



Colegio de San Juan de Letran
Intramuros, Manila

Student's Handbook

Collegiate Department

2006-2007

I. THE FOUNDATIONS OF COLEGIO DE SAN JUAN DE LETRAN

1. HISTORY

The Colegio de San Juan de Letran emerged from the fusion of two similar institutions both located in Intramuros.

The first was founded in 1620 by Don Juan Geronimo Guerrero, a retired Spanish Officer, who transformed his hermitage home into an orphanage called the Colegio de Niños Huerfanos de San Juan de Letran. Its purpose was to educate and to mold orphans into good Christian citizens.

At about the same time, another institution by the name of Colegio de Huerfanos de San Pedro y San Pablo was established by the Dominican brother Diego de Santa Maria at the Convent of Santo Domingo.

The founders of these two institutions with identical origin and purpose did not only share a common concern for the children of Intramuros but they were also linked by strong bond of friendship. It was not surprising therefore that their two institutions were merged into one even in their lifetime in 1630 and became known simply as the Colegio de San Juan de Letran.

The name San Juan de Letran was inspired from the major Basilica of St. John Lateran in Rome, mother of all Christian churches. Early in the history of the College, its chapel was granted many of the privileges enjoyed by the major Basilica. Saint John the Baptist for whom the Basilica is named, is also the patron saint of the College.

In 1690, Letran was declared an ecclesiastical college. In 1738, six scholarships were granted by the King of Spain for Chinese, Japanese, and Tongkinese (Vietnamese) students. St. Vicente Liem de la Paz was among the students who enjoyed this scholarship.

A royal decree of May 1865 pronounced Letran as a College of the First Class. The school's curriculum was reviewed and revised according to European and American patterns in 1886. Further expansion took place in 1894 and adjustments were made with the arrival of the Americans in 1900.

In 1937, a three-storey building replaced the old structure. The growth of the College was temporarily arrested when the building was bombed in 1941 and then turned into a garrison by the Japanese army in 1944. The College was temporarily housed in the Dominican church and Convent of San Juan del Monte. After the war in 1946, Letran returned to its home in Intramuros.

In a span of more than three centuries, Letran produced alumni who became the builders of the Filipino nation. The names of Manuel Quezon, Sergio Osmena, Apolinario Mabini, Marcelo del Pilar, Padre Mariano Gomez, Francisco Balagtas, Emilio Aguinaldo, and many others are enshrined in the hearts of every Filipino.

Colegio de San Juan de Letran has faithfully lived up to her mission. No revolution nor earthquakes, no world war nor man-made disasters have broken down or changed the resolve of our Dominican administrators to continue this noble task of providing excellent Christian education. Countless great men have passed and will continue to pass through the portals of this old venerable institution - revolutionaries, heroes and patriots, presidents, leaders of the Church and most noble of all, a saint. In its long history, there will always be the success as well as challenges. But in the end, Letran will remain standing as a cut above the rest - proud of its heritage and sure of time - honored and enshrined ideals of DEUS, PATRIA, LETRAN.

2. THE FILIPINO DOMINICAN PHILOSOPHY OF EDUCATION

2.1. Introduction

We, the Dominicans of the Province of the Philippines of the Order of Preachers, focus our apostolic activities, among the many needs of the Church, principally on evangelization through education. It is one of the means the Province sees as providentially available to it to enable men and women of our times to experience the saving Word of God and to give a salvific dimensions to arts, sciences and culture in general.

For centuries, the Dominican presence in the Philippines has been understood in terms of molding, especially the youth, through a formative process, which combines the development of reason, the deepening of faith and the appreciation and the living of Christian values. Out of that process, leaders and role models of our people emerged during the critical periods of our people's struggle for independence and for sovereignty as a nation.

2.2. Nature of Education

Education is life. In its broadest meaning, it is the integral development of the human person. It is a continuous process of development so that man may become more and more human. In mapping out its objectives and methodologies, education centers on and bases its philosophy on the concept of the human person.

2.3. Nature of the Learner as Man

- 2.3.1 Man is basically good. God created him in His own image and likeness so that he may know, love, serve and be happy with Him in Heaven. As a unity of body and soul, he expresses his intellectual capacity and free will through his corporal faculties and powers. While he possesses personal characteristics that make him different from other men, he also has a natural need to associate with them.
- 2.3.2 Man is a steward of all of God's creation. It is His plan that man should subdue the earth and bring back creation to perfection while promoting the progress of mankind.
- 2.3.3 Man is basically wounded by sin but redeemed by Christ from sin so that man may attain his purpose. As man's participation in Christ's redemptive work, he has to struggle to develop himself and to mature to full human dignity. In this important task, he needs the assistance of society

2.4. Nature of the Learner as Filipino

What makes us Filipinos distinct from other nationalities is a set of traits called *asal*. It is composed of *dangal*, *damdamin* and *pakikipagkapwa*. From these traits spring values the Filipino is best known for, such as *utang na loob*, *palabra de honor*, *pakikisama*, *hiya* and the *Bayanihan* spirit. These values are good in themselves.

