You weathered all the long years
And now with us you still abide.
From a simple, solitary root
Your great arms opened wide.
And each time the brave heart
Remembers your humble story, It fills with pride.
And we pledge that in our heart and spirit
that same spirit will survive.

Home and mother of our searching soul,
Beloved University!
Though humble our goals,
Your earnest way ensures
Our means to be truly free.
Through our reverent force
To harness Earth’s resource
And your patient technology

We will march at the front in the war against want,
And may kind heaven let this be.
And may kind heaven let this be!

And onwards, though uncertain,
With boldness we set our course,
From a simple, ordinary folk
You bring forth an active force
Learning, ever yearning to set
out a new directions,
Ambitious goals!
For the generation that are yet to be
Fullness of life and dignity.

It’s our once and future legacy
For country and for.... University.
FOREWORD

The Cebu Technological University is home to dedicated scholars, academics, and staff in pursuit of excellence in the fields of research, instruction, production and extension. It is a community honed by the ideals of the state to articulate human development and progressive economy especially at the turn of the century. Each step toward building a milestone of success demands rejoicing on the part of every stakeholder.

Students as stakeholders are so determined to help the country’s economy through CTU’s instruction and advocacy. They are occupied with the idea that it is a responsibility to act upon this commitment to live by the standards set forth by the institution.

The Student Manual 2015 Edition covers the expected student conduct in consonance with the implementation of transformative performance that results in best contributions. Curricular and extra-curricular provisions suggest a better position for students.

Changes have been reflected in this handbook as the need to cope with society’s evolution makes a very positive response. When it comes to the mechanism of achieving it, core principles are carefully assessed once again to address students’ academic, social and personal needs.

The vision, as far as students’ interest is concerned, can very well go along with the desire to take pride in the ambition to stand out. The university transcends the mere perspective about what its stakeholders would want to experience. There is no better way to impact harmony in the system than seeing the authorities do something to prevent unwanted circumstances that curtail students’ rights and privileges.

ROSEIN A. ANCHETA JR., ASEAN Eng., DM, Ph.D.
SUC President IV
ii. VISION, MISSION, GOAL & OUTCOMES

Vision
A premier, multidisciplinary-technological university

Mission
The University shall primarily provide advanced professional and technical instruction for special purposes, advanced studies in industrial, trade, agriculture, fishery, forestry aeronautics and land-based programs, arts and sciences, health sciences, information technology and other relevant fields of study. It shall also undertake research and extension services and provide progressive leadership in its area of specialization (Sec. 2, RA 9744).

Goal
The University shall produce scientifically and technologically oriented human capital equipped with appropriate knowledge, skills, and attitudes. It shall likewise pursue relevant research, strengthen linkages with the industry, community, and other institutions, and maintain sustainable technology.

Outcomes
- Relevant, effective, and quality education for sustainable growth
- Access to quality education for the underprivileged students
- Relevant research for economic, environmental and sustainable development
- Expanded community engagement
- Effective and efficient management of resources.
Lupang Hinirang  
(National Anthem)  
Composer: Julian Felipe

Bayang magiliw  
Perlas ng Silanganan,  
Alab ng puso,  
Sa dibdib mo’y buhay.

Lupang Hinirang,  
Duyan ka ng magiting,  
Sa manlulupig,  
Di ka pasiil.

Sa dagat at bundok,  
Sa simoy at sa langit mong bughaw,  
May dilag ang tula  
At awit sa paglayang minamahal.

Ang kislap ng watawat mo’y  
Tagumpay na nagniningning,  
Ang bituin at araw niya  
Kailan pa ma’y di magdidilim.

Lupa ng araw, ng luwalhati’t pagsinta,  
Buhay ay langit sa piling mo;  
Aming ligaya, na pag may mang-aapi  
Ang mamatay ng dahil sa iyo.
iv. Panatang Makabayan

Panatang Makabayan

Iniibig ko ang Pilipinas,
Aking lupang sinilangkan,
Tahanan ng aking lahi,
Kinukupkop ako at tinutulungang.
Maging malakas,
masipag at marangal
Dahil mahal ko ang Pilipinas,
Diringgin ko ang payo ng aking magulang,
Susundin ko ang tuntunin ng paaralan,
Tutuparin ko ang mga tungkulin ng isang mamamayang makabayan,
naglilingkod,
nag-aaral at nagdarasal nang buong katapatan.
Iaalay ko ang aking buhay, pangarap,
pagsisikap
Sa bansang Pilipinas.
v. Sugbo

Sugbo,
Harang kapupud-an
Sa habagatan,
Kinapusurang lalawigan
Sa Kabisay-an
Sa kaalam adunahan,
Sa among gugma ug
dungog kanunay’ng
halaran

Sugbo, unang
binunyagan sa
Kristohanong tnuho-an,
Gipanalipdan kanunay ni
Señor Santo Niño,
Makasaysayon, maabi-
abihon, madanihon,
Ug angay ka gayud nga
ipasigaro

Sugbo,
Pinangga sa klima ug
panahon,
Kalinaw, kauswagan –
palungtaron, palambuon
Bisan asa modangat sa
among pagpaningkamot
Ikaw amo kanunay nga
handumon,
Ikaw amo kanunay nga
handumon!
Oh Sugbo...!
vi. CTU Flag

vii. OFFICIAL SEAL and COLOR

The official color of the Cebu Technological University is a combination of nile green, permanent red, golden yellow, and thalo blue. This bears the super imposed official seal of the university. Nile green symbolizes agriculture and forestry, permanent red the industrial thrusts of the curriculum, and thalo blue the fisheries technology. All these offerings are the polytechnological thrusts of the university.

The official seal of the university shall be round, with the inscription alongside the circle; the name of the university shall be in capital letters.
1. **Book and Torch**
   They symbolize the educational thrusts of the university to promote services in the fields of research, instruction, production, research and graduate studies for progressive leadership. It also represents the College of Education.

2. **Nine Rays**
   They represent the nine major campuses of the university in the various technological areas.

3. **Laurel**
   It signifies excellence in the continuous acquisition of knowledge, skills and competence in developing minds through arts, technology, and different sciences. It also represents the College of Arts and Sciences.

4. **Globe with the map of Cebu**
   It stands for the contribution of the university to the country and to the world.

5. **Waves and Fish**
   They embody the College of Fisheries.

6. **Anchor**
   It stands for the College of Marine Engineering.

7. **Field with Sprouting Plants**
   It represents the College of Agriculture.

8. **Industrial Building with Communications**
   It stands for the College of Technology & the College of Engineering.

9. **Ribbon with Date**
   It symbolizes the Founding Year of the institution.
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ACKNOWLEDGMENT

MEMORANDUM OF AGREEMENT (SAO FILE)

MEMORANDUM OF AGREEMENT (STUDENT COPY)

CTU HYMN
viii. Student Rights

1. The Right to Quality Education
   Students shall have the right to receive, primarily through competent instruction, relevant quality education with national goals, conducive to full human development.

2. The Right to Due Process
   A student subject to disciplinary action shall have the right to defend himself, to be heard and to present evidence on his/her behalf before an impartial body.

3. The Right to Association
   The right of students to form, assist, join, and actively participate in any campus organization, union, society, national youth group, alliance or federation officially acknowledged by the University for purposes not contrary to law shall not be abridged.

4. The Right to Speech
   The right to free expression through appropriate academic channels and administrative bodies of the institution for purposes not contrary to law shall not be abridged.

5. The Right to Religion
   The free exercise and enjoyment of religious profession and worship, without discrimination or preference, shall forever be allowed.
6. The Right to Privacy

The privacy of communication and correspondence of students shall remain inviolable.

7. The Right against Abuse

“The state shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions… (Art XV. Sec.3(b), 1987 Philippine Constitution).”

Family Code of the Philippines “gives the school, its administrators and teachers, or the individual, entity or institution engaged in child care the special parental authority and responsibility over the minor child while under their supervision, instruction or custody…. (Art XV. Sec.3(chapter 2; Art.218) 1987 Philippine Constitution)”

8. The Right against Sexual Harassment

Valuing the dignity of every individual enhances the development of human resources, guarantees full respect for human rights, and upholds the dignity of the students.

9. Other rights as may be provided by law
I. HISTORY OF CEBU TECHNOLOGICAL UNIVERSITY

Cebu Technological University, formerly known as Cebu State College of Science and Technology (CSCST), became a state university on November 10, 2009 by virtue of Republic Act No. 9744.

It is composed of one main campus in Cebu City, eight satellite campuses in Argao, Barili, Carmen, Daanbantayan, Danao, Moalboal, San Francisco, and Tuburan. It also has extension campuses located in Dumanjug, Bitoon, Bonbon, Malabuyoc, San Fernando, Naga, Pinamungajan, Oslob, San Remegio, Samboan, Tabogon and Bantayan.

The university started as Cebu School of Arts and Trades in Cebu City, Sudlon Agricultural College in Lahug, Cebu City, Abellana National School in Cebu City, Danao Vocational School in Danao City, Tuburan Vocational School in Tuburan, Moalboal School of Fisheries in Moalboal, Argao Agro-Industrial School in Argao, Quirino School of Fisheries in Carmen, Manuel A. Roxas Memorial School of Fisheries in Daanbantayan, and Magsaysay School of Fisheries in San Francisco, Camotes Islands.

These were integrated into Cebu State College of Science and Technology (CSCST) System on June 10, 1983 by virtue of Batas Pambansa Bilang 412. It was mandated that the new state college should expand its curricular programs focusing on higher technological education.

To fully standardize and to highly institutionalize the entire management and educational system, Cebu State

The Main Campus started in 1911 when the Cebu Trade School was established as one of the earliest vocational schools in the country. Founded by the Americans as the Manual Arts Department of the Cebu Normal School (now Cebu Normal University), its main purpose was to develop technical skills. The school produced its first graduates in 1912.

Cebu Trade School later became an affiliate of the Cebu Provincial High School located along Jones Avenue. On August 20, 1928 it became a separate entity through Proclamation No. 180 and acquired its present site at the corner of M.J. Cuenco Avenue, and R. Palma Street, Cebu City.

In 1925, the secondary school was opened. In 1940, through Commonwealth Act No. 313, Cebu Trade School was renamed to Cebu School of Arts and Trades (CSAT). It offered the two-year technical course for male students in the same year. In 1950, admission of female students started.

In 1954, CSAT offered Bachelor of Science in Industrial Education, Master of Education (M.Ed.) and Master of Arts in Vocational Education (MAVED) in 1969, Bachelor of Science in Industrial Technology (BSIT) in 1975, Master in Public Administration (MPA) in 1982,
Doctor of Philosophy in Technological Management (Ph.D. TM) in 1996 and Doctor in Development Education (Dev.Ed.D) a year later.

In 1998, Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP) granted the Bachelor of Elementary Education and the Bachelor of Secondary Education Level 1 status.

The **Argao Campus** began as an extension school of Cebu Provincial High School in Cebu City in 1945 before the Americans landed in Cebu to continue the pre-war classes. On July 1, 1945 the Provincial Board and the school authorities established it as the Cebu South Provincial High School. In 1949 buildings were constructed out of the war reparation funds. The school was then converted to Cebu South National High School in 1961. After seventeen years, it was converted to Cebu South Agro-Industrial School and was renamed CSCST-Agro-Industrial and Forestry College in 1984.

The **Barili Campus** traced its origin in Barangay Sudlon, Cebu City. By virtue of The Omnibus Law 948, the Sudlon Agricultural School was created on August 2, 1948. In 1954, it was transferred to Lahug, Cebu City. In 1972, it became one of the eleven agricultural schools under the Bureau of Vocational Education - EDPITAF Program. Thereafter, tertiary degrees in agriculture were offered. On May 30, 2001, the College of Agriculture was relocated to its present 100-hectare site in Cagay, Barili.

