Student Work Programs (Working Students) - students who work in the Library or other offices are being paid per hour based on the minimum daily wage rate in the province which can be used to pay their tuition fee or can be given for their allowance in a monthly basis.

d. Lorma College Employee – Supported Students – A student who is not a dependent but fully supported by a Lorma College employee shall be granted a 10% tuition fee discount.

- e. Lorma College Employee Dependents:
- 3 years to 5 years-60% tuition fee discount
 - 6 years to 9 years-80% tuition fee discount
 - 10 years or more-100% tuition fee discount

D. CHED Student Loans

This is a loan program extended to financially needy 3rd year, 4th year or graduating college students and to qualified students whose allowance for tuition is delayed due to force majeure or other unforeseen/unavoidable circumstances. Required documents: Request/ application letter, Barangay Clearance, 2x2 ID picture, and Latest Assessment to be submitted to the Scholarship Coordinator/Dean of Student Affairs to get an application form.

Types of Loan

PGMA HELP LOAN – a short loan payable in 3 months with a minimal interest to be availed of by qualified students who cannot possibly pay their tuition fee on time because of force majeure.

SAFE LOAN – shall cater to financially needy students who are in their 3rd, 4th, 5th or graduating year of study. Qualified loan grantees can borrow as much as Eight Thousand Pesos (PhP 8,000.00) depending on individual circumstances and requirements.

E. CHED Scholarship and Grants-in-Aid:

- a. Full Merit Scholarship
- b. Half Merit Scholarship Program
- c. Tulong Dunong
- d. Study Now Pay Later Plan
- e. Study Grant for Congressional District

E. Other Scholarship Programs:

- f.1 Overseas Workers Welfare Administration (OWWA)
- f.2 Philippine Veterans Administration Office (PVAO)
- f.3 Armed Forces of the Philippines Educational Benefit (AFPEBS)
- f.4 National Police Commission (NAPOLCOM)
- f.5 Department of Science and Technology (DOST-SEI)
- f.6 National Commission on Indigenous Peoples (NCIP)

F. Private Scholarship Program

- a. Rufino N. Macagba Scholarship Program (RNMSP)
- b. Alumni Scholarships
- c. Namnama Scholarship Fund
- d. Other Private Sponsorship if available

Note: Application to these scholarship grants are to be submitted to the respective agency together with the other supporting documents needed for screening. Once qualified, the Notice of Awards of qualified grantees will be sent to the school for the preparation of their Certificate of Enrollment and Billing and other documents needed by the agency.

CHAPTER THREE

Instructional Policies

SECTION 1: Class Attendance and Absences

Policy Statement

LORMA Colleges stresses the importance of the courses offered and the need for regular attendance in all the classes a student is enrolled in. All students have to attend no less than 80% of the class days required for every subject to earn the corresponding credits. All LORMA students must abide by the rules, regulations and policies.

Policy Guidelines and Conditions

1. Students are required to be present during the first day of classes of each semester and summer to be checked by the teacher based from the roster given by the Registrar's Office.
2. Each student is expected to attend all his/ her classes regularly and promptly.
3. Classes missed due to late enrollment or failure to report on time shall be considered absences.
4. To earn credits for any subjects enrolled in, a student must have a passing grade and must have attended at least 80% of the total semester hours of that subject. Any student who accumulates absences totaling to more than 20% of the total semester hours in any subject shall not be given credit for that subject.

The maximum number of tolerated absence is as follows:

- an eight - unit subject = 29 hours
- a seven - unit subject = 25 hours
- a six - unit subject = 22 hours
- a five - unit subject = 18 hours
- a four - unit subject = 14 hours
- a three - unit subject = 10 hours
- a two - unit subject = 7 hours
- a one - unit subject = 3 hours

5. Absences due to illness must be supported by a medical certificate signed by a physician. (Indicate license number). Failure to present such certificate after one week means an unexcused absence. Prolonged absence due to illness shall be treated on a case to case basis. A letter from Parents may be accepted on a case to case basis.

6. A student is considered absent if he/she is late for fifteen minutes from the start of the class session.

7. Parents shall be informed about the repeated absences of their

children. The Director of Student Services in coordination with the department dean will send communication to the parents concerned.