Moreover, a Filipino deals with his experiences in an intuitive rather than rational, subjective rather than objective manner. Combining insights with reasoning, he experientially absorbs and then creatively expresses in local concepts, ideas he has assimilated.

However, present conditions have turned Filipino values into a cause of ambivalence and fatalism. Viewed from the perspective of God's people, life is full of *kahirapan*. Underlying this are the realities of injustice in the social, political, economic and cultural systems. Such realities have changed our perspective of these values, making them hindrances to our advancement, detrimental to human relationships and causing the neglect of the common good.

2.5. Agents of the Educative Process

Learners - the educative process transpires in the learner. It is the learner who forms himself. Teachers and other members of the Academic Community facilitate the learning process.

2.6. Roles of Our Schools

We see our schools with their organized structures and academic systems as effective channels to facilitate the educative process that lead to the total integral formation of the person. They are instruments of cultural change and progress for individuals as well as society.

As Catholics, we think of schools as the most potent agents for renewed evangelization (PCP II 623) in so far as they offer an integrated view of the human person grounded in the person of Jesus Christ. Their task is fundamentally a synthesis of culture and faith and a synthesis of faith and life (GE 32). In this light, the specific mission of our schools is a critical and systematic transmission of culture in the light of faith and the bringing forth of the power of Christian virtue by the integration of culture with faith and of faith with living (GE 49). Our schools do not only prepare for Christian community but should also provide an experience of community. (PCP II, 636)

Our schools are guided by the Dominican Charism, the consecration to the truth from which springs the mission to live and to proclaim the values of God's Kingdom. We are inspired by the Order's special devotion to the Blessed Virgin Mary and the rosary as we continue the task of molding the youth. The Dominican schools as such are cradles of future leaders characterized by the harmony of reason, faith and Christian values, who will imbue the whole world with similar values assimilated in their lives.

As Filipinos, our schools shall reaffirm the belief of the Filipino in his race and in himself. They shall redirect the perspective by which we view our values and strengthen their positive attributes. In response to the pervasive *kahirapan* afflicting God's people, our schools shall facilitate the empowerment of the people, especially of the poor. Our schools shall make education available to all and provide opportunities to the indigents through outreach and scholarship programs.

Our schools shall provide an environment where members of the administration, the faculty, staff, students and parents, will develop into Filipinos who are *makaDiyos, makatao at makabayan*. (PCP II 636).

2.7. Goals of Education

The goal of education is the total integral formation of the human person that would lead him to attain the purpose for which he was created, namely; union with God, community with others and harmony with creation.

3. VISION - MISSION

3.1. Vision

We envision a model Christ-centered Colegio de San Juan de Letran acknowledged for her:

- academic excellence; and
- for being responsive to the needs of the 21st century,

and whose graduates are:

- staunch defenders of the Church
- faithful devotees of Mary
- ardent lovers of Truth
- dynamic builders and leaders of communities and
- successful in their chosen field of endeavor.

3.2. Mission

We, the Colegio de San Juan de Letran, commit ourselves to the quality formation of an integral human person in the hallowed tradition of **DEUS, PATRIA, LETRAN**.

4. CREED

I am a Letranite and I will continue to live my days as one for God, for the Fatherland and for my beloved Alma Mater.

5. OBJECTIVES

The Colegio is a Dominican Institution of learning, tasked to form a student to become a person who has integrated within himself the natural and supernatural aspects of Catholic education, that will effectively prepare him for his bounded duties as citizen of his country and a child of the Holy Mother Church. Specifically, the student shall become a person who:

5.1. Spiritually

- 5.1.1 Lives a life of constant witnessing to the gospel message of Jesus Christ;
- 5.1.2 Practices the faith, solidly based on sound Catholic doctrine;
- 5.1.3 Fearlessly stands up in the defense of his faith;
- 5.1.4 Possesses a strong community spirit;
- 5.1.5 Is an ardent devotee of the Blessed Mother Mary and the Rosary, St. Dominic and other Dominican saints.

5.2 Volitionally

- 5.2.1 Possesses a high degree of responsibility; a person who is a master of his own action;
- 5.2.2 Always decides according to God's will.

5.3 Intellectually

- 5.3.1 Has uncompromising passion for truth;
- 5.3.2 Possesses the ability to think critically, analyze, synthesize and form right judgment;
- 5.3.3 Organizes and applies knowledge to real - life situations.

5.4 Socially

- 5.4.1 Actively participates in the affairs of the Church and society;
- 5.4.2 Is a respected leader in the society;
- 5.4.3 Works for the betterment of the marginalized members of the society;
- 5.4.4 Is an altruist, manifested in his active concern for others.