The **Carmen Campus** started as the Quirino School of Fisheries under RA No. 2700 in 1959. It was administered and supervised by Cebu School of Arts and Trades (CSAT), Cebu City in 1964. By virtue of MECS
Order No. 72, s.1979, the school was converted into a Regional Institute of Fisheries Technology (RIFT), one of the seven schools under the Educational Development Projects Implementing Task Force (EDPITAPH). It was renamed CSCST-College of Fisheries Technology in 1984.

The Daanbantayan Campus was founded on March 3, 1948 by virtue of Provincial Board Resolution No. 500 and was named Manuel A. Roxas School of Fisheries, the oldest known fishery school of the country. It became a national vocational school under the supervision of the Bureau of Public Schools by virtue of RA No. 673 in 1951. It moved to its present site in Agujo, Daanbantayan under the supervision of the Bureau of Fisheries. The school became one of the regional fishery schools offering both secondary and post-secondary programs.

On April 8, 1983, the school was converted into Central Visayas College of Fisheries under B.P. 379. However, before its implementation, B.P. 412 was approved on June 10, 1983, making the school part of the Cebu State College of Science and Technology System. Finally, it was renamed CSCST-College of Fisheries in 1984.

The Danao Campus started as Danao Provincial High School by virtue of Danao Municipal Council Resolution in June 1949. It was converted into a national vocational secondary school through RA No. 1907 on June 22, 1957. It moved to its present site in Sabang, Danao City in July 1965. Ten years later, it was changed to Danao Vocational School which then offered the two-year trade technical curriculum. In 1984, it was renamed CSCST-College of Industrial Technology.
The **Moalboal Campus** started as Moalboal Provincial High School by authority of Moalboal Municipal Council Resolution No. 87 on December 31, 1947. On February 15, 1967 by virtue of RA No. 3613, it was converted to Moalboal Southern School of Fisheries, and its name was shortened to Moalboal School of Fisheries in July 1975. The three-year Diploma in Fishery Technology was then offered.

The **San Francisco Campus** traced its foundation on June 22, 1956 when RA No. 1984 was enacted to create the Cebu School of Fisheries in the Municipality of Poro. However, in June 1961, the school was transferred to the Municipality of San Francisco because of its large population. Under RA No. 3500, the school was renamed Magsaysay School of Fisheries in 1963. It was changed in 1984 to CSCST-Fishery and Industrial College.

The **Tuburan Campus** was first established in 1945 as Cebu North Provincial High School. It was converted to a National Vocational High School on June 18, 1961 through RA No. 343 and was renamed to Tuburan National School through RA No. 3502. On November 16, 2004, it became CSCST-Polytechnic College through BOT Resolution No. 028 and was changed to CSCST–Tuburan Campus, reflecting its geographical location.
II. ORGANIZATIONAL STRUCTURE

The Governing Board. The Board of Regents (BOR), shall be composed of the chairperson of the Commission on Higher Education (CHED) as chairperson, president of the university as vice-chairperson, the chairperson of the Senate Committee on Education, the chairperson of the Committee on Technical Education of the House of Representatives, the regional director of the National Economic and Development Authority (NEDA), the regional director of the Department of Science and Technology (DOST), the president of the federation of Faculty Associations of the university, the president of the federation of Alumni Association, the president of the federation of Student Government of the university, and two (2) prominent citizens from the private sector, who have distinguished themselves in their professions or fields of specialization, as members.

The terms of office of these presidents of federations are co-terminus with their respective terms of office in such capacities.
### III. CURRICULAR OFFERINGS

#### A. GRADUATE STUDIES

| 1. Doctor of Philosophy in Technology Management (Dev. Ed. D w/ Major) Major:  
- Language Teaching  
- Maritime Education and Engineering Technology  
- Special Education  
- Public Health Management  
- Library Science Management  
- Hotel Restaurant Services  
- Tourism Technology  
- Information and Communication Technology  
- Agriculture Technology Management  
- Fishery Technology Management  
- Technology Education  
- Industrial Technology  
- Engineering Technology | BOT RESOLUTION No. 368 s. 2004 |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>2. Doctor in Public Administration (DPA)</td>
<td>BOR RESOLUTION NO. 29 S. 2010</td>
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</table>
| 4. Master of Arts in Education (M.A.Ed.) Major:  
- English Teaching | BOT RESOLUTION NO. 88-019 S. |
<table>
<thead>
<tr>
<th>5. Master in Education (M.Ed.)</th>
<th>1998</th>
</tr>
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<tbody>
<tr>
<td>Major in:</td>
<td>BOT RESOLUTION NO. 683 S. 2009</td>
</tr>
<tr>
<td>- Administration and Supervision</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Master in Education (M.Ed.)</th>
<th>BOR RESOLUTION NO. 20 S. 2010</th>
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<tbody>
<tr>
<td>Non-Thesis</td>
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<tbody>
<tr>
<td>(with and without thesis program)</td>
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<table>
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<tr>
<th>8. Master of Science in Industrial Technology (MSIT)</th>
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</table>

<table>
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<tr>
<th>9. Master of Engineering Technology with similar major in MSIT</th>
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</table>

<table>
<thead>
<tr>
<th>10. Master in Technician Education(MTE)</th>
<th>BOT RESOLUTION NO. 368 S. 2004</th>
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</thead>
<tbody>
<tr>
<td>Major:</td>
<td></td>
</tr>
<tr>
<td>- Automotive Technology</td>
<td></td>
</tr>
<tr>
<td>- Drafting Technology</td>
<td></td>
</tr>
<tr>
<td>- Electrical Technology</td>
<td></td>
</tr>
<tr>
<td>- Electronics Technology</td>
<td></td>
</tr>
<tr>
<td>- Machine Shop Technology</td>
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<tr>
<th>11. Master of Science in Agriculture (MS Agri.)</th>
<th>BOR RESOLUTION NO. 32 S. 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major:</td>
<td></td>
</tr>
</tbody>
</table>
The following programs are also offered online:

1. Doctor in Development Education (Dev.Ed.D.)
2. Doctor of Philosophy in Technology Management (Ph.D.TM)
3. Master in Public Administration (MPA)

**College of Education Special Program**

1. *Doctor in Development Education (Dev.Ed.D.)*
   Major:
   - Special Education (SPED)
   - Early Childhood (ECE)
   - Guidance and Counseling
   
   BOT RESOLUTION NO. 677 S. 2009

2. *Master of Arts in Education (M.A.Ed.)- Thesis*
   Major:
   - Special Education
   - Mathematics Teaching
   - Basic Elementary
   - Education Teaching
   - Guidance and Counseling
   - Early Childhood Education
   
   BOT RESOLUTION NO. 408 S. 2005

3. *Master in Education (M.Ed.)- Non Thesis*
   Major:
   - Special Education
   - Mathematics Teaching
   
   BOT RESOLUTION NO. 408 S. 2005
- Guidance and Counseling - Early Childhood Education

4. *Diploma/ Certificate in Special Education (DSPED/ CSPED)  
   BOT RESOLUTION NO. 408 S. 2005

5. *Diploma/ Certificate in Early Childhood Education (DECE/ CECE)  
   BOT RESOLUTION NO. 417 S. 2005

6. Certificate in Industrial Technology for PWD  
   BOT RESOLUTION NO. 610 S. 2005

*Note: These programs are also offered online.

B. UNDERGRADUATE STUDIES

1. EDUCATION

1.1 Bachelor of Elementary Education (BEEd)  
   Major in Technology and Livelihood Education with:  
   - General Content  
   - Pre-elementary Education  
   - Special Education  
   
   BOT RESOLUTION NO. 677 S. 2009

1.2 Bachelor of Secondary Education (BSEd)  
   Major in Technology and Livelihood Education with specific areas of specialization:  
   - Business Technology  
   - Home Economics Technology  
   - Industrial Technology  
   - Mathematics  
   - Science  

   BOT RESOLUTION NO. 677 S. 2009

1.3 Bachelor of Technical Teacher  
   BOT RESOLUTION
<table>
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<tr>
<th>Education (BTTE)</th>
<th>NO. 677 S. 2009</th>
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</thead>
<tbody>
<tr>
<td>Major:</td>
<td></td>
</tr>
<tr>
<td>- Architectural Drafting Technology</td>
<td></td>
</tr>
<tr>
<td>- Automotive Technology</td>
<td></td>
</tr>
<tr>
<td>- Electrical Technology</td>
<td></td>
</tr>
<tr>
<td>- Electronics Technology</td>
<td></td>
</tr>
<tr>
<td>- Food Service Management Technology</td>
<td></td>
</tr>
<tr>
<td>- Garments &amp; Fashion Technology</td>
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</table>

1.4 Bachelor of Science in Nursing (BSN)
In consortium with Cebu City Medical Center- College of Nursing

*Note: Processing of application is done at CCMC-CN.*

## 2. ENGINEERING

2.1 Bachelor of Science in Civil Engineering (BSCE)
2.2 Bachelor of Science in Electrical Engineering (BSEE)
2.3 Bachelor of Science in Electronics Engineering (BSEcE)
2.4 Bachelor of Science in Industrial Engineering (BSIE)
2.5 Bachelor of Science in Mechanical Engineering (BSME)
2.6 Bachelor of Science in
<table>
<thead>
<tr>
<th>3. MARITIME EDUCATION</th>
<th>3.1 Bachelor of Science in Marine Engineering</th>
<th>BOT RESOLUTION NO. 677 S. 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. ARTS AND SCIENCES</td>
<td>4.1 Bachelor of Science in Development Communication (BS Dev.Com.)</td>
<td>BOT RESOLUTION No. 677 s. 2009</td>
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<td></td>
<td>4.2 Bachelor of Science in Mathematics (BS Math)</td>
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<td>4.3 Bachelor of Arts in English (AB English) Major in Applied Linguistics</td>
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<td>4.4 Bachelor of Science in Statistics (BS Stat.)</td>
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<td>4.5 Bachelor of Arts in Local Governance Administration (ABLGA)</td>
<td>BOR RESOLUTION No. 02 s. 2012</td>
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<td></td>
<td>4.6 Bachelor of Science in Technology Management with specialization in Marketing</td>
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<tr>
<td>5. TECHNOLOGY</td>
<td>5.1 Bachelor of Science in Industrial Technology (BSIT) Major: -Automotive Technology -Civil Technology -Cosmetology Technology -Drafting Technology -Electrical Technology -Electronics Technology</td>
<td>BOT RESOLUTION NO. 677 S. 2009 (BSIT/BSICT)</td>
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<td>BOT RESOLUTION NO. 622 S. 2009 (BSGD)</td>
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-Food Preparation and Services Technology
-Foundry Technology
-Furniture and Cabinetmaking Technology
-Interior Design Technology
-Garments Technology
-Machine Shop Technology
-Power Plant Technology
-Refrigeration and Air-conditioning Technology
-Welding and Fabrication Technology
-Computer Technology

5.2 Bachelor of Science in Graphics and Design (BSGD)
5.3 Bachelor of Science in Hospitality Management (BSHM)
5.4 Bachelor of Science in Information and Communications Technology (BSICT)
5.5 Bachelor of Science in Mechatronics (BSMx)
5.6 Bachelor of Science in Travel Management (BSTrM)
5.7 Opportunity Livelihood Technology Entrepreneurial Classes (OLTEC)

6. AGRICULTURE, FORESTRY, FISHERY
<table>
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<tr>
<th>Major</th>
<th>Degree</th>
<th>Resolution</th>
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<tbody>
<tr>
<td>Animal Production</td>
<td>Bachelor of Science in Agriculture</td>
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<tr>
<td>Agronomy</td>
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<td>Animal Production</td>
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<td>Animal Production</td>
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<td>Computer Literacy</td>
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<td>Preschool Program</td>
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<th>Resolution</th>
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<tr>
<td>Culinary Arts</td>
<td>9.2</td>
<td></td>
</tr>
<tr>
<td>Soap and Candle Making</td>
<td>9.3</td>
<td></td>
</tr>
<tr>
<td>Basic Electricity and Building Wiring</td>
<td>9.4</td>
<td></td>
</tr>
<tr>
<td>Training/ Courses in Dressmaking &amp; Tailoring</td>
<td>9.5</td>
<td></td>
</tr>
<tr>
<td>Training/ Courses in Computer Education</td>
<td>9.6</td>
<td></td>
</tr>
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</table>
IV. ACADEMIC POLICIES

A. Admission

Academic entrance requirements vary with the scholastic status of the applicant and the program he/she desires to take. Only students who have been officially enrolled shall be admitted to classes. The university shall adopt all laws, rules, regulations, and policies adopting (RA No.9165, An Act Instituting The Comprehensive Dangerous Drugs Act of 2002)

No student shall be denied admission for reasons of race, ethnicity, religion, and political affiliation.