8. Any student, who without permission of the teacher leaves the classroom for the remainder of the hours or stays out for more than ten (10) minutes shall be marked absent.

9. A student will be given a warning for his/her habitual tardiness and absenteeism and necessary action shall be taken to correct this habit.

10. Absence from any class does not exempt the student from fulfilling the requirements of the course covered by the class during such absence.

11. When a student is absent from his/her classes, he/she shall secure an excuse slip from the Director of Student Services before he/she enters his/her classes. The Student Affairs Office shall indicate whether the absence is excused or unexcused. The student shall present the excuse slip to the instructor/s of the class/es from which he/she had been absent.

Sec. 73 Manual of Regulations For Private Schools (1992) provides that " A student in a private school who incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject. however, the school may adopt an attendance policy to govern absences of its students who belong to the upper half of their respective classes. Furthermore, the school head may at his discretion and in the individual case exempt a student who exceeds the twenty percent limit for reasons considered valid and acceptable to the school.

DECS Order No. 35 series of 1993 (7 June 1993) states that: Such discretion shall not excuse the student concerned from responsibility in keeping up with lessons, assignments and taking examinations where indicated. The discretionary authority is vested on the school head , and may not be availed of by a student nor granted by a faculty member without the consent of the school head.

12. In case an instructor is late for fifteen minutes and he/she has not given advanced notice that he/she is going to be late, the monitor (class officer) shall inform the Academic or Department Head who shall either provide a substitute teacher or dismiss the class. A teacher who misses his/her class shall make the necessary arrangements with his/her Academic/Department Head for make-up classes.

13. Monitoring by the faculty member on his/her student attendance /absences must be stringently implemented, such that a weekly report of student absences should be submitted to the Dean's office.

14. The Dean's office shall keep a summary of monitoring reports, such that when the student has incurred 10% of absences, the student is informed. If the student is absent for 15% or more of the allowable period, the student is given warning in writing. If a student incurred 20% or more, he/she is no longer allowed to take the final exams as he/ she is considered dropped from the course. An official notification will come from the Dean of Academic Affairs and Director of Student Services.

SECTION 2: Grading System

Policy Statement

The College requires that the student's academic performance be graded through the use of the percentage rating system.

Policy Guidelines and Conditions:

1. The Rating System

LORMA College adopts the percentage system. The rating system is as follows:

100	95	90	85	80	75
99	94	89	84	79	Below 75 = Failed
98	93	88	83	78	
97	92	87	82	77	
96	91	86	81	76	

2. The grading system of students in college shall be computed as follows:

Preliminary Rating:

$$\frac{(\text{Class Standing} \times 2 + (\text{Prelim Examination Rating}))}{3}$$

Midterm Rating

$$\frac{(\text{Class Standing}) \times 2 + (\text{Midterm Exam Rating})}{3}$$

Finals Rating

$$\frac{(\text{Class Standing}) \times 2 + (\text{Finals Examination Rating})}{3}$$

$$\begin{aligned} \text{FINAL GRADE} &= 30 \% \text{ of Preliminary Rating} \\ &+ 30 \% \text{ of Midterm Rating} \\ &+ \underline{40 \% \text{ of Final Rating}} \\ &100 \% \text{ Final Grade} \end{aligned}$$

3. A student is given a grade of 70% in the following cases:

- a. He/ She fails his/her academic work.
- b. He/ She drops his/ her subjects after the midterm examination.
- c. He/ She fails to complete the “incomplete” grade within two weeks after the final exam.

4. Department Grading System

Each department follows their own departmental grading system.

SECTION 3: Academic Awards and Recognitions

Policy Statement

The College gives honors to students who exhibited academic excellence in their fields of specialization.

Policy Guidelines and Conditions

I. Special Awards

The following special awards are given to a graduating students, based on the following criteria:

A. Health Related Programs:

a.1 Academic Performance	40%
a.2 Clinical Performance	40%
a.3 Co-curricular activities & conduct	<u>20%</u>
Total Average	100%

B. Non -Health Program:

b.1 Academic Performance	60%
b.2 OBE	20%
b.3 Co-curricular activities & conduct	<u>20%</u>
Total Average	100%

II. Deans Lists

- a. He/she must have a general weighted average of 87% with no grade lower than 80%.
- b. The student must have at least 18 units load whether he is regular or irregular provided he has no repeated subjects.