5.5 Culturally

- 5.5.1 Adheres to traditional Filipino values, enriched by the Catholic teachings;
- 5.5.2 Is proud of his heritage, customs and traditions which make the Filipino unique in the world.

5.6 Psychologically

- 5.6.1 Manifests a well-balanced personality.

5.7 Physically

- 5.7.1 Shows a state of physical well-being;
- 5.7.2 Cares for his body as the temple of the Holy Spirit.

5.8 Professionally

- 5.8.1 Is an asset to the society;
- 5.8.2 Is prepared to meet the demands and challenges of his chosen profession;
- 5.8.3 Creates opportunities for the improvement of the quality of life; and
- 5.8.4 Is a world class professional, a person whose core competencies and skills are honed overtime.

6. CORE VALUES

We remain resolute in our institutional core values. These provide us intense focus and distinct direction.

6.1 Spirituality- Love of God

Our strong faith in God and filial devotion to the Blessed Virgin Mary give us an unbreakable bond that unifies us. We are vigorous in adhering to truth. We recognize the principles of the Catholic Church to be the basis of our integrity, ethics and morality.

6.2 Patriotism- Love of Country

We are committed in assisting the nation by sharing our intellectual capabilities. The passion to serve the depressed and deprived sectors of the society is over-flowing in our spirits. Social awareness and responsibility always exist in the mainstream of our thoughts. We understand the importance of fellowship and charity among individuals and thereby promote cooperation and harmony toward a progressive community.

6.3 Letranism- Love of Letran

We desire for excellence in every discipline, as we pursue knowledge and wisdom. We ascertain the efficiency and effectiveness of our scholarly yield given available resources. We value our investments as these can give opportunities for growth and prosperity. We offer competent and remarkable services to our clients surpassing all challenges and expectations that constantly flourish in the academic environment. We believe in the visionary leadership of our stakeholders that they may spread the ideals of the Colegio and give the best in all our endeavors.

7. INSTITUTIONAL STRATEGIES

Formation is essentially connected with people who are responsible with the process. In line with this, the Colegio focuses its strategies on the three basic areas namely: witnessing, service and human resource.

Quality results require quality strategies. Strategies should be the best the Colegio can offer. These strategies are:

7.1. Quality Witnessing

The Colegio's primary mission is formation of students. Effective formation requires quality witnessing from formators. In the Colegio, these formators are the faculty members, the non-teaching staff and the administrators. The formators themselves should be able to portray what the Colegio wants its students to be.

7.2. Quality Service

Services are the activities that the employees do to facilitate the attainment of the Colegio's institutional objectives. The Colegio offers three basic services, namely: managerial, teaching and support services. Teaching is at the center of these services. Managerial services provide direction, system and procedures and management among others. Support services provide assistance to both.

The Colegio puts premium on quality in all the services it provides. It demands quality from its administrators, teachers and non-teaching staff.

7.3. Quality Human Resources

Quality witnessing and quality services will be greatly enhanced by quality human resource. Quality human resource focuses on the development and is solidly anchored on spiritual development.

The Colegio also desires the continuous improvement of its employees' professional knowledge and skills.

The Colegio continuously looks for means and ways to improve the salaries and benefits of its employees.

7.4. Quality Facilities

As the Colegio continuously improves its human resource, it also improves its facilities. Quality facilities help the human resource performs his tasks better.

7.5. Quality Systems, Policies and Procedures

The Colegio strives to upgrade its policies to provide more stability on its operations and its procedures to have a more effective and efficient system.

8. SYMBOLS

8.1 Basilica of St. John Lateran

The Basilica of St. John Lateran in Rome is considered as the mother church of Christendom. The Basilica was once a palace owned by the Laterani, a Roman noble family who revolted against Nero in 53-54 AD. When the Emperor Constantine donated the Laterani palace to the Pope, the place was dedicated to our Lord. It was then converted into a Church.

Constantine stayed there when he visited Rome in 315 AD. During the Crusades, the Pope renamed the Church after the Benedictine Monastery of St. John the Baptist and St. John the Evangelist (which were situated on both sides of the Palace) but retained the Laterani appellation. Thus, its present name of Basilica of St. John Lateran.

During the dark days of the Church, the Papal elections were conducted at the Basilica, from the 12th century onwards. November 9 marks the feast of the dedication of the Basilica. The feast was observed throughout the Roman Catholic world as a sign of devotion to and unity with the Chair of Peter.

The Dominican spirit of upholding church unity and orthodoxy in faith is clearly manifested when the founding fathers named the first boy's school in the country after the mother Church of Christendom: Colegio de San Juan de Letran.