Students shall have the right to choose their field of study subject to screening policies. No applicant for enrollment, is allowed without presentation of credentials to the Guidance Office.

GRADE REQUIREMENT:
1. College of Arts and Sciences and College of Technology Grade Average of at least 80.
2. Transferees for the College of Technology Grade Average in the last semester attended is at least 2.5
3. College of Education and College of Engineering Grade Average of at least 85 and No Grade Below 80.
4. College of Engineering Grade Average of at least 85 and No Grade Below 80 Math and Sciences Grades at least 85
1. Requirements

1.1 First-year college students

1.1.1 High School Report Card (Form 138)/Certificate of Rating for Alternative Learning System (ALS) or its equivalent

1.1.2 Certificate of Good Moral Character

1.1.3 Two (2) copies of 2x2, recent ID pictures with white background and nametag

1.1.4 Long, brown envelope / folder (15” x 10”)

1.1.5 Official Receipt of Testing Fee

1.2 Transferees

1.2.1 Certificate of Transfer Credentials /TOR

1.2.2 Certification of Good Moral Character

1.2.3 Two (2) copies of 2x2, recent ID pictures with white background and nametag

Note: Transferees from other CTU campuses shall not take the admission test, provided that the endorsement letter from the campus director is presented.

1.3 Foreign Students

1.3.1 Personal History Statement (PHS) both in English and in the applicant’s national language, containing among others his left and right thumbprints, signature, and a 2x2 photograph on plain white background, taken not more than six months prior to submission

1.3.2 Transcript of Records (TOR) or scholastic
records from the applicant’s country of origin duly authenticated by the Philippine Foreign Service Post

1.3.3 A notarized Affidavit of Support including bank statements or notarized notice of grant (for institution scholars) to cover expenses for the student’s accommodation and subsistence, as well as school dues and other incidental expenses

1.3.4 Photocopy of data page of the applicant’s passport

1.3.5. Birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post

1.3.5 Police Clearance/ NBI Clearance from the applicant’s country of origin

1.3.6 Quarantine Medical Clearance from the National Quarantine Office

1.3.7. Foreign fee

1.3.8 Other requirements from the Bureau of Immigration (BI)

1.4 Applicants for Opportunity, Livelihood, Technology, and Entrepreneurial Classes

1.4.1 at least 16 years’ old

1.4.2 Report Card (Form 138)

1.4.3 Photocopy of Birth Certificate (NSO)

1.4.4 Certificate of Good Moral Character

1.4.5 Medical Certificate

1.4.6 Letter of intent
B. Enrollment

1. Classification of Enrollees

1.1 According to study load

1.1.1 Regular student (carrying the regular load)

1.1.2 Irregular student (not carrying the regular load)

1.2 According to year level

1.2.1 Freshman

• has finished 25% below of the total units required for a four-year program
• has finished 20% below of the total units required for a five-year program

1.2.2 Sophomore

• has finished 26%-50% of the total units required for a four-year program
• has finished 21%-60% of the total units required for a five-year program

1.2.3 Junior

• has finished 51% but not more than 75% of the total units for a four-year program
• has finished 61% - 81% of the total units for a five-year program
1.2.4 Senior

- has finished 76% of the total number of units for a *four-year* program
- has finished 81% of the total number of units for a *five-year* program

1.2 Special Students

They are the students with exceptionalities: acquired brain injury, developmental delay, gifted and talented, hearing loss, medical condition, mental illness/mental health, neurodevelopmental and related disorders, intellectual disability, specific Learning disorder, physical disability, speech and/or language disorder and vision loss.

All higher education institutions (HEIs) are encouraged to admit students needing special education whether in degree, vocational or technical courses and other training programs.

Institutions with “Teacher Training Program” are enjoined to include Special Education (SPED) courses at the undergraduate and graduate levels of the said programs, as well as in other related programs. Whenever possible, the said institutions shall offer scholarship programs to qualified SPED teachers, in coordination
with the government and non-government agencies.

1.4 Refresher Course for Professional Teachers

A requirement as per Republic Act 9293, An Act Amending Certain Section of Republic Act numbered Seventy-Eight and Thirty-Six (R.A. 7836), otherwise known as the Philippine Teachers Professionalization Act of 1994 stipulates that:

A registered professional teacher with the National Board for Teachers under Department of Education, Culture and Sports (DECS) pursuant to Presidential Decree No. 1006. (Section 26, b.)

2. Additional Requirements for Enrollment

2.1 First-year College Students

2.1.1 Photocopy of Marriage Certificate from NSO (if applicable)
2.1.2 Chest x-ray (Posterior-anterior view)
2.1.3 Complete Blood Count (CBC)
2.1.4 Stool Exam (BSHM, BStrM, BSIT and BTTE major in Food Technology)
2.1.5 Marriage Certificate (from NSO, if applicable)
2.2 Transferees/Cross-enrollees from other institutions

2.2.1 Chest x-ray (Posterior-anterior view)
2.2.2 Complete Blood Count (CBC)
2.2.3 Stool Exam (BSHM, BSTrM, BSIT and BTTE major in Food Technology)
2.2.4 Marriage Certificate (from NSO, if applicable)
2.2.5 Subject Accreditation Form

For Marine Engineering applicants, documents should be secured from DOH and Marine Accredited Laboratories

2.2.6 Audiometry
2.2.7 Eyesight (ishihara/lantern or any color perception test)
2.2.8 Hepatitis B antigen- Qualitative (HBsAG)
2.2.9 Psychological, Urinalysis, CBC, Stool Exam, ECG and Medical Certificate

2.3 For Old Students and Returnees of CTU

2.3.1 Students who enroll in the same program are required to present the grades of all the subjects taken in the previous semester.

2.3.2 Undergraduate returnees maybe allowed to enroll, provided that the last semester attended is not later than three (3) years, otherwise the returnee has to retake the entrance examination.

2.3.3 Graduate student returnees may enroll for
the remaining units in the curriculum as long as he/she is within his maximum residency (7 years for Master’s and 9 years for Doctorate). In case the student is beyond his/her maximum residency requirements, he/she will be required to enroll the required residency units or 50% of the academic units.

Graduate School transferees are required to enroll 50% of the academic units as residency requirement in the curriculum he/she would like to enroll, regardless of the number of units credited in his/her previous studies in the Graduate School other than CTU.

2.4 For Shiftees (within the CTU System)

2.4.1 Students who shift to another program are required to present their subject accreditation forms to the enrollment officer of the college concerned.

3. Procedure

a. Fill out the enrollment form legibly.
   a.1 For regular students, do not fill out the Student Load portion.
   a.2 For irregular students, indicate your subjects and respective schedules.

b. Proceed to the Clinic for physical examination
and submit all needed medical requirements.

c. Proceed to NSTP Office for registration and enrollment.

d. (OPTIONAL) Proceed to PTA Office for membership and registration of Group Student Accident Insurance. Voluntary payments for PTA & Insurance will be collected by the authorized PTA officer/s.

e. Proceed to MIS Office for encoding of student class schedule and assessment of school fees.

f. For scholars, proceed to Scholarship/Student Affairs Office for registration then proceed to Step i.

g. Proceed to Cashier’s Office for payment of school fees. Keep your official receipt for verification purposes.

h. For new students, proceed to MIS Office for photo and signature capture for student I.D. encoding and printing.

i. Proceed to the Office of the University Registrar and submit accomplished enrollment form. Present school I.D. for validation. Ask for a validated copy of the Certificate of Registration (COR) as proof of enrollment. Present COR to respective subject teachers for verification.
3.1 Refund of Fees
A student who withdraws enrollment in any course shall be charged as follows:

- 10% of the tuition fee and other school fees (withdrawn within the second week of classes);
- 20% of the tuition fee and other school fees (within the third and fourth week of classes); and
- 100% (after the fourth week of classes).

4. Academic Load
4.1 Undergraduate Program

4.1.1 Regular Load
It refers to the total number of units in a particular semester based on the approved curriculum.

4.1.2 Normal load is the average load for the entire length of the program (CHED Data Element Page 36).

4.1.3 Summer Load refers to the non-laboratory subjects equivalent to 12 units and 6 units for laboratory subjects (or combination of laboratory and non-laboratory subjects).

4.1.4 Overload refers to additional subject loads of not more than six academic units for a graduating student or any qualified student in excess of the regular load prescribed in the curriculum, subject to the approval of the
vice president for academic affairs through the university director for instruction.

4.1.5 Prerequisite and Advanced Course
Prerequisite and advanced subjects may be taken simultaneously if they warrant the following conditions:
4.1.5.1 when the prerequisite is a repeated subject;
4.1.5.2 when the student has superior scholastic standing;
4.1.5.3 when the student is graduating at the end of the school term; and
4.1.5.4 when it is approved by the college dean/campus director/vice president for academic affairs/ any authorized academic official.

4.1.6 Overloading
All requests for overloading should be addressed to the respective dean of the college in the Main Campus and shall be approved by campus director/ vice president for academic affairs or his authorized representative for satellite campuses with recommending approval from the department director/chair. In meritorious cases, the latter may approve the request of the graduating students or any qualified student to take an additional six (6) units of academic subjects.
Overloading for the graduate school students shall be recommended by the dean of the Graduate School and campus director and approved by the vice president for academic affairs.

Students intending to apply for internship or on-the-job training (OJT) should apply for overload a semester earlier.

5. Adjustment of Courses

With the approval of the college dean/campus director/vice president for academic affairs, a student may add, drop or change subjects during the enrollment period.

5.1 Adding

Within one week after the opening of classes, a student may add a subject by filling out the prescribed form, provided he does not carry more than the regular load for the semester. When adding a subject, the student should secure the signature of the instructors concerned. The department head recommends the approval of the request.

Changes in tuition fee shall be made by filling out the form for the purpose and must be recommended by the EDP department head or its equivalent in the satellite campuses. The accomplished form shall be
submitted to the university registrar for the assessment and notation.

5.2 Withdrawing

With the approval of the dean, a student may withdraw a subject by filling out the prescribed form.

Any student who does not follow the above procedure shall be given a grade of 5.0.

5.3 Dropping/Changing/Request for Course Offering

5.3.1 Changing/adding/dropping of subjects shall be made only for valid reasons and shall be approved by the dean.

5.3.2 Changing/adding/dropping of subjects shall be made within the specified period and is subject to corresponding fees.

5.3.3 Subjects changed/added unofficially or without prior approval by the dean shall not be given credit.

5.3.4 Total load carried by a student including the additional subject/s must not exceed the maximum load, as per academic load requirement or that which is prescribed for his curricular year during the term/semester.

5.3.5 Dropping of subject shall be allowed before the midterm examination. After
the midterm, a student may be allowed to drop a subject for a valid and justifiable reason.

5.3.6 Unofficial dropping of subject after the midterm shall earn the student a failing grade or 5.0.

5.4 Request for Unscheduled Courses

Subjects unscheduled for a given term may be offered upon written request of sufficient number of students for undergraduate/graduate programs to warrant the opening of the program.