III. Leadership Award

1. Adviser's Evaluation	50%
a. Responsible Leadership	20%
b. Inter-personal relationship	10%
c. Cooperation	10%
d. Initiative	10%
2. Co- & Extra-curricular Activities	30%
a. Active participation in School Activities	20%
b. Community Involvement	10%
3. Conduct Board Evaluation	20%
	100%

CHAPTER FOUR

Student Services

Policy Statement

The Colleges offers and implements the following services for the holistic development of the students while they are in the campus.

Policy Guidelines and Conditions

1. Library Services

Lorma Colleges has put up a new and spacious library which is stocked with new books serving as references of students in their research works. There are computers installed for them to use for their internet practice during their free and scheduled time. Students are therefore encouraged to make use of this facility properly and productively. The Librarians are kind and ever willing to attend to student's needs in the Library.

Library schedule must be followed strictly as follows.

Monday thru Fridays	7:30 AM - 6:00 PM, no noon break
Saturday	8:00 AM - 5:00 PM, no noon break

2. Guidance and Counseling Services

Lorma Colleges has a Guidance Office where the students can sit together with the Guidance Counselor or any of the faculty for guidance and counseling assistance they need. Students are also encouraged to see the guidance counselor at the Guidance Office for other services such as:

- a. Inventory e. Follow-up
- b. Information f. Extension service
- c. Testing g. Research and Evaluation
- d. Placement h. Follow-up

3. Health and Wellness Services

Lorma Colleges has a clinic with full-time professional nurse to serve the day to day medical and dental health needs of all the students and personnel in the College. A licensed school physician and school dentist are hired to help monitor the health and welfare of students. The schedule of semestral medical and dental examinations shall be posted in the bulletin board by the school nurse.

4. The School Canteens

The Canteens are located at the ground floor in front of the Business Office, Johnny's near the Gymnasium, Saucy Balls in front of the

Computer Building and Michelle's Canteen at the ground floor of the Computer Building. They are opened daily from 8:00 AM to 5:00 PM to serve students, faculty and personnel their snacks and lunch. School supplies and uniforms for all levels (College, High School and Grade School) are available at the College canteen.

5. Security and Safety

Lorma Colleges also hired a licensed security agency to enforce the schools rules and regulations and to give maximum protection and safety to all students, faculty, personnel and school properties. Likewise, RFID is installed at the Guardhouse to monitor the students and employees entering the campus. The guards are also provided with metal detector to reinforce full security measures inside the school premises. Moreover, a parking area in the campus has been provided but strictly for those who have the parking identification card stickers. They are to search bags and baggage's being brought inside the campus.

6. Sports and Recreation Services

Lorma Colleges has a multi-purpose Hall which serves as a venue of activities such as P.E. classes, programs sponsored by students, faculty and staff. Basic Physical Education Programs are given priority. The use of the Multi-purpose for programs of the different organizations must be coordinated with the Executive Coordinator for Buildings and Grounds for the schedule at least 3 days prior to usage to give more time for P.E. classes to be assigned to another venue. Visitors and students who would like to use the hall should in the same way coordinate with the Executive Coordinator for Buildings and Grounds. Unauthorized persons are strictly not allowed to use the auditorium for any activity without approval from the Executive Coordinator for Buildings and Grounds

7. Audio - Visual Center

Lorma College has put up a new Audio-Visual Center to enhance the educational activities of the students, faculty and personnel.

8. Lorma Integrated Spiritual and Moral Values Formation Ministry

Lorma College in its goal of enhancing students and personnel's Filipino values has a schedule for a regular morning devotions and campus convocations and other related activities which are held at the chapel and inside the campus.

9. Publication Service

“Lorma Highlights” is the official paper of the school for the journalistic training of the students. It is published quarterly and managed by the Lorma Staffers selected through competitive examination. It also gets contributions for publication from the Lorma Medical Center.