8.2 Logo

The Colegio's seal bears the Maltese Cross dating back between 1696 and 1716. The Maltese Cross is the eight point cross of Amalfi, a town in Italy whose merchants founded a hostel for the pilgrims of Jerusalem. The group became the Knights of the Order of St. John of Jerusalem, who transferred to Malta in 1530 and was allowed to stay on condition that they swear allegiance to Emperor Charles V of Spain. They became known as the Knights of Malta from then on and because of their pious works they earned for themselves a place of honor within the Church.

Undoubtedly, Don Juan Geronimo Guerrero, one of the founding fathers of Letran was a Knight of Malta.

The silver cross on a blue and red field encircled by the wreath of green laurel represents the pattern of perfection of which all minds that come to Letran are molded. Its silver bespeaks of the purity which must be attained. The blue and red field indicates Letran, the battleground where the vile things are fought against the daunted and where ultimately the consummate ideal of the cross is accomplished. For that ultimate triumph, there is the wreath of green, ever fresh for every victory.

8.3 Coat of Arms

At the top of the shield is the Knight, the title and name all members of the Letran community, most especially the students must be known. At the left side of the figure is the spear and at the right side is the torch, symbolizing truth and courage every Knight must have in the pursuit of quality integral formation. The shield itself contains the Dominican cross, colored black and white, signifying that Letran is a Dominican institution. At the center is the Letran seal of a silver cross on a blue and red field encircled by the green wreath laurel. On it hangs the Colegio's motto, summarizing the core values of love of God, country and Letran to which every Letranite must subscribe.

8.4 Motto

Our motto in the triune ideal of God, country, and Alma mater. First, God, as God cannot but be first. Then, the fatherland, as all bounties of God are rooted deeply in the land upon which she stands. Then finally, the school - she is the mother who takes the minds in her hands and fashions them in accord with her supreme ideal. Her magnificence is measured by this supreme ideal.

8.5 Blue and Red Colors

Blue stands for loyalty and justice. It is the loyalty and justice of the blue-blooded, a loyalty of noblest form and a sense of justice which grasps fully well the order of values. Red is for consummate bravery— that firmness of heart, that staunchness of will, that openness of mind. It stands for the firmness of a martyr who welcomes the heathen's sword across his neck and a hero who saves countless lives as the price of his own.

The colors of Letran are blue and red, not red and blue. For consummate bravery asks for consummate cause. The martyr marches firmly towards the scaffold only in complete faithfulness to his creed, and the hero offers his whole life only in such whole offertory does justice to a sublime cause. Bravery simply for the exquisiteness of spilled blood, which ends in supreme sacrifice for a trivial or for no account, is not Letran's.

8.6 The Letranite

The ideal of a Letranite is an embodiment of the nobility, generosity and discipline of the Knight of old. It draws its inspiration from God himself. Because of his intimacy with God, even the conduct of the Letranite is manifestly inspired by Him and oriented toward Him.

The Letranite sees in the religious duties of the Christian the means for him to nourish and strengthen the life of God in him. Hence, he fulfills them more out of a sense of need and conviction rather than compulsion and onerous obligation.

9. SAINTS

9.1. St. Dominic de Guzman: Founder of the Order of Preachers

St. Dominic de Guzman was born in Caleruega, Spain in 1170 from an illustrious family of Don Felix de Guzman and Doña Joana de Aza. He began his studies for the priesthood at the University of Palencia and was ordained priest in 1195 and performed his priestly duties as Canon in Osma, Soria, Spain. In 1206, he decided to stay in Narbonne and undertook the mission of the Conversion of the Albigenses.

He founded the community of nuns at Pruaille which he made as his base of operations. He established the new community at Toulouse which is considered as the cradle of the Dominican Order.

In 1216, Pope Honorius III confirmed the Order of Preachers (O.P.) after which St. Dominic dispersed the brethren to the Theological Centers of Christendom.

He died in 1221 at Bologna on the Feast of St. Sixtus. He was elevated to the altar by Pope Gregory IX in 1234.

9.2. St. John the Baptist: The Colegio's Patron Saint

There was a man sent from God whose name was John. He came from testimony, to bear witness to the light that all might believe through him. He was not the light, but came to bear witness to the light (John 1:6-8).

John the Baptist was born to an old temple priest, Zecariah, a Levite of Abyah, and an aging lady, Elizabeth, a descendant of the daughters of Aaron and cousin of the Virgin Mary.

John was formed from birth, knowing no wine or strong drink, taking nourishment from locust and wild honey. He was assiduously prepared for the work destined for him: "...to turn many of the sons of Israel to the Lord, their God" (Lk. 1:16) and to "...prepare the way of the Lord, make his path straight." (Mt. 3:3).

When John emerged in the wilderness of Judea, he was wearing a garment of camel's hair and a leather girdle around his waist. His preaching was so forceful and dynamic that he attracted people from Jerusalem, Judea and all the regions around the river Jordan where he baptized. He called on people to ..."REPENT FOR THE KINGDOM OF GOD IS AT HAND." (Mt. 3:1).