These courses may be offered only upon the endorsement of the College Dean/Director/Campus Director and the approval of the vice president for academic affairs.

5.5 Substitution of Courses

Substitution of courses is only accepted when a student is enrolled in a curriculum that has been superseded by a new one, and the substitution tends to bring the old curriculum in line with the new.

The request for course substitution is applicable under the following conditions:

• The courses have the same number of units and the substitution has been
approved by the dean upon the recommendation of the department chair.

• An approved substitution in the summer term must be submitted to the registrar within one week (in summer) and within two weeks (in the regular semester). A petition submitted beyond these regular deadlines shall be considered for the succeeding term.

• All applications for subject substitution shall be acted upon by the dean within three (3) days from submission of application. The student has the option to appeal to the university president whose decision shall be deemed final and executory.

6. Shifting to Another Program

6.1 A student shall file an application to shift to another program to be endorsed by the dean and approved campus director.

6.2 A student is allowed to shift to a program if the dean finds him/her academically suited.

7. Cross Enrollment

Cross enrollment is a process of allowing students at one university to take individual courses for credit at another institution. In general, it is
discouraged. However, for valid reasons as determined by and with the prior written authority of the school he is regularly enrolled in, a student may be permitted to cross enroll for a normal subject load.

Permission for cross enrollment is issued by the registrar after favorable recommendation by the dean concerned only if the applicant is a candidate for graduation and the subject is not offered in CTU or is in conflict with other subjects.

The permit shall state the maximum number of units allowable for cross enrollment. It is usually allowed only when:
7.1 the desired courses are not offered by the institution during the term of the requesting student’s enrollment;
7.2 the subjects are offered but the schedules conflict with the requesting student’s other class schedule; and
7.3 the student intends to spend the school term in his home province or region and enrolls in course offered by an institution located therein, provided that, such request is in accordance with the accepting institution’s policy on cross enrollment.

C. Accreditation of Courses
In congruence with the terminologies used by CHED, the following words are defined as:
curriculum refers to the program/s offered by the university; and course refers to the
subjects offered in every curriculum.

1. Guidelines

1.1 Courses taken from any SUC may be credited, provided that they are prescribed in the curriculum and have the same course content and number of units.

1.2 Courses taken from any private institution with curriculum duly accredited by any legitimate accrediting agencies may be approved, provided that they are prescribed in the curriculum.

1.3 Only courses leading to a degree program taken by transferees shall be accredited. Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical/vocational courses and in high school shall not be credited toward a degree program.

1.4 Accreditation should be done within the period of three (3) semesters from the date of admission to the institution.

1.5 Subjects to be accredited must not exceed 50% of the total number of units prescribed in the curriculum.

1.6 Transfer students will not be allowed to enroll in a course if the prerequisite(s) of which, taken elsewhere, have not been validated.

1.7 Transfer students with major courses taken from other institutions in licensure degrees
having ratings lower than 2.0 may be required to take the validation examination on the said subjects to be given by the respective colleges/departments.

D. Evaluation

1. Resident Credits

These refer to academic courses and units earned in the university including those earned in other institutions which are required for a particular degree being pursued, which has been validated/accredited in the university.

1.1.1 Only resident credits are considered in evaluating courses for a particular curriculum.

2. Residency Requirements

2.1 Undergraduate Program

2.1.1 A candidate for graduation with honors should complete a minimum of 75% of the required subjects of his or her curriculum.

2.1.2 To qualify for graduation, the following residency requirements should be met, thus:

- one (1) year for 2-3-year program
- two (2) years for undergraduate programs

3. Maximum Residency Requirements

3.1 Maximum Residency Rule
Residence refers to the required number of years or terms in school for a student to finish a program.

3.1.1 Undergraduate Program

An undergraduate student must finish the requirements of a degree within a period of actual residence equivalent to a maximum of one and one-half times the normal length prescribed by the course; otherwise, he/she shall not be allowed to re-enroll in that course.

4. Grading System

4.1 Grading Periods

4.1.1 There will be two grading periods.

4.1.2 Academic grades shall be determined using the weight assignments of the following component areas:

- term examination - 40% and
- class standing - 60%.

Class standing may include quizzes, session appraisal, classroom participation, projects, final reports, etc.

4.1.3 The grade of the midterm period and the tentative final grade will be added then divided by two (2) to get the final grade.

4.1.4 The lowest passing grade that may be given to a student shall be 3.0 after
transmutation of all the components. Students who have conditional grades may be given a reexamination/removal one week after the final exam. The list of students who are subjected to reexamination/removal will be posted in the college department.

4.2 Rating Scale

The distribution of grades in this scale equivalent is illustrated:

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<tr>
<th>Grades</th>
<th>Description</th>
<th>Grades</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Superior</td>
<td>2.1</td>
<td>Good</td>
</tr>
<tr>
<td>1.1</td>
<td>Superior</td>
<td>2.2</td>
<td>Good</td>
</tr>
<tr>
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<td>2.3</td>
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Supplemental Marks

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</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
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<tr>
<td>W</td>
<td>Withdrawn with permission</td>
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</tr>
</tbody>
</table>

*INC must be completed within one academic year otherwise the course must be reenrolled.*

*IP is applicable for ongoing
undergraduate and graduate thesis
dissertation writing.

*NC is applicable for refresher course.

4.2.1 Transmutation of Raw Scores

The highest grade of 95 or 1.0 is equivalent to the highest possible score (the perfect score), and the lowest passing grade of 75 or 3.0. 50% is the passing percentage for programs with licensure examinations.

4.3 Grading System

4.3.1 Lecture Class

4.3.1.1 Class Standing - 60%

- Quizzes – 30%
- Graded Oral Presentation – 20%
- Projects/ Assignments/ Final Reports – 10%

4.3.1.2 Term Examination – 40%

4.3.2 Laboratory Class

4.3.2.1 Class Standing – 30%

- Quizzes – 20%
- Graded Oral Participation – 10%

4.3.2.2 Term Examination- 20%

4.3.2.3 Performance - 50%

- Practical Exam/hands-on – 30%
- Projects – 20%

4.3.3 For Bachelor of Science in Marine Engineering

The basis of grading system for Marine Engineering students is stipulated and reflected in the CMO No.20, series of
4.4 Computation of Midterm and Final Grades

The components of the midterm and final term grades for lecture classes shall be the term examination (40%) and the class standing (60%) which includes quizzes, graded oral participation, and projects/ final requirements/ assignments.

For laboratory classes, the components of midterm and final grades shall be the term examination (20%), class standing (30%) which includes quizzes, graded oral participation, and performance (50%) which includes practical exam/hands-on/ projects.

Graduate students shall complete 30 units of academic requirements in the master’s Programs, 48 units in the doctorate programs other than PhD-TM which requires 54 units that include 6 units in foreign language before qualifying for the written comprehensive examinations.

To find the final rating for a semester (for 1 student in 1 subject), add the midterm grade and the final grade and divide the sum by two (2) to get the final rating. A remainder of 0.5 shall be dropped in favor of the student.

Remarks for final grades shall be limited to Passed, Failed, INC, DR, W and NC only. INC shall be complied within one year.
4.5 Special Examinations
Special examinations may be given three (3) days upon return to classes if:

- a student missed to take the regular examination for a valid reason; and
- a student, under meritorious cases, was sick/hospitalized (supported by a medical certificate) or affected by fortuitous events (typhoon, earthquake, or death in the family).

(Note: No payment is required.)

4.6 Examination Permits
No higher education institution shall deny final examination to a student who has outstanding financial or property obligations, including unpaid tuition and other school fees corresponding to the school term.

A student is allowed to take the term examination provided that his/her enrollment for the next semester is deferred pending upon settlement of his/her account.

5. Retention and Promotion
5.1 Class Attendance
The total number of days in a term shall not be less than eighteen (18) weeks, with a two-week semestral break.

Regular class attendance is required. Habitual or unexcused absences shall be recorded by the
subject teacher and referred to the area chairman/dean, or guidance counselor if necessary. At the same time, parents/guardians are notified of the incurred absences by the subject teacher/area chairman or the guidance counsellor.

If the student’s unexcused absences reach twenty percent (20%) of the total number of hours in a semester, he/she shall automatically be dropped. The subject teacher shall immediately notify the area chairman/dean.

If the student incur absences due to illness, he/she shall be excused upon presentation of a letter of excuse prepared and signed by parents/guardians and a recommendation or certificate issued by the school physician (or any government physician for satellite campuses).

6. **Scholastic Standing**

6.1 **Guidelines**

- A student shall be advised to transfer or shift to another program if he/she fails in two (2) or more of his/her major courses or one major laboratory course.

- A student who has a grade below 2.5 in board /major courses may undergo counseling and tutorial sessions or be advised to shift to another program if there is no improvement.

- Student’s ratings shall not be affected by acts
that do not manifest scholastic performance.

- A student is required to complete eight (8) units in Physical Education (PE) and six (6) units in National Service Training Program (NSTP) on his/her second year.

6.2 Composition of the Committee on Scholastic Honors and other Awards

6.2.1 For Latin Honors and Special Awards
- Chairman: Department Head
- Members: Class Adviser/Department Chair/ Dean/Director of Student Affairs and Registrar

6.2.2 For Dean's List and Special Awards
- Chairman: Department Head
- Members: Department Chair and/or Class Adviser, Dean/Director of Student Affairs and Registrar

6.3 Functions of the Committee
6.3.1 Determine the Honor Students and other Special Awardees
Area chairman/dean shall ascertain and evaluate the academic performance of prospective honor graduates and shall submit the official list to the registrar for verification. The registrar reviews the computation of grades and verifies the honors given to students.
A student shall graduate with honors if he/she completes the baccalaureate degree with any of the following average grades:

- 1.000 -1.200 Summa Cum Laude
- 1.201 - 1.450 Magna Cum Laude
- 1.451 - 1.750 Cum Laude

As for programs completed in less than four years, the honors given are as follows (per *NARSUC Handbook*):

- 1.000 -1.200 With Highest Honors
- 1.201 - 1.450 With High Honors
- 1.451 - 1.750 With Honors

Honor students must have completed all the requirements for graduation and must have incurred 75% residency.

No student will be entitled to graduate with honors if he/she has a final grade lower than 2.5 in all subjects, INC that is not complied within one academic year or DR.

Any student who is found guilty of any misdemeanor may graduate with honors. The determination of misdemeanor should be taken up in the academic council.

### 6.3.2 Act on complaints

The committee acts upon complaints
received regarding the granting of academic honors.

6.4 Undergraduate Students Vying for Honors

- A transferee must have completed at least 75% of the academic units required for graduation in CTU.
- An irregular student should have earned not less than 75% of the academic units prescribed in the curriculum during the regular semester and 50% of the academic units during summer.
- He must have no record of INC or DR in the prescribed program.
- He must have carried a regular load per term as prescribed in the curriculum. However, a student/working scholar may qualify for honors even if he/she has been underloaded for 3 units in a semester (for a maximum of two semesters), provided the dean’s justification and the Council of Deans’ approval (on a case-to-case basis) are sought.

6.5 Special Awards

The dean/campus director shall endorse the name(s) of board topnotcher(s) and Latin honor awardees to the commencement committee for acknowledgement during the Recognition Day.

Outstanding Leadership Awards are given to students who exemplified excellent leadership during their stay in the university. Only nominees from recognized campus organizations may qualify for this award. This is determined by the
dean/director of Student Affairs and the members
of the Commencement Committee. Other awards
may be identified.

Schedule for awarding ceremony for Dean’s
List are as follows:
1. November for First (1\textsuperscript{st}) Semester
2. July for Second (2\textsuperscript{nd}) Semester, and
3. March (on the Recognition Day) for giving of
   special awards to students including those with
   Latin Honors.

E. On-the-Job Training/ Practice Teaching/ Industry
   Immersion

   Rules and policies for on-the-job training are
   stipulated in the OJT Manual.