10. Special Class for Students with Disabilities

Lorma Colleges recognizes with special care and concern about the needs of special students with disabilities in achieving equal access and opportunities to good education.

CHAPTER FIVE

Student Organization Activities

Policy Statement

This covers the different clubs/organization activities and programs from implementation, supervision and monitoring to the evaluation of the different co-curricular activities and programs by the Office of the Student Affairs Services

It describes the different clubs and organizations which are extension of classroom learning activities and experiences of students. This aims to develop and enhance the capabilities, skills and talents of students in the various fields.

Policy Guidelines and Conditions

A: Accrediting or Recognizing Clubs /Organizations

1. The Coordinator for Student Activities or the Dean of Student Activities Director of Student Services will receive the following requirements:

- A. Constitution and By-Laws
- B. List of Officers and Members
- C. Acceptance Letter of Adviser/s
- D. Letter of Intent to organize a new club or organization
- E. Proposed Plans and Activities for the current school year

2. If all requirements are received, Certificate of Recognition Checklist is filled up by the applicant.

3. When the checklist is verified and checked, the Certificate of Recognition will be prepared.

4. The certificate of Recognition will be submitted to the Executive Director for approval.

5. A yearly renewal of the registration or re-accreditation of all student clubs or organizations shall be done by submitting the following to the Office of the Student Affairs through the Coordinator for Student Activities:

- A. Approved Constitution and By-Laws
- B. List of Officers and Members
- C. Acceptance Letter of Adviser/s
- D. Accomplishment Year End Reports
- E. Financial Reports
- F. Approved Calendar of activities, programs and projects

B: Implementation of Activities

1. Advisers will submit request to the Office to implement activities or projects.
2. When request is approved, the Coordinator of Student Activities coordinates with departments concerned, signs posters for posting and at times check availability of venues.

C: Evaluation of Activities or Programs

1. The Coordinator of Student Activities prepares the Evaluation Tool.
2. Students including the advisers will answer the Evaluation Tool.
3. Coordinator for Student Activities will collect the Evaluation Tool.
4. He shall prepare the Result of the Evaluation Tool.

D: Other provisions:

Aside from the class organization, a student is not allowed to join more than two (2) organizations. A student who is a Chairman, Secretary or Treasurer of one (1) organization can only become a member in the second organization.

CHAPTER SIX

Rules and Regulations on Students Conduct and Discipline

Policy Statement

Every student of LORMA Colleges shall observe the laws of the land and the standards of good society. To provide the students a peaceful and orderly school campus, an atmosphere most conducive to learning, the College Administration prescribes from time to time such rules and regulations on student conduct and discipline deemed necessary to serve as guidelines for the behavior of students. These should not however, be understood as by limitation, but as a way of emphasizing specific forms of behavior and by way of addition to acceptable norms of conduct expected of responsible and ethical member of society.

The tasks of the college is not only to develop student's intellectual, physical, emotional, social and psychological needs, but also to develop and improve their character, attitude and moral values which can be achieved through inculcating the proper norm of conduct, behavior and their discipline. They must abide by the rules of conduct and discipline formulated by the College.

Policy Guidelines and Conditions

1. Minimum Standards of Behavior

LORMA Colleges expects its students high degree of self-discipline and good conduct at all times, together with a seriousness of purpose in the pursuit of knowledge. Therefore, students of this College are expected to observe the following minimum standards of behavior:

- a. Honesty at all times
- b. Respect and courtesy towards others
- c. Decency in speech and appearance
- d. Observance of peace and order inside the campus
- e. Care, protection and preservation of all school properties
- f. Prompt and regular attendance in all classes and school activities.
- g. Wearing of proper uniform and pinning of ID's when inside the school campus.
- h. Observance of silence when passing along corridors, stairways and classrooms.