9.3. St. Vicente Liem de la Paz: The Colegio's Foremost Alumnus

Our new saint, Vicente Liem de la Paz, was born in Tonking (now Vietnam) in 1732. He was a bright boy. Fr. Houy taught him human sciences and guided him along the path of virtue

Fr. Houy requested Colegio de San Juan de Letran in Manila, the only college in the Orient with high standards in the teaching of both sciences and the virtues then, for a scholarship grant for Vicente. Because of his qualifications, Vicente was accepted in Letran. After 8 years, he transferred to the University of Santo Tomas but continued living in Letran. He wanted to be a missionary priest. On September 9, 1754, he received the Dominican habit at the Santo Domingo Convent. After 4 years, he went back to Tonking, where Christians were being cruelly persecuted. There, he spent days and nights giving spiritual direction and administering the sacraments. Someone revealed his activities to the authorities and he was immediately arrested together with Fr. Jacinto Castañeda, a Spanish-Dominican. They were put into a cage - like animals. The King was disposed to be lenient to Vicente, for he was not a foreigner but he pleaded that there should only be one judgment for priests, whether foreign or native. They accused him of treason and the King pronounced the death sentence.

Vicente was tied to the stakes and beheaded on November 7, 1773. Before he died, Vicente gave thanks to God for the victory that had recently been granted to him.

On May 20, 1906, Pope Pius X solemnly beatified the glorious martyr of the faith and student of Letran, Fr. Vicente Liem de la Paz, O.P. He was canonized by Pope John Paul II on June 19, 1988.

II. STUDENT MANAGEMENT

1. General Directives

- 1.1 Every college student shall be familiar with the contents of this handbook. Ignorance of its contents shall not excuse any student from the policies, rules and regulations contained herein.
- 1.2 A student of legal age (18 years old) shall be held responsible for all his actions and transactions in the Colegio.
- 1.3 Students shall observe proper behavior inside and outside of the Colegio at all times.
- 1.4 Any school official, teacher, employee or other deputized personnel including security guards shall apprehend violators of rules and regulations and report the same to the authorities concerned.

- 1.5 In cases where the suspension of classes is discretionary on the part of the Colegio, classes shall be deemed on-going unless otherwise announced by the school administration.
- 1.6 Students shall have the responsibility to read announcements especially those posted by the offices of the Dean, the Registrar, the Treasurer and Student and Cultural Affairs.
- 1.7 All official communications from students shall be in a formal letter format and shall include his/ her name, student number, and course.
- 1.8 The Colegio shall reserve the right to add, delete or modify the policies as deemed necessary.

2. Enrollment

2.1 Pre-enrollment

Students shall be required to avail of pre-enrollment to simplify the process during the actual enrollment period. The pre-enrollment policies shall be governed by the following:

- 2.1.1 Pre-enrollment shall be done either manually or on-line.
- 2.1.2 Students who do not pre-enroll shall be considered late enrollees, subject to late enrollment penalties.
- 2.1.3 Students shall not pre-enroll in excess of the maximum allowable load determined in their curriculum, unless already covered by an approved application for overload.
- 2.1.4 Students who shall not enroll during the designated enrollment schedule shall forfeit all pre-enrolled subjects.

2.2 Official Enrollment

Students shall officially enroll only upon payment, acceptance and validation of their initial school fees. The initial school fees shall include all or part of tuition fees, miscellaneous and other fees. Reservation fees or processing fees form part, but not all, of the initial payment of school fees.

2.3 Residency

Students who shall need to undergo completion, cross-enroll or apply for graduation, but are not taking subjects in the Colegio during the current term, shall apply for residency to be considered officially enrolled. The residency fee shall be equivalent to the registration fee charged to regular students during the term.

2.4 Student Load and Subject Sequence

- 2.4.1 Students shall conform to the subject load and sequence contained in their curriculum. As a rule, students shall complete the general education requirements before taking major or professional subjects.
- 2.4.2 Subjects that are covered by application for cross enrollment shall be within the approved load of the student.
- 2.4.3 A student who wishes to take one or more subject(s) without credit shall enroll said subject on audit. A subject on audit shall not be included in the computation of the total number of unit loads for the term and in the computation of honors and ranking.

- 2.4.4 A student shall be allowed to enroll the pre-requisite and the advanced subjects simultaneously under any of the following conditions:
 - 2.4.4.1 The student shall have a general weighted average of 85 or better during the last 2 semesters.
 - 2.4.4.2 The student shall be in his terminal semester.
- 2.4.5 Students shall be advised to see the Registrar's Office for possible equivalence in case a subject is no longer offered.

2.5 Overload

Effective SY 2000 – 2001, the Commission on Higher Education has decentralized the prerogative to approve applications for overload to the Registrar's Offices of the different Higher Educational Institutions (HEIs). The CHED allows overload in order not to unduly burden students and parents with the time and costs associated with an additional semester of study.