   No student shall be permitted to undergo OJT if
   he/she has a deficiency in any of the subjects
   prescribed in the curriculum. For engineering programs
   except Marine Engineering, students must have
   completed the four-year curriculum.

   A non-graduating student with deficiency in any of
   the courses prescribed in the curriculum shall not be
   permitted to undergo OJT.

   OJT students shall be required to undergo Chest
   X-ray exam & stool examination if Food-related
   courses.
1. OJT applicant shall report to his/her OJT coordinator/Shipboard Training Officer (STO) for evaluation.

2. Using the permanent records/evaluated prospectus, the OJT coordinator/STO shall verify the applicant’s completion of subject requirements of the program.

An overload of six (6) units on top of enrolled OJT courses shall be allowed on the following conditions:

2.1 that a written request for overload subject be approved by the dean/director upon the recommendation by the OJT coordinator/chairman/STO prior to enrollment; and

2.2 that such overload course enrollment does not affect his/her regular OJT schedule.

F. Educational Tours and Field Trips

Educational tours and field trips shall be governed by the CHED memorandum orders.

1. Definitions

   Educational Tour – travel of students and supervising faculty outside the campus, usually of longer duration with more than
one day and more places of destination than those in a field trip

Field Trip – travel of students and supervising faculty outside the campus of relatively shorter duration, usually lasting for only one day and with fewer places of destination

2. Guidelines

2.1 Financial contributions shall be predetermined by the students, and the program expenses shall be submitted for approval to the Office of the Campus Director, duly recommended by the Office of the Student Affairs.

2.2 Parents/guardians’ consent and medical clearance shall be required.

2.3 Supervising instructors/professors shall take full responsibility of students during the tour or field trip.

2.4 Participants shall undergo orientation/seminar on safety, security and proper tour behavior.

2.5 The Student Affairs Office shall issue certification that the tour was conducted as scheduled.

2.6 A narrative report shall be submitted by the concerned instructor/professor a day after the tour or field trip to the campus
director through the SAO. It shall include observations on the participants’ behavior during the tour/field trip and recommendations for improvement.

2.7 Participants shall undergo debriefing.

G. Credentials for Transfer

1. Certificate of Transfer Credentials
   The Certificate of Transfer Credentials (CTC) shall be requested from the office of the registrar.

2. Certification of Good Moral Character
   The certification of Good Moral Character shall be issued by the dean/director of the Student Affairs.

H. Graduation and Commencement Activities

1. Graduation Requirements
   1.1 Candidates for graduation must have satisfied all academic and non-academic requirements prior to graduation.
   1.2 The diploma and Transcript of Records (TOR) shall bear the actual date of graduation.
   1.3 No student shall be allowed to graduate unless his/her name is in the approved list of candidates for graduation by the Academic Council as confirmed by the Board of Regents.
1.4 All candidates for graduation must have their deficiencies complied with and their records cleared, with the exception of currently enrolled subjects not later than the date specified in the academic calendar.

2. Notification from Registrar’s Office

The registrar shall post on the bulletin board at least two months before the end of the semester the complete list of candidates for graduation.

3. Approval for Graduation

The registrar shall validate the academic records of each student who shall be endorsed for graduation to the Academic Council for approval.

4. The diploma shall:

a) indicate the actual date of commencement rites;
b) bear the signature of the university president, campus director and the registrar.

5. Transcript of Records (TOR) and Diploma/Certificate of Completion

A graduate shall secure diploma/Certificate of Completion, Transcript of Record (TOR) from the Office of the Registrar.

A Certificate of Completion is granted to students who have satisfactorily completed the pre-baccalaureate degree.
V. STUDENT SERVICES

A. Scholarships

Scholarships are given to qualified college students. Subject to the general rules promulgated by the Administrative Council and as approved by the Board of Regents, the university shall accept scholarship grants from any private or public institutions or individuals.

Scholarships are classified into:

1. Internally Funded

1.1 Entrance Scholarship

Students who graduated as valedictorian or salutatorian from public or duly recognized private schools in the country are given 100% and 75% free tuition respectively. The scholarship is given on a semestral basis without prejudice to renewal.

1.2 Academic Scholarship

Undergraduate students who obtain a general weighted average of 1.0 to 1.45 are granted 100% tuition fee discount; a GWA of 1.46 to 1.75 corresponds to a 50% tuition fee discount provided that the scholar:

- has no grade lower than 2.5 in any subject;
- carries a normal or regular academic load; and
• is of good moral character.

1.3 **Honorific Scholarship**

Campus publication editor-in-chief, associate editors-in-chief, ROTC corps commander, Supreme Student Government (SSG) president, Federation of Student Government (FSG) president, and Future Science and Technology Leaders of the Philippines (FSTLP) president are granted free tuition and miscellaneous fee, charged to the funds of the organization.

1.4 **CTU Personnel-Dependents Scholarship**

Dependents of permanent CTU personnel are entitled to a tuition fee discount on all undergraduate programs. *(BOT 530, s. 2007)*

Regular faculty and non-teaching personnel who are single/married without dependents may assign the scholarship to anybody regardless of relationship.

The scholarship is availed only once. *(As per Collective Negotiation Agreement among CTU Management, Cebu Technological University System Faculty Association (CTUSFA), the Cebu Technological University System Employees Association (CTUSEA))*
1.5 **BOT Resolution 506 Scholarship**

The scholarship provides 50% tuition fee discount to hearing-impaired students.

1.6 **BOT Resolution No. 536 Scholarship**

The scholarship provides 50% tuition fee discount to students enrolled in the Bachelor of Science in Fisheries and Bachelor of Science in Agriculture programs.

1.7 **BOT Resolution No. 34 s. 2010 Scholarship**

The scholarship provides the alumni (taking master’s degree program) 50% discount in tuition and other fees.

1.8 **BOT Resolution No. 9 s. 2013 Scholarship**

The scholarship provides the alumni (taking doctorate degree program) 50% discount in tuition and other fees to boost their morale in the quest for favorable employment opportunities.

1.9 **Members of the Glee Club, Dance Troupe, Band, Theater Arts, Choir and Outstanding Athletes Scholarship**

The university shall also extend 100% or 50% tuition fee discount based on performance to the outstanding athletes and members of Dance Troupe, Band, Theater Arts, Choir. An average grade of not less than
2.5 should be maintained.

1.10 Barangay Scholarship

The scholarship provides 100% tuition fee discount (as per Local Government Code) to dependents of incumbent barangay officials.

1.11 Work-Study Program

The scholarship provides 100% tuition and miscellaneous fee discount to bona fide students who render a five-hour service per day in the university. This will be availed during:

- first semester,
- second semester, and
- summer.

During the end of semester, Christmas break and summer, student assistants shall be paid ten pesos (Php10) per hour not to exceed one thousand pesos (Php 1000) per month. However, approval of the required number of working hours must be obtained from the university president.

1.12 Parents & Teachers Association Inc. (PTA)

The scholarship provides CTU
marginal and deserving students whose parents/guardians are members, in good standing, of the PTA-CTU Campus, Inc. and have complied the requirements set forth by the association.

They avail of free tuition and miscellaneous fees and other allowances as may be provided by the association subject to the availability of funds.

2. Externally Funded

2.1 CHED Scholarships
2.2 Cebu City Government College Scholarship
2.3 Cebu Provincial Government Scholarship which includes Cebu Tertiary Educational Assistance Program (CTEAP), Valedictorians Scholarship Program (VSP) and Salutatorian Scholarship Program (SSP)
2.4 Department of Science and Technology (DOST)
2.5 Other scholarship grants as identified by the Scholarship Office

*Students can avail only one government scholarship grant.

B. Dormitory/ Housing Services

Students may avail of housing services governed and operated according to the established
policies and procedure.

C. Safety and Security Services

1. Security
   There should be a safe and secure environment. Buildings and facilities shall comply with government standard. Security personnel must be licensed and competent.

D. Services for Foreign Students
   A liaison officer is provided to assist international students with the government agencies like CHED, DFA, and Bureau of Immigration.

E. Research and Development
   The Student Affairs Office shall conduct periodic studies on the placement program and facilitates consultative meetings with stakeholders, school officials and faculty members.

F. Guidance and Counseling Services

1. Information Service

   It is an organized guidance program which provides educational, vocational/occupational, and personal/social data to help students understand themselves and their environment through general orientation and seminar-workshops.
2. Counseling Service

It is an organized activity that facilitates understanding and development of oneself through individual or group counseling. “Walk-ins” or referrals from teachers are accommodated.

3. Individual Inventory/Appraisal Service

It is a mechanism of gathering student data through tests, cumulative records, and other non-test techniques to facilitate better understanding of students.

4. Psychological Tests
   4.1 I.Q. Test
   4.2 Personality Test
   4.3 E.Q. Test
   4.4 Aptitude Test
   4.5 Career and Vocational Guidance

G. PLACEMENT SERVICES

The various services address the preemployment and employment needs of students, alumni, and on-the-job trainees to strengthen industry-academic linkages. Services include:

1. Job Placement

The service involves developing and maintaining a directory of stakeholders’ resumés for prospective employment.

Through on-campus recruitment, jobs fair, pre-
employment seminar, updated bulletin of job opportunities, and company orientations, students and alumni may thereafter be endorsed in various occupational fields.

2. **On-the-Job Training Program/Practice Teaching**
   
The service involves orientations and preparation of directory of OJT/sstudent teachers and cooperating industries/schools with the Student Affairs Office working closely with OJT/Student Teaching coordinators/Shipboard Training Officer (STO).

3. **Student Welfare Program by DOLE** (available upon request)

   3.1 **SPES** – Special Program for Employment of Students
   
   3.2 **YE – YE** – Youth Education – Youth Employability
   
   3.3 **SEEDS** – Skills Enhancement and Educational Development for Students
   
   3.4 Other services as may be provided

4. **Income Augmentation**

   The service involves students to earn through entrepreneurial projects/student labor in the university. They may be hired after regular school hours to serve in various fields.
Compensation scheme follows established guidelines.

H. CAMPUS MINISTRY

Pursuant to Philippine Constitution, Art. XIV, sec.3, par.2, Campus Ministry Office provides activities that would strengthen spiritual formation and development among the administration, teaching staff, non-teaching personnel and students.

The following services are offered:

1. **Ecumenical Service** – group encounter/prayer of Catholics and Christians of different denominations
2. **Sacramental Service** – Eucharistic celebrations, confessions
3. **Renewal Service** – retreats and recollections
4. **Campus Ministry Choir Formation**
5. **Moral and Spiritual Formation**
6. **Inter-school Activities for Spiritual Development**

I. LIBRARY SERVICES

The library serves as the instructional materials resource center of the university. This includes the following services:

1. **Circulation.** It provides lending services and facilities for return of loaned items.
2. **Reference and Information.** It provides library users with direction to library materials, advice on library collections and services, and expertise on
multiple kinds of information from multiple sources.

3. **Library Instruction and Orientation.** It delivers instruction/orientation to freshmen on the structure, intellectual and physical access of information.

4. **New Acquisitions and Current Awareness.** It updates users on newly acquired library materials and other sources.

5. **Research Assistance.** It provides guidance in making citations and documentations for term papers, reports, case studies, theses and dissertations.

6. **Book/Material Reservation.** It requires reservation of books assigned for class reading at the circulation desk on a restricted basis.

7. **Indexing.** It provides users access to periodical articles, information for reports/term papers/researches and those needed from serials.

8. **Online Service.** It provides users access to internet.

**J. FOOD SERVICES**

The school canteen is operated to promote the best interests of the students and employees. It serves nutritious and affordable food items.

**K. HEALTH SERVICES**

To attend to the students’ health needs, the
following medical/ dental services are offered:

- health examination once a year;
- health inspection by the doctor / school nurse at least once a year to appraise students’ health status, detect defects and improve their cleanliness habit;
- medical attention, whether regular or emergency; and
- annual dental inspection and/or treatment.