2. Improper Student Conduct

The following are classified as improper student conduct and are prohibited within the college campus and in any places where official activities of the college are being held:

- a. Abusive behavior or discourtesy

- b. Carrying or drinking intoxicating liquor inside the campus or entering the College premises in a state of intoxication;
- c. Forging, altering and or misuse of official documents, records, credentials or effects;
- d. Defamation
- e. Dishonesty such as cheating during examination; plagiarism in connection with academic work;
- f. Displaying, possessing or distributing obscene literature, picture and other forms of pornography;
- g. Engaging in any form of gambling inside the campus;
- h. Grossly insulting or disobeying College authorities;
- i. Illegal use, possession or distribution or dangerous drugs;
- j. Inflicting physical injuries against another person;
- k. Highly immoral conduct involving illicit relationships with the opposite sex on or off campus;
- l. Loitering or making noise on the corridors, hallways, stairways and classrooms;
- m. Obstruction or disruption of administrative work proceedings or other college activities;
- n. Smoking inside the building or elsewhere in the campus;
- o. Physical assault on any person within the premises of the college;
- p. Theft or stealing any property belonging to any member of the College Community;
- q. Vandalism, writing or drawing on the walls and pieces of furniture's and Unauthorized removal of notices and posters from the bulletin board; breaking of glass windows, showcases, cabinet doors, electrical, mechanical devices;
- r. Tearing of or defacing any library book, magazine or periodicals,
- s. Visiting indecent night clubs and places of ill-repute;
- t. Instigating and or engaging in activities resulting to damages of campus facilities;
- u. Joining seditious associations, secret organizations, fraternities and sororities or clubs with subversive tendencies.

FORMS OF DISCIPLINARY ACTION

The College shall impose penalties for violations committed by students. A penalty is a disciplinary measure imposed to instill in the student the understanding that any act of misbehavior, violation and defiance of the rules and regulations is not acceptable to responsible and ethical member of society.

Discipline is necessary in every well-ordered society, including educational institutions. The rules of reprimand, suspension and dismissal from the College as promulgated by the department of Education/Commission on Higher Education shall be applied by the Conduct Board in imposing penalties, subject to the approval of the Executive Director. Other forms of discipline shall be imposed by the Conduct Board as it deems appropriate and commensurate to the offense committed by the student. These shall also be subject to the approval of the College Director. In extreme cases, such as gross immorality, assault on College Officials, etc. when the offending student maybe expelled, the approval of the Department of Education /Commission on Higher Education must be obtained through the recommendation of the Executive Director.

The Conduct Board shall properly investigate the violations of school rules and regulations and shall make the necessary recommendations for disciplinary actions to the Executive Director for approval.

Policy Guidelines and Conditions

The following are the forms of Disciplinary Actions;

A. Dismissal - The college may dismiss a student anytime he is found after due investigation to have violated the rules and regulations of the school, the Commission on Higher Education, and the laws of the land. The student who is dismissed should be issued immediately his/her transfer credentials.

B. Suspension - The school may suspend an erring student during the school term or year for a period of not exceeding 20% of the prescribed school day. Suspensions shall take effect upon the approval of the Executive Director.

C. Expulsion - The penalty of expulsion is an extreme form of administrative sanction which debar the student from all public and private schools. The penalty requires the approval of the Commission on Higher Education.

D: Non-Admission to the College - the school may not admit any student the next term/year if he is found after due investigation to have violated rules and regulations of the school which are considered to be grave offenses.

D. Other Sanctions which are major/minor in nature:

1. Suspension from a particular class where the offense has been committed.
2. Invalidation of a quiz, examinations, term papers other class work.
3. An oral or written reprimand
4. An oral or written apology from the student
5. A warning notice that the continuation or repetition of a specific acts maybe a cause for other disciplinary actions.
6. Payment of actual damages inflicted
7. Disqualification from holding or seeking any position, either by appointment or election, including removal from position or office currently being held in any school organization.

E. For all disciplinary cases, a formal or informal hearing may be conducted by the Conduct Board for the erring student. In any case of violations of school rules and regulations, the College reserves the right not to admit the students involved, either during the current term or for the next term. In a case where consideration is given, the student maybe allowed to finish the term.

F. In view of the fact that the school administrators and teachers exercise the relation in “loco parentis”, they have the right, in case of minor offenses committed in their presence, to impose appropriate disciplinary measures for the welfare of the student And in the interest of good order and discipline. The following are the sources of authority by the school to discipline students: The Civil Code, Manual of Regulations for Private School, Student Handbook and other laws of the land.