- 2.5.1 Undergraduate students shall be allowed to enroll an overload of three (3) units per semester only for the purpose of fulfilling a pre-requisite or to acquire regular status.
- 2.5.2 Students in their terminal semester shall be allowed to take up six (6) units over and above the number of units allowed in their terminal semester.
- 2.5.3 Graduating students who are not necessarily in their terminal semester shall apply for programmed overload if the intended subject to be taken is not regularly offered in their terminal semester.
- 2.5.4 Applications for overload shall be filed with the Registrar's Office beginning the pre-enrollment period up to the last day of enrollment. Applications approved after the enrollment period shall be processed during the adjustment period.

2.6 Petitioned Subjects

- 2.6.1 Any student or group of students shall file a petition with the Dean's Office to open additional subjects.
- 2.6.2 Petitions to open additional subjects shall be accepted beginning the pre-enrollment period up to the first day of regular enrollment.
- 2.6.3 A petition shall be signed by at least 20 students. These students shall be given priority enrollment when the petition to open the subject is approved by the Registrar's Office.
- 2.6.4 A petition to open additional subjects shall be granted subject to room, time and faculty availability.
- 2.6.5 Petitioned subjects that do not meet the minimum class size shall be dissolved.

2.7 Subject Adjustments

- 2.7.1 A student shall avail of adjustment only after enrollment is validated.
- 2.7.2 A student shall be charged for any adjustment initiated by him.
- 2.7.3 Adjustment shall be approved for the following reasons:
 - 2.7.3.1 Failure in pre-requisites
 - 2.7.3.2 Opening of petitioned subjects resulting in conflict of schedule
 - 2.7.3.3 Dissolved/ Fused/ Split subjects resulting in schedule conflicts

- 2.7.4 Only validated adjustments shall be honored. It is the responsibility of the student to verify his inclusion in the official class lists of all his subjects.

2.8 Dissolved Subjects

- 2.8.1 Subjects with less than twenty (20) students enrolled shall be dissolved. Similar subjects with the same schedule, if combined, do not exceed the maximum class size shall be fused.
- 2.8.2 Students enrolled in dissolved subjects shall opt to substitute it with another subject upon approval of the dean or his/her representative.
- 2.8.3 Students enrolled in dissolved subjects who shall not take, or cannot take substitute subjects, shall have the cost of the subject credited back to their account if they paid on installment. If the student has paid his/her fees in full, the fees shall be credited to the next semester enrollment.

2.9 Cross Enrollment

- 2.9.1 No student shall be allowed to enroll in the Colegio and in another institution simultaneously during a given semester, unless approved by the Registrar's Office.
- 2.9.2 Cross-enrollment shall ONLY be allowed for graduating students in their terminal year.
- 2.9.3 Cross-enrollment shall be allowed for a maximum of 6 units only.
- 2.9.4 Cross-enrollment shall be allowed only for the following reasons:
- 2.9.4.1. the subject is not offered in the present semester
 - 2.9.4.2. the subject is no longer offered (old curriculum)
 - 2.9.4.3. the subject is offered but is in conflict with the schedule of other enrolled subjects.
- 2.9.5. No cross-enrollment permit shall be issued unless the student is officially enrolled or has paid the residency fee. Cross enrollment permit shall only be issued to a student who is officially enrolled.
- 2.9.6. Cross-enrollment shall only be availed of as a last resort after other remedies (e.g. petition, equivalence) have been tried.
- 2.9.7. If there shall be a conflict between a general education requirement and a professional subject, the general education requirement shall be the subject approved for cross-enrollment.
- 2.9.8. If there shall be a conflict between two professional subjects, the area chairperson shall decide which to approve for cross-enrollment.
- 2.9.9. Cross-enrolled subjects shall be part of the student's total load. Cross-enrolled subjects resulting in overload shall be governed by the policies on overload.
- 2.9.10. Applications for cross-enrollment shall be filed with the Registrar's Office beginning the pre-enrollment period up to the last day of the adjustment period.
- 2.9.11. Cross-enrollment permit shall not be issued to more than one educational institution per term.
- 2.9.12. Earned credits from cross-enrolled subjects shall undergo validation procedures as required by the department offering the course.

2.9.13. Subjects for cross enrollment shall only be taken in schools that are:

2.9.13.1 accredited by any of the agencies under FAAP

2.9.13.2.deregulated or autonomous schools under CHED

2.9.13.3. CODs and COEs in the discipline related to the sub-ject being cross enrolled.

2.10 Shifting of Courses

2.10.1 Students who wish to shift to another course shall secure a shifting form from the Office of the current Dean, subject to the approval by the receiving Dean and Area Chairman.

2.10.2 Students shall apply for shifting only between regular semesters from the date of release of the scholastic grade report until the end of the enrollment period.