L. SPORTS, WELLNESS AND CULTURAL DEVELOPMENT

Sports, wellness and cultural activities are geared toward the discovery of potential talents. Continuous involvement in different events goes on throughout the academic year.

M. STUDENT ORGANIZATION SERVICES

Student organizations provide opportunities for skills and values development in support of the academic programs. These assist students to discover their talents and enhance their potentials, promote self-actualization and foster holistic growth and development. Participation and involvement of students in these organizations is highly encouraged.

The Student Affairs Office shall regularly monitor the affairs of the organizations and require submission of year-end accomplishment report, financial statement with the bank passbook and other pertaining documents as the case maybe.
Student organization shall not be allowed to function or operate in the university without having been officially recognized by the university president through accreditation from the Student Affairs Office (SAO). A copy of every ratified, amended or revised constitution and bylaws shall be furnished/submitted to SAO before approval.

Failure to submit within the prescribed period is deemed a violation and can be a ground for the suspension of the officers or the organizations’ operation in the university.

Renewal of recognition of organizations shall be held every June, subject to the evaluation of the organization’s activities.

An organization shall be given probationary status on its initial operation. If it is unable to realize its objectives or has committed violation/s of the school rules and regulations, it shall be subjected to temporary or permanent suspension status. The probationary status may be changed to recognition status if after a year of operation, the organization is able to fulfil its objectives and activities without incurring any minor-major violations of the school’s rules and regulations. Recognition of organizations with major offenses shall be revoked.

Student organizations must have a faculty adviser who meets the following criteria:
• has a plantilla position;
• has been employed at least one (1) year or more prior to the effectivity of his/her appointment as adviser;
• has the specialization, training, experience or interest attuned to the objectives of the organization; and
• has not advised any other organization in the same year.

The qualified adviser is not allowed to serve for more than two (2) years in any organization.

No clearance will be issued to officers who failed to liquidate cash advance/s and/or return the property issued to him/her duly owned by the organization. Furthermore, no student shall be allowed to be an officer of more than two (2) student organizations in the same year or term of office.

1. **Duties and Responsibilities of the Faculty Adviser**

The faculty adviser shall:
1.1 guide and advise the student organization officers and members;
1.2 attest to all documents, resolutions, projects, and proposals;
1.3 attend to and monitor all meetings and activities;
1.4 accompany members during official out of campus-activities (e.g. seminars, conferences, conventions, fieldtrips, sports competitions, etc.)

1.5 perform duties and functions as deemed necessary and desirable to achieve the aims/objectives of the organization or as directed by the SAO.

No meeting shall be conducted by the organization without the approval of the adviser.

2. **Privileges of a Recognized Organization**

Only recognized organizations may enjoy the following privileges:

2.1 use of school facilities,  
2.2 posting of advertisements,  
2.3 sponsoring activities,  
2.4 representation of university in external activities, and  
2.5 other related activities.

3. **Establishment of Student Organization**

The proponent shall submit to the SAO the following documents:  
3.1 letter of intent duly signed by the organization president;  
3.2 duly accomplished organization profile (form
available from SAO);
3.3 copy of approved constitution and bylaws;
3.4 complete list of officers with ID picture, school ID number, address and contact number;
3.5 photocopy of Certificate of Registration (COR) for the current semester validated by the registrar;
3.6 list of members with corresponding student ID numbers (except SSG, FSTLP, FSG and Student Publication);
3.7 calendar of activities with the specific purpose/s for the whole year with corresponding budget;
3.8 endorsement letter from the dean/director/chairman to whom the organization president/chairman belongs;
3.9 temporary appointment of organic faculty adviser signed by the organization president by virtue of the organization approved resolution;
3.10 list of properties owned by the organization (if any); and
3.11 other pertinent documents that the SAO may require.

4. Renewal of Recognition and Permit to Operate
   The following documents are to be submitted to the SAO for the annual renewal of the student organization:
4.1 letter of intent duly signed by the organization president and faculty adviser;
4.2 complete list of officers with ID picture, school ID number, address and contact number;
4.3 photocopy of Certificate of Registration (COR) of the current semester validated by registrar;
4.4 updated list of members with corresponding student ID numbers (except SSG, FSTLP, FSG and Student Publication)
4.5 accomplishment report based on the calendar of activities set by the organization;
4.6 calendar of activities with the specific purpose/s with corresponding budget for the next year;
4.7 financial statement (source of funds, expenses, liquidations, etc.) every end of the semester;
4.8 bank passbook with photocopy of the latest cash balance every end of the semester;
4.9 inventory of properties owned by the organization;
4.10 copy of faculty adviser’s appointment signed by the campus director/university president; and
4.11 other pertinent documents that the SAO may require.

5. **Minimum Qualifications of a Student Organization Officer**
   The following are the minimum
requirements of an officer in every student organization:

5.1 must be a bona fide student in the year of his appointment as officer;
5.2 must have no failure in any subject during his service as officer;
5.3 must not have derogatory records (pending or implemented);
5.4 must carry a regular load requirement; and
5.5 other qualifications set by the SAO and/or the student organization constitution and bylaws.

6. The following are some of the recognized student organizations:

6.1 Federation of Student Governments

This is an organization composed of the Supreme Student Government/Council of every CTU Campus.

The members of the Board of the Federation of Student Governments are the SSG presidents of each satellite campus.

The president of the Federation of Student Governments represents the CTU students to the Board of Regents.

6.2 Supreme Student Government

This is the highest governing body of students in each satellite campus.

The organization exists to cater to the
concerns of the students. This is the voice of the student body to the administration, faculty and staff.

6.3 Future Scientists & Technology Leaders of the Philippines

This is an organization of the different shop students whose aim is to train members for positive leadership in research, scientific, technical and vocational endeavor. The organization is governed by the Board of Directors of at least seven (7) but not more than fifteen (15) students selected by fair and competitive examinations. Fees collected from students shall be paid directly to the cashier. The Board of Directors must present accomplished and pending project/s during the annual local convention hosted by the respective campus every end of school year. The pre-orientation seminar must be conducted at least once in every semester. No student shall be called “student scientist” or member of the BOD without attending the pre-orientation seminar.

7. Student Activities

Student organizations must secure an approval from dean/director of student affairs/campus director/university president. A letter of request for the conduct of activities should be submitted and addressed to the campus director/university president signed by the
organization president and faculty adviser and recommended by the director/ dean of student affairs.

8. **Posting of Notices and Announcements**

8.1 Posting of notices inside the campus should bear the approval of dean/director of student affairs.

8.2 The standard duration of posting is one (1) month. It is the responsibility of the organization to remove the posters after the expiration date.

8.3 Postings should only be placed in conspicuous areas.

8.4 Students caught defacing, mutilating or removing posters within the prescribed period of posting shall be subject to disciplinary actions.

9. **Printing of Souvenir Materials Using the Name of the University**

The proponent must submit a hard copy of the design to the SAO before printing any souvenir items (e.g. shirts, mugs, pens, slings, pins, etc.) bearing the name of the university.

**N. Student Publication**

Each campus shall have at least one student publication. Student publications shall be
governed by MECS Order No. 62, s. 1981, unless otherwise rescinded, and Republic Act 7079 (Act Providing for the Development and Promotion of Campus Journalism and Other Purposes).

A student publication is published by the student body through an editorial board and publication staff composed of the students selected by fair and competitive examinations. Fees collected from students shall be paid directly to the cashier. The editorial board must release at least once every semester.

VII. USE OF SCHOOL FACILITIES

Students are encouraged to stay in the areas designated for special purposes. Any concerns regarding the use of the facilities should be immediately reported to the authorities.

A. Student Activity Center
B. Roco Hall
C. Gym/ Covered Court
D. Viewing Room
E. Audio-Visual Room
F. Classrooms and Premises
G. Comfort Rooms
H. Drinking Fountains and Faucets
I. Water and Lights
VII. GENERAL UNIVERSITY POLICIES

A. Student Activities
   Co-curricular activities shall be subject to the approval of the school head/campus director.
   Note: Meetings, assemblies and other activities shall be held in the presence of the campus
director/dean/chairman/guidance counselor, etc. if necessary.

B. Flag Ceremony
   To promote love of country, the following should be observed:
   • flag raising (every Monday or first working day of the week);
   • pledge of loyalty (with a raised right hand); and
   • flag retreat (every Friday or last working day of the week).

C. School Uniform

   The school uniform is required for identification purposes.

1. Prescribed School Uniform
   Students are expected to wear the official school uniform except on a specified wash day.
   Laboratory and shop uniforms shall be worn only during laboratory and shop periods: and
   P.E., NSTP uniforms on their scheduled days.
Considered inappropriate are skimpy skirts, shorts, transparent garments and those with spaghetti straps.

Students are required to wear black shoes. Male students are expected to have a proper haircut that should be at least one (1) inch above the collar line. Piercings (nose/lip/eyelid) and tattoos on exposed parts of the body are prohibited inside the campus.

Students not in school uniform shall be denied entry to the school premises and to their respective classes.

2. **OJT/Practice teaching requiring uniform.**
   The OJT/Practice teaching uniform must be worn during practicum/OJT period only.

3. **P.E Uniform (to be worn only during PE classes)**
   Students are allowed to enter the school premises wearing P.E. uniform if their first class is P.E.

4. **Exemption from Wearing the Prescribed School Uniform**
   The following may be exempted from wearing the official school uniform:
   
   1. pregnant,
   2. employed outside CTU,
3. Graduate School students, and
4. students under special programs.

Requirements:
1. Letter of Intent
2. Recent Certificate of Employment
3. Photocopy of COR

A. Male School Uniform;
B. Female School Uniform;
C. PE Uniform
Proper Haircut

Male
- Hair must be short (2 x 3 x 3).
- It must not have striking colors like burgundy, green, yellow, orange and other luminous colors.

Female
- Hair must be neatly kept.
- It must not have striking colors like burgundy, green, yellow, orange and other luminous colors.

MARINE ENGINEERING UNIFORM

D. Identification (ID) Card

Each student is required to wear his/her ID card within school premises. It is obtained after enrollment and should be validated every semester thereafter.
A student who loses his/her ID should obtain an affidavit of loss from the SAO and pay the required fees to the cashier.

E. Media Interviews

Media interviews on educational matters shall be allowed, provided an approved request is sought. For classified information, the public information officer speaks on behalf of the university.

No media personnel are allowed to enter the school premises without the consent of the public information officer.

Unless authorized, students should not attempt to represent the viewpoint of the school especially outside the campus.

F. Convocations

University convocations shall be under the auspices of the different departments/colleges upon the recommendation of the dean/director and approval of the campus director.

Student groups/organizations who plan to invite speakers should seek approval from the campus director.

G. Research, Monitoring and Evaluation of Student Affairs and Services

Research findings and outputs on student assistance services programs and evaluation shall be disseminated and utilized.
VIII. STUDENT CONDUCT AND DISCIPLINE

This section refers to the implementation of university rules and regulations governing student behavior and conduct.

A. STATEMENT OF POLICIES

1. CTU strives to develop individuals to become responsible and productive members of the society. Its responsibility is not only confined in teaching and developing technical skills but also in inculcating values and discipline to its students.

2. The students’ enjoyment of their rights shall be balanced by the exercise of accountability and social responsibility, that is, for every right enjoyed, there is a corresponding duty and accountability.

3. The rules and regulations define appropriate student conduct and determine sanctions for offenses/misconducts that endanger life, threaten peace and order inside the campus, or damage university/personal property.