OFFENSES AND THEIR CORRESPONDING PENALTIES

Policy Statement

The College, through the Conduct Board shall impose penalties and sanctions to violators of rules and regulations of the school.

Policy Guidelines and Conditions

1. GRAVE OFFENSES

These are acts that cause serious damage to a student’s honor and dignity as a person as well as to the property, name and honor of the College.

A: First Category. No exception is made whether the offense is made the first, second or third time. Any of the following major offenses shall be punishable with exclusion (immediately dropped from the roll and no readmission the following term/semester):

1. Forging-intercalation, falsification of and tampering with academic or official records, receipts, permit or documents of any kind.
2. Securing and using fake school receipts or admission documents.
3. Stealing
4. Murder/homicide
5. Committing serious acts of vandalism or destruction of school and teacher's property.
6. Serious fighting inside or outside the campus and/or acts causing public scandal, moral damage, physical injuries, damage to school property, great harm to personal safety or more serious consequences.
7. Carrying of any kind of deadly weapons such as guns, explosives and knives, etc.
8. Participation / Involvement in hazing.
9. Abortion
10. Drunkenness
11. Bribing
12. Involvement in drug trafficking or possession of prohibited drugs.
13. Creating serious trouble while under the influence of liquor/s or prohibited drugs.
14. Gambling in campus and its immediate environment.
15. Reading or carrying any pornographic material.
16. Any type of Bullying - done through the use of technology or any electronic devise; written, verbal or electronic expression or a physical act or gesture

B: Second Category. No exception is made whether the offense is the first, second, or third. Any of the following major offenses shall be punishable with ten day suspension and no readmission the following term/semester.

1. Writing or circulating any publication not authorized by the college.
2. Committing any obscene/ indecent act inside or outside of the College.
3. Serious moral faults committed within or outside the College and proved to be harmful to the best interest of the students and the College and have unwholesome influence on fellow students.

4. Defamation committed against any student, faculty member, staff member, college authority or his agents.
5. Insubordination
6. Physical assault on any person within the premises of the college.

C: Third category

1. Cheating in any test/examination
2. Plagiarism

Sanction:

First offense: A score of 0 and a grade of 70 in the particular grading period.

Second offense: Exclusion (immediately dropped from the roll and no re-admission the following term/semester).

2. LESS SERIOUS OFFENSES

These are acts that cause considerable damage to one's honor and dignity as a person or to a property and honor of the College.

A: First category

Sanction for any of the following less serious offenses:

First Offense: Two days suspension

Second Offense: One week suspension

Third offense: Ten days suspension and no readmission the following term/semester.

1. Wearing somebody else' ID
2. Wearing or using a tampered ID
3. Lending his/her ID to another student.
4. Public display of affection (PDA)
5. Writing degrading, obscene notes.
6. Smoking inside the campus.
7. Fighting (of less serious nature}
8. Entering the campus under the influence of liquor
9. Unauthorized alteration or erasure of official announcements.
10. Unauthorized use of the College facilities and properties.
11. Using language or committing acts that show disrespect, arrogance or bad manners toward superior or duly authorized person.

12. Destroying, defacing school property like writing, drawing, etching indecent words or figures, etc, on chairs, walls, blackboards and other properties of the college.
13. Committing any malicious vulgar act in LORMA uniform outside of the campus.
14. Defaming or tarnishing the name/reputation of another student.

B: Second Category

Sanctions for any of the following offenses:

First offense: Counseling

Second offense: Two days suspension

Third offense: Ten days suspension and no readmission the following term/semester.

1. Bringing food/drinks other than water in non-disposable container, to the classroom or corridor.
2. Eating inside the classroom during class hours

III: MINOR OFFENSES

These are acts that a student must avoid to enable the College to maintain peace and order, cleanliness and sanitation and the desired quality and conducive teaching-learning atmosphere inside the campus.

The following are the sanctions for minor offenses:

First offense: Counseling / warning

Second offense: One day suspension from classes

Third offense: Three days suspension from classes

Fourth offense: One week suspension from classes

Fifth offense: Ten day suspension and probationary status the following term/ semester.

Non Admission the following term.