2.10.3 No application for shifting shall be approved if the student has exceeded the number of failures allowed under institutional retention policies.

2.11 Applicants for Second Degrees

Graduates of other schools who intend to earn another baccalaureate degree in the Colegio are governed by the policies for Transferees, with the exception that all general education requirements specified under CHED Memorandum Order 59 are deemed complied with. Graduates of the Colegio who intend to earn another baccalaureate degree need to take only the following subjects:

2.11.1 All major subjects of the new degree.

2.11.2 Additional requirements specified by the CMO governing the new degree as indicated in the curriculum. Examples are foreign language requirements, additional subjects in mathematics or science, science laboratory requirements, cognates and electives. All subjects already taken for the first degree that are allowed as cognates or electives for the second degree are credited to those requirements.

3. School Fees

3.1 General Guidelines

3.1.1 All students shall pay a non-refundable enrollment processing fee.

3.1.2 The policy on the refund of school fees shall be guided by the pertinent provisions of the Manual of Regulations for Private Schools, Eight Edition:

“A student who transfers or otherwise withdraws in writing, within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month may be charged ten percent of the total amount due for the term if he withdraws anytime after the second week of classes regardless of whether or not he has actually attended classes. However, if the transfer or withdrawal is due to a justifiable reason, the student shall be charged the pertinent fees only up to and including the last month of attendance”.

3.1.3 A fine shall be charged for late registration.

3.1.4 Students who are carrying a load of 12 units or less shall pay in cash basis only.

3.2 Mode of Payment

Fees shall be paid in full or installment basis. Installment basis shall be divided into three payments. The initial installment shall be due on or before the date indicated in the assessment portion of the registration form. The schedule of the second and third installments shall be determined by the Financial Affairs Division.

3.3 Scholarships and Discounts

The following rules and regulations shall guide students who wish to avail of the scholarships:

3.3.1 Rector's Scholarship

Colegio de San Juan de Letran provides an opportunity for the academically outstanding students to pursue their education through the Rector's Scholarship Program. The Program is part of Letran's commitment to academic excellence and dedication to outstanding scholastic achievement.

3.3.1.1 Eligibility

Only freshmen students of the following courses are eligible to apply in the Program:

- 3.3.1.1.1 BS Accountancy
- 3.3.1.1.2 BS Information Technology
- 3.3.1.1.3 AB Communication Arts
- 3.3.1.1.4 Bachelor in Secondary Education

3.3.1.2 Criteria/ Qualifications

To qualify, the student-applicant shall:

- 3.3.1.2.1 Belong to the top 20% of the graduating batch, as certified by the Principal or the Registrar.
- 3.3.1.2.2 Pass the qualifying examinations given by the Colegio.
- 3.3.1.2.3 Pass the interview to be administered by the respective academic heads.
- 3.3.1.2.4 Be of good moral character as certified by the High School Principal/ Guidance Counselor

3.3.1.3 Benefits/ Privileges

The Rector's scholars shall enjoy the following:

- 3.3.1.3.1 Full discount on tuition, miscellaneous and various fees
- 3.3.1.3.2 Monthly allowance

3.3.1.4 Retention Policy

To maintain scholarship, the Rector's scholars must:

- 3.3.1.4.1 Have a general weighted average (GWA) of 95 with no grade lower than 88.
- 3.3.1.4.2 Be an officer or active member of any recognized organizations in the Colegio.
- 3.3.1.4.3 Be an active member of the Colegio's and/or Department's outreach programs.
- 3.3.1.4.4 Be involved in academic research.
- 3.3.1.4.5 Not have been subjected to any disciplinary action.

3.3.2 Academic Scholarship

The Academic Scholarship Program provides a competitive, merit-based financial assistance to the students of the Colegio who have demonstrated exceptional academic achievement.

3.3.2.1 Eligibility

3.3.2.1.1 Entrance Scholarship

All valedictorians and salutatorians entering the first year level of the collegiate departments of the Colegio are eligible to apply in the Program. This scholarship grant is valid only for the initial semester.

3.3.2.1.2 Resident Scholarship

Any student of the Colegio shall avail of the academic scholarship based on his/ her performance in a given semester.

3.3.2.2 Criteria/ Qualifications

To qualify, the student-applicant must:

- 3.3.2.2.1 Have a general weighted average (GWA) of 90% and above;
- 3.3.2.2.2 Have no grade below 85;
- 3.3.2.2.3 Have no INC grade;
- 3.3.2.2.4 Not have withdrawn any enrolled subject;
- 3.3.2.2.5 Carry the load prescribed for the given semester;
- 3.3.2.2.6 Not have been subjected to any disciplinary action.

3.3.2.3 Benefits/ Privileges

Valedictorians and salutatorians shall enjoy an initial scholarship grant of 100% and 50% discounts on tuition fees, respectively.