4. Due process shall be employed in dealing with student offenses/misconducts.

B. SCOPE

These rules and regulations apply to students officially enrolled in the university.
### C. CLASSIFICATIONS OF STUDENT OFFENSES AND SANCTIONS

#### 1. LIGHT OFFENSES

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Sanctions</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1st</td>
</tr>
<tr>
<td></td>
<td>Oral Reprimand /Written Reprimand</td>
</tr>
<tr>
<td>1.1 Non-wearing of prescribed school uniform, prescribed hair cut and/or hair style, and/or ID; Wearing of earrings (for male students).</td>
<td></td>
</tr>
</tbody>
</table>
### 1. Simple acts of disrespect in words and/or in deed committed against any administration official, faculty member, staff, student, or visitor

<table>
<thead>
<tr>
<th>Offense</th>
<th>Punishment</th>
<th>Duration</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Reprimand / Written Reprimand</td>
<td>Ten (10) – Twenty (20) hours Community Service within two (2) – Four (4) weeks without affecting his/her class schedule</td>
<td>Forty (40) – Eighty (80) hours Community Service within eight (8) – eighteen (18) weeks without affecting his/her class schedule.</td>
<td>Suspension for one– two semesters</td>
</tr>
</tbody>
</table>

### 1.6 Playing with switches of lights/ fans, faucets, door knobs and/or other fixtures

<table>
<thead>
<tr>
<th>Offense</th>
<th>Punishment</th>
<th>Duration</th>
<th>Severity</th>
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</thead>
<tbody>
<tr>
<td>Oral Reprimand / Written Reprimand</td>
<td>Ten (10) – Twenty (20) hours Community Service within two (2) – Four (4) weeks without affecting his/her class schedule</td>
<td>Forty (40) – Eighty (80) hours Community Service within eight (8) – eighteen (18) weeks without affecting his/her class schedule.</td>
<td>Suspension for one– two semesters</td>
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</tbody>
</table>

### 2.1 Failure to switch off lights and classroom electric fans after using

<table>
<thead>
<tr>
<th>Offense</th>
<th>Punishment</th>
<th>Duration</th>
<th>Severity</th>
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<tbody>
<tr>
<td>Oral Reprimand / Written Reprimand</td>
<td>Ten (10) – Twenty (20) hours Community Service within two (2) – Four (4) weeks without affecting his/her class schedule</td>
<td>Forty (40) – Eighty (80) hours Community Service within eight (8) – eighteen (18) weeks without affecting his/her class schedule.</td>
<td>Suspension for one semester – two semesters</td>
</tr>
</tbody>
</table>

### 2.2 Love-making, petting, necking and other similar acts against moral standards/norms of society

<table>
<thead>
<tr>
<th>Offense</th>
<th>Punishment</th>
<th>Duration</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Reprimand / Written Reprimand</td>
<td>Ten (10) – Twenty (20) hours Community Service within two (2) – Four (4) weeks without affecting his/her class schedule</td>
<td>Forty (40) – Eighty (80) hours Community Service within eight (8) – eighteen (18) weeks without affecting his/her class schedule.</td>
<td>Suspension for one semester – two semesters</td>
</tr>
</tbody>
</table>

### 2.3 Unauthorized removal of approved posters of organization

<table>
<thead>
<tr>
<th>Offense</th>
<th>Punishment</th>
<th>Duration</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Reprimand</td>
<td>Ten (10) – twenty (20) hours Community Service</td>
<td>Forty (40) – eighty (80) hours Community Service</td>
<td>Suspension for one– two semesters</td>
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</tbody>
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**2. SERIOUS OFFENSES (CHED CMO 9, s. 2013/ MROPHE 2008)**

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<tr>
<td><strong>s and other posts on bulletin boards.</strong></td>
<td>two (2) – four (4) weeks without affecting his/her class schedule</td>
<td>eight (8) – eighteen (18) weeks without affecting his/her class schedule.</td>
<td></td>
</tr>
<tr>
<td><strong>2.4</strong> Uprooting of plants, breaking of tree branches/ trunks and breaking of pots</td>
<td>Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule</td>
<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.</td>
<td></td>
</tr>
<tr>
<td><strong>2.5</strong> Writing or spraying graffiti on walls, ceilings, classroom chairs or tables</td>
<td>Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule</td>
<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.</td>
<td></td>
</tr>
<tr>
<td><strong>2.6</strong> Spitting on floors, walls, stairways, or pathways</td>
<td>Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule</td>
<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.</td>
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<tr>
<td><strong>2.7</strong> Littering or improper disposal of garbage and/or non-cleaning of toilet/urinal</td>
<td>Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule</td>
<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.</td>
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</tr>
<tr>
<td><strong>2.8</strong> Lending of school uniform or ID to other students for purposes of gaining entry into the campus, school building, hall, office or library.</td>
<td>Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule</td>
<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.</td>
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</tr>
<tr>
<td><strong>2.9</strong> Using abusive language and/or bad</td>
<td>Ten (10) hours Community Service within</td>
<td>Forty (40) hours Community</td>
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<td></td>
<td></td>
<td>Suspension for one semester</td>
<td>Expulsion from the University</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td>Punishment</td>
<td>Duration</td>
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</tr>
<tr>
<td>2.10</td>
<td>Intentionally leaving the water faucet/s open</td>
<td>Written Reprimand</td>
<td>Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule.</td>
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<tr>
<td></td>
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<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.</td>
</tr>
<tr>
<td>2.11</td>
<td>Use of classrooms and other school facilities for any purpose without any proper authorization</td>
<td>Written Reprimand</td>
<td>Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule.</td>
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<tr>
<td></td>
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<td></td>
<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.</td>
</tr>
<tr>
<td>2.12</td>
<td>Gambling in any form inside the campus</td>
<td>Written Reprimand</td>
<td>Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.</td>
</tr>
<tr>
<td>2.13</td>
<td>Smoking inside the campus</td>
<td>Written Reprimand</td>
<td>Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.</td>
</tr>
<tr>
<td>2.14</td>
<td>Getting in or out of the campus by going over the campus perimeter fence</td>
<td>Written Reprimand</td>
<td>Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule.</td>
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<td></td>
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<td></td>
<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.</td>
</tr>
<tr>
<td>2.15</td>
<td>Possession or causing the explosion of fire crackers inside the campus or</td>
<td>Written Reprimand</td>
<td>Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule.</td>
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<td></td>
<td></td>
<td></td>
<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule.</td>
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<tr>
<td>Infractions</td>
<td>Punishments</td>
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<td>----------------------------------------------------------------------------</td>
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<tr>
<td>during academic functions or school activities held outside the campus, unless authorized by the Campus Director</td>
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</tr>
<tr>
<td>2.16 Disrespect for the flag during a flag-raising or flag-retreat ceremony</td>
<td>Written Reprimand, Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule</td>
<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule</td>
<td>Suspension for one semester</td>
</tr>
<tr>
<td>2.17 Cheating in any form during an examination, test, or in written reports such as reaction papers, case analysis, experiments or assignments</td>
<td>Written Reprimand, Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule</td>
<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule</td>
<td>Suspension for one semester</td>
</tr>
</tbody>
</table>
allowing other person to copy from one’s examination papers. In the latter case, both parties are liable.

- Communicating with another student or any person in any form during an examination or test without permission from the professor. This includes leaking examination questions to another or other student(s).
- Having somebody else take an examination or test for one’s self. Both students are liable.
- Plagiarism and other forms of academic dishonesty.

<table>
<thead>
<tr>
<th>Action</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Reprimand</td>
<td>Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule</td>
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<tr>
<td></td>
<td>Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule</td>
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<td></td>
<td>Suspension for one semester</td>
</tr>
<tr>
<td></td>
<td>Expulsion from the University</td>
</tr>
</tbody>
</table>

2.18 Placing intentionally obstructions on corridors, alleys and stairways

| Written Reprimand                                                      | Ten (10) hours Community Service within two (2) weeks without affecting his/her class schedule |
|                                                                       | Forty (40) hours Community Service within eight (8) weeks without affecting his/her class schedule |
|                                                                       | Suspension for one semester                                                |
|                                                                       | Expulsion from the University                                              |
### 3. Very Serious Offenses

<table>
<thead>
<tr>
<th>Offenses</th>
<th>1&lt;sup&gt;st&lt;/sup&gt;</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt;</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt;</th>
<th>4&lt;sup&gt;th&lt;/sup&gt;</th>
<th>5&lt;sup&gt;th&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Possession or use of prohibited drugs without proper prescription inside the campus or during an academic function or school activity held outside the university premises and any other violation of the provisions of Republic Act 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002.” Entering the campus premises or attending academic functions or school activities under the influence of drugs.</td>
<td>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
<td>Expulsion from the University</td>
</tr>
<tr>
<td>3.2 Unauthorized bringing in, possession or drinking of liquor or alcoholic beverages inside the campus, or during an academic function or school activity held outside the university premises. Entering the campus premises or attending academic functions or school activities under the influence of liquor.</td>
<td>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
<td>Expulsion from the University</td>
</tr>
<tr>
<td>3.3 Reckless or intentional destruction or damage of property belonging to the university, or to any person including officials, faculty, staff, student or visitor inside the campus. This includes, but is not limited to tearing off or defacing any library book, magazine, or periodicals, or scratching the paint of cars and other vehicles parked inside the campus.</td>
<td>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
<td>Expulsion from the University</td>
</tr>
<tr>
<td>3.4 Deliberate disruption of the academic function or a school activity that</td>
<td>Written Reprimand with</td>
<td>Community Service of at least forty-one</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
<td>Expulsion from the University</td>
</tr>
<tr>
<td>3.5 Hazing or initiation rites as a pre-requisite for admission into a membership in a fraternity, sorority, or organization by placing the recruit neophyte or applicant in some embarrassing or humiliating situations, such as forcing him to do menial, silly, foolish, and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury (RA No. 8049 or the Anti-Hazing Law).</td>
<td>Community Service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>(41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
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<tr>
<td>3.6 Gross acts of disrespect in words or in deed that tend to put the University or any Administration official, faculty member, staff, student and visitor in ridicule or contempt.</td>
<td>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Suspension for one semester</td>
<td>Suspensoin for two semesters</td>
</tr>
<tr>
<td>3.7 Carrying or possession of deadly weapon inside the campus or during an academic function or school activity held outside the campus</td>
<td>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Suspension for one semester</td>
<td>Suspensoin for two semesters</td>
</tr>
<tr>
<td>3.8</td>
<td>Any kind of provocation that results to physical violence between students or groups of students.</td>
<td>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
</tr>
<tr>
<td>3.9</td>
<td>Threatening another with any act amounting to a crime, delict or wrong, or with the infliction of any injury or harm upon his person, honor or integrity.</td>
<td>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
</tr>
<tr>
<td>3.10</td>
<td>Assault or inflicting physical injuries on any person inside the campus, or during an academic function or school activity held outside the campus</td>
<td>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
</tr>
<tr>
<td>3.11</td>
<td>Acts of lewdness or commission of any act of immorality; viewing, reading, display or distribution of pornographic materials inside the campus.</td>
<td>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td>Written Reprimand</td>
<td>Community Service</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
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<tr>
<td>3.12</td>
<td>Any act, omission, condition, status or circumstance, tending to cause dishonor, discredit or contempt to the name of the University.</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Community Service</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
</tr>
<tr>
<td>3.13</td>
<td>Forging, falsifying or tampering with academic or official records or documents of any kind; or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the University.</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Community Service</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
</tr>
<tr>
<td>3.14</td>
<td>Accessing any University computer network without authority or beyond authorized access including unauthorized use of another’s account and/or password for purposes of altering or destroying information or file(s), introducing false information, preventing normal operation, or preventing authorized access to information. Preventing normal operation includes altering the configuration or infecting the network with any form of malicious code.</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Community Service</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
</tr>
<tr>
<td>3.15</td>
<td>Stealing personal or University property like books, tools, laboratory equipment’s, office supplies, building fixtures, materials, cash and banknotes.</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Community Service</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
</tr>
<tr>
<td>Rule Number</td>
<td>Description</td>
<td>Sanction 1</td>
<td>Sanction 2</td>
<td>Sanction 3</td>
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<tr>
<td>3.16</td>
<td>Collecting money from fellow students such as selling T-shirts, ID-slings, etc. without approval from the Campus Director</td>
<td>Written Reprimand with community service of at least twenty (20) hours but not more than forty (40) hours within two (2) to eight (8) weeks</td>
<td>Community Service of at least forty-one (41) hours but not more than eight (80) hours within nine (9) to eighteen (18) weeks</td>
<td>Suspension for one semester</td>
<td>Suspension for two semesters</td>
</tr>
<tr>
<td>3.17</td>
<td>Not submitting financial report and payment of any cash deficit thirty (30) days after the income generating project activities to the Office of Student Affairs.</td>
<td>Not allowed to enrol, non-releasing of Certification of Good Moral Character, TOR and other school credentials.</td>
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</table>

The sanctions are for student-related violations. Criminal offenses shall be dealt with separately.