1. Not wearing the prescribed LORMA Colleges or approved department uniform within the College premises.
2. Not wearing the official ID or not wearing the official LORMA ID properly within the campus.
3. Using an invalidated school/college ID
4. Staying in the classroom without any permission
5. Telling a lie; sleeping in class; being disruptive in class

6. Loitering, running, shouting and speaking in a loud voice or making unnecessary noise in the classroom, corridor or on campus.
7. Bringing or playing gambling cards in school.
8. Causing commotion of any kind during convocations, programs or other activities.
9. Using vulgar, indecent, foul, profane or improper words/languages.
10. Wearing by female students of outlandish make-up, hair color and hair-do or not observing proper grooming.
11. Wearing by male students of long/unkept hair, earrings, make-up, outlandish hair style, hair color, or accessories or not observing proper grooming.
12. Running away from a person in authority to avoid apprehension.
13. Not disposing the litter's found within three feet away from him/her.
14. Going out of the classroom and during school programs without proper authority.
15. Receiving or entertaining visitors while on duty or attending class except with permission in emergency cases.
16. Wearing of sleeveless shirts, shirts with vulgar printings, short pants, and tattered pants, including pedal or 3/4 pants.
17. Using personal digital electronic devices and gadgets (cellular phones, laptop) in the classrooms, laboratories lecture rooms, library, chapel, auditorium is not allowed unless permitted by the teacher.

Sanction:

First offense: Cellular phone or device is confiscated and kept in the OSA for one day.

Second offense: Cellular phone or device is confiscated and kept in the OSA for one week

Third offense: One day suspension and probationary status the following term

Fourth offense: One day suspension and non-readmission the following term.

NOTE:

1. For three or more violations of the Student Handbook during the school year.

Penalty: Dismissal

2. Recidivist: Offenses which violate the accepted norms of conduct and which are not provided for in this code should be left to higher school authorities for appropriate action.

3. Students will be referred to the Guidance Office after they have served the penalty or sanctions of offenses committed.

Implementation of the Rules on ID and Uniform

Policy Statement

The College, through the Office of the Student Affairs shall be responsible for the welfare and security of the students, thus the implementation of the rules on ID and Uniform is necessary.

Policy Guidelines and Conditions

1. The guards or faculty member may not allow any student not in proper uniform or without an ID to enter the school premises; or else, the student's ID shall be confiscated and the violation shall be reported to the Student Affairs Office.
2. Only students wearing the prescribed uniform shall be allowed to make transactions with any office of the College.
3. All faculty members are required to enforce strictly the rules and regulations regarding the ID and uniform inside and outside of the classroom. The following steps should be followed when a violator is caught:
 - A. Confiscate the ID of the student.
 - B. Submit the confiscated ID to the Student Affairs Office immediately with a brief report of the violation, to include the name of the student, course and year, date and nature of the violation.

Procedure in Convening of the Conduct Board

Policy Statement

This covers the process from the receipt of the complaint or report to the implementation of the necessary action.

Policy Guidelines and Conditions

1. The Dean of Student Affairs receives student's complaints or reports. The Dean informs the concerned student about the complaint/s.
2. The student involved in the complaint shall submit the letter of explanation to the Dean of Student Affairs.

3. The members of the Conduct Board including the Dean of the Department concerned will convene and discuss the merits of the complaints. Parents of students will be notified about the investigation.
4. The student involved will be investigated by the members of the Conduct Board.
5. In instances where the complaint falls within the jurisdiction of the department concerned, the Student Affairs endorses it to the concerned dean for action. Result of the investigation will be submitted to the Dean of Student Affairs Office.
6. In instances where the complaint falls within the jurisdiction of the Student Affairs Office , the Conduct Board Committee will discuss the case.
7. Cases not solved within the department are elevated to the Conduct Board Committee for further review and investigation with the copy of the investigation.
8. The final decision is put into writing and then to be signed by all members of the Conduct Board Committee.
9. The recommendation shall be submitted to the Executive Director of the College for approval .
10. The approved decision will now be served to the student involved and parents shall be notified. After serving the decision, the student will be referred to the Guidance Office for counseling after serving the decision.
12. The decision will be recorded in the Lorma Access and in the Log-book.

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