Other violations not listed here but which directly affect the interest of the CTU, its employees, students, stakeholders and cooperating agencies (for OJT) shall be dealt with by the Discipline Committee on a case-to-case basis. The Discipline Committee likewise has the discretion to either reduce or increase established penalties depending on the gravity of the offense. Due process will be conducted.

Failure to comply with each sanction shall be subject for non-releasing of *Certification of Good Moral Character* and other school credentials (TOR, Diploma, etc.)
D. LIST OF PENALTIES

1. Oral Reprimand - counselling done by the appropriate office to the student offender

2. Written Reprimand – student offender and a parent/guardian must sign and attest that they have read the reprimand.

3. Community Service– shall be performed in the campus premises where the student is enrolled.

4. Suspension– shall be performed with curricular assignments and shall not exceed forty-five calendar days.

5. Expulsion - a penalty the institution declares all erring student disqualified for admission to any public or private higher education institution in the Philippines

University officials, faculty, and security guards may confiscate student IDs for violation of any provision stated in the student manual. Confiscated student ID/s shall be turned over within the first four hours from the time of confiscation. Authority should state the violation to the college concerned (for light offenses) and to the SAO (for serious/very serious offenses). Security guards on duty may assist university officials and/or faculty who have the difficulty of confiscating the said IDs.

E. DISCIPLINE COMMITTEE

The Discipline Committee is composed of the dean/director of student affairs as its ex-officio chairman, two officers/members of the Faculty and Employee Association (FEA), the president of the
Supreme Student Government (SSG), and one representative from the non-teaching personnel as member. Except for the dean/director of student affairs, members are appointed by the president upon the recommendation of the campus director for a period of two (2) years or co-terminus with their respective terms in the organizations they represent, as the case may be.

F. JURISDICTION OVER DISCIPLINE-RELATED CASES

1. The Discipline Committee shall have jurisdiction over complaints pertaining to serious and very serious offenses. The respondent is required to report to the dean/director of the student affairs who is the ex-officio chairman of the said committee.

2. The dean/director of the college where the student offender belongs shall have jurisdiction over all light offenses. The ad hoc committee may be created by the college dean. Copy of the minutes of meeting, proceedings, decisions and other related documents to the case acted upon shall be furnished to the SAO.
G. PROCEEDINGS BEFORE THE DEAN/DIRECTOR OF THE COLLEGE

1. The dean/director may conduct the summary proceedings against any student of the college who:
   1.1 acts in violation of rules and regulations issued by his/her office;
   1.2 commits light offense/s;
   1.3 commits any misconduct enumerated in 1.1 and 1.2 in the presence of a faculty member/university official inside the classroom/campus during an academic function or school activity.

2. Procedure
   2.1 The student is summoned to appear before the dean/director, informed of the charge against him/her, and afforded the opportunity to present his/her side.
   2.2 Should the student refuse without cause to appear before the dean/director despite being summoned, he/she shall bear the penalty corresponding to the offense committed.

3. Decision
   3.1 Any decision taken under this section should be in writing, stating the grounds for which disciplinary action is taken. The decision is final and immediately executory upon the issuance of the order.
3.2 A penalty of suspension, if imposed, shall not exceed one (1) academic year.

4. Records

A record of the entire proceeding is taken and filed by the dean/director of the college. This would serve as basis for further sanctions should subsequent violations occur. Such record is confidential and may only be available to authorized persons or parties involved upon written request.

H. PROCEEDINGS BEFORE THE DISCIPLINE COMMITTEE

1. Complaint

A disciplinary proceeding may be instituted upon the filing of a written complaint specifying the offense/misconduct subscribed by the complainant. It may also be instituted by an appropriate authority, on its own initiative, upon submission of an official report of any violation of existing rules and regulations.

Upon the filing of the charge, an entry shall be made in an official book kept for the purpose, specifying the person/s charged in the complaint, the witnesses (if any), the date of filing and the substance of the charge.

Upon receipt of the complaint or report, the Discipline Committee shall determine whether
such complaint or report is sufficient to warrant formal investigation. In cases where the complaint or report is found sufficient, a formal charge shall be drawn up and served upon the respondent. In every case, the parent/s or guardian/s of the respondent shall be furnished a copy of the same.

2. Answer
The committee shall conduct an initial investigation of the complaint by requiring the respondent to answer in writing, explaining his/her side within five working days from receipt of such request. Failure of the respondent to answer the complaint within the period specified is deemed an admission of the act or acts complained of.

3. Notice of Hearing
Upon receipt of the answer, or if no answer is filed, the case is scheduled for hearing. The corresponding notice is issued to the parties (complainant and respondent) and to the parent or guardian of the respondent at least two (2) days before the date of the hearing. The issuance of the notice of hearing is mandatory.

Should complainant fail to appear at the hearing after due notice and without just cause, the complaint is dismissed. On the
other hand, should the respondent fail to appear for the hearing after notice and without sufficient cause, this fact is placed on record and the hearing shall proceed taking into account the complainant’s side only. Respondent still has to appear in subsequent hearings.

4. Hearing

A hearing before the committee shall be summary in nature and cross examination is not essential. However, the committee should ensure that the following standards required by due process in discipline cases are satisfied:

4.1 the respondent should have been informed in writing of the nature and cause of the accusation;
4.2 the respondent should have been granted the right to answer the charges against him or her;
4.3 the respondent should be informed of the evidences against him or her;
4.4 the respondent is given the right to present evidence on his/her own behalf; and
4.5 the evidence should be considered by the committee.
Evidence, testimonial or documentary are limited to allegations in the complaint or answer.

As a general rule, hearings are continuous the moment they begin. No hearing should last beyond two months from the date of initial hearing except for highly justifiable reasons with each party allowed only two postponements.

5. Summary Proceeding
If during the initial investigation respondent appears and admits guilt in writing, the case may be acted upon by the committee summarily. This is entered into the record and the dean/director of student affairs recommends that a hearing be dispensed with. The action is terminated as soon as the committee is through with its clarificatory questions.

Any penalty imposed in a summary proceeding is final and immediately executory unless the campus director defers the imposition of the penalty for meritorious reasons.

6. Decision
The committee renders its decision within five (5) days after the termination of the hearing. The decision shall be in writing, stating the
reasons therefore and transmitted to the campus director, copy furnished to the dean/director of the college where the respondent belongs, the aggrieved party, the respondent, and his/her parents or guardian.

The decision of the committee, other than expulsion or suspension for more than thirty days, shall become final and executory fifteen (15) days after receipt thereof unless an appeal is filed.

7. Appeal
A party not satisfied with the decision of the committee may appeal the decision in writing to the campus director within fifteen (15) days from receipt of the decision, stating the grounds for the appeal.

If appeal is denied, the decision becomes final and executory unless the campus director defers the imposition of penalty for meritorious reasons.

A decision of the committee involving expulsion or suspension for more than thirty (30) days may be appealed to the university president who shall render his decision, upon consultation with the Board of Management, within ten (10) days after the receipt of the appeal.

In expulsion cases, the decision of the university president may be appealed to the
Board of Regents within fifteen (15) days after receipt of the decision by the respondent-appellant.

8. Effectivity of Final Decisions Given Prior to Final Examinations
   Final decisions with penalties involving suspension or expulsion rendered within thirty (30) days prior to any final examination shall take effect during the semester immediately subsequent to the semester/term in which such decisions are rendered. If the respondent is graduating, the penalty shall take effect immediately.

10. Records
    A record of the entire proceeding is taken and filed by the dean/director of the college. This would serve as basis for further sanctions should subsequent violations occur. Such record is confidential and may only be available to authorized persons or parties involved upon written request.
ACKNOWLEDGMENT

ID No: _______________
Name: ________________________________
    (Family Name),    (First Name)    (M.I.)
Degree and Year: _______________ Major: _______________
Gender: ______________________ Civil Status: _______________
Maiden Name (If married): _______________________________
Provincial Address: _______________________________
City Address: _______________________________
Tel. No.: _______________ Email: ___________________
Campus Address: _______________________________
Father: _______________________________
Mother: _______________________________
Address: _______________________________

Tel. No.: _______________ Email: ___________________
I have read and thoroughly understood the content of this manual; thus, I commit myself to abide by all the university policies.

IN WITNESS HEREOF, I am affixing my signature together with that of my parent/guardian.

______________________________  ______________________
Name and Signature              Parent’s Signature
of the Student
MEMORANDUM OF AGREEMENT
(Student Pledge on Seeking Admission to CTU)

I, ___________________________with the acknowledgment of
(Name of Student)

____________________and_____________________,
(Name of Parent/Guardian) (Campus Director)

as to my admission to CTU, do hereby agree to the following terms and conditions:

1. That I shall conduct myself in accordance with the provisions as stated in the Student Manual so as not to bring dishonor to myself and to this institution;

2. That I shall submit to the authority and to the Philippine National Police authorities without questions if found possessing, using, distributing, or peddling narcotics or dangerous drugs or being involved in hazing or initiation in any form or manner (Revised Penal Code of the Philippines) and showing similar misbehaviors contrary to law and regulations of the university;

3. That I shall renounce my membership in any fraternity/sorority or any organization not authorized by the university, and that I will be expelled and not allowed to enroll if proven to be a member of a fraternity/sorority or any organization not authorized by the university;

4. That I shall not smoke and drink alcohol in the campus;

5. That I shall not agree to be given a good moral character certification if I violate any of the rules and regulations stated in this agreement and in the policies stipulated in the Student Manual; and

6. That above all I agree to uphold, obey and follow the school policies, rules and regulations of the university.

IN WITNESS HEREOF, I have hereunder set my hands this ______day of ________, 20____, at CTU _________Campus.

_________________________________________  _______________________________________
Student's Signature over Printed Name       Parent's/Guardian's Signature over Printed Name
MEMORANDUM OF AGREEMENT  
(Student Pledge on Seeking Admission to CTU)

I, ______________________with the acknowledgment of  
(Name of Student)  
____________________ and_____________________,  
(Name of Parent/Guardian) (Campus Director)  
as to my admission to CTU, do hereby agree to the following  
terms and conditions:

1. That I shall conduct myself in accordance with the  
provisions as stated in the Student Manual so as not to  
bring dishonor to myself and to this institution;
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National Police authorities without questions if found  
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dangerous drugs or being involved in hazing or initiation in  
any form or manner (Revised Penal Code of the  
Philippines) and showing similar misbehaviors contrary to  
law and regulations of the university;
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university, and that I will be expelled and not allowed to  
enroll if proven to be a member of a fraternity/sorority or  
y any organization not authorized by the university;
4. That I shall not smoke and drink alcohol in the campus;
5. That I shall not agree to be given a good moral character  
certification if I violate any of the rules and regulations  
stated in this agreement and in the policies stipulated in  
the Student Manual; and
6. That above all I agree to uphold, obey and follow the  
school policies, rules and regulations of the university.

IN WITNESS HEREOF, I have hereunder set my hands this  
_______ day of _________, 20___, at CTU _________Campus.

_________________________________________  
Student's Signature over Printed Name

_________________________________________  
Parent's/Guardian's Signature over Printed Name