Resident scholars shall enjoy the following:

- 3.3.2.3.1 With a general weighted average (GWA) of 96-100, a 100% discount on tuition fee during the succeeding semester.
- 3.3.2.3.2 With a general weighted average (GWA) of 93-95.99, a 90% discount on tuition fee during the succeeding semester.
- 3.3.2.3.3 With a general weighted average (GWA) of 90-92.99, an 80% discount on tuition fee during the succeeding semester.

3.3.3 Student Development

The San Vicente Liem de la Paz Foundation, Inc. (SVLPF) through its Student Development Fund provides assistance to poor but deserving students of the Colegio.

3.3.3.1 Criteria/ Qualifications

Applicants for the Program must:

- 3.3.3.1.1 Be a bonafide student of the Colegio;
- 3.3.3.1.2 Be a Filipino citizen;
- 3.3.3.1.3 Not be more than thirty (30) years of age at the time of application;

- 3.3.3.1.4 Be of good moral character;
- 3.3.3.1.5 Be physically and mentally fit to study;
- 3.3.3.1.6 Have combined family income of not more than one hundred twenty thousand pesos (Php 120,000) per annum;
- 3.3.3.1.7 Have an over-all average of at least 88%;
- 3.3.3.1.8 Not be presently enjoying any other form of scholarship/ study grant.

3.3.3.2 Benefits/ Privileges

Funds shall be given or conferred formally to qualified students according to the approved policies and procedures, specifically on the following:

- 3.3.3.2.1 Degree
- 3.3.3.2.2 Seminar
- 3.3.3.2.3 Workshop
- 3.3.3.2.4 Conference

3.3.4 Student Assistantship

The Student Assistantship Program (SAP) aims to support the Colegio in achieving its mission and vision by extending its resources to financially handicapped but deserving and intellectually capable students. It is designed to enable the students to pursue their college education by working part time in the different offices of the Colegio. This affords them training and makes them realize the value and dignity of labor.

3.3.4.1 Eligibility

Only the bonafide students of the Colegio can apply to the SAP. Disqualification from enrollment anytime in accordance with the rules and regulations of the Colegio shall automatically mean disqualification from the SAP.

3.3.4.2 Criteria/ Qualification

The qualification of the applicants shall be determined on the basis of the following:

- 3.3.4.2.1 The parents/ guardians have insufficient resources to finance the applicant's higher education;
- 3.3.4.2.2 Pass the screening tests to be administered by the Colegio;
- 3.3.4.2.3 Pass the interview administered by the SAP coordinator and SAP head;
- 3.3.4.2.4 Must be of good moral conduct and integrity;
- 3.3.4.2.5 Should be physically fit to work and study.

3.3.4.3 Benefits/ Privileges

Student assistants shall enjoy the following:

- 3.3.4.3.1 100%, 75% and 50% discounts on tuition fees for full-fledged, probationary and trainee student assistants, respectively;
- 3.3.4.3.2 Discounts on miscellaneous fees based on the ratings obtained on performance and scholastic evaluation;
- 3.3.4.3.3 Allowances that are based on the number of service hours rendered;
- 3.3.4.3.4 Additional allowances for services rendered in excess of the given work schedule per day;
- 3.3.4.3.5 Spiritual, personal and professional developmental activities.

3.3.4.4 Retention Policy

In order to maintain their scholarship, a Student Assistant (SA) must:

- 3.3.4.4.1 Carry a minimum of 18 units per semester;
- 3.3.4.4.2 Maintain a general weighted average (GWA) of not lower than 82%;
- 3.3.4.4.3 Have no grade below 80%;
- 3.3.4.4.4 Complete all INC grades for the next enrollment;
- 3.3.4.4.5 Have a performance appraisal rating of not lower than 82%.

3.3.5 Athletics

The Colegio's Athletics Program hopes to mold individual athletes to become spiritually, morally, psychologically, intellectually and physically healthy. It is designed to help financially incapable students to pursue a career by giving them quality education while pursuing excellence in sports.

3.3.5.1 Eligibility

All bonafide students of the Colegio who have a strong passion for sports are eligible to apply in the Program.

3.3.5.2 Criteria/ Qualifications

To qualify, the student-applicant shall:

- 3.3.5.2.1 Be at least 16-21 years old;
- 3.3.5.2.2 Pass the tryouts and the entrance examinations given by the Colegio;
- 3.3.5.2.3 Be physically and psychologically fit to play and study;
- 3.3.5.2.4 Be of good moral character and has never been subjected to any disciplinary action.

3.3.5.3 Benefits/ Privileges

Athletes shall enjoy the following:

- 3.3.5.3.1 100% discount on tuition, miscellaneous and various fees;
- 3.3.5.3.2 Board and lodging;

3.3.5.4 Retention Policy

Athletes, to retain their scholarships, shall:

- 3.3.5.4.1 Observe the retention policies of the Colegio;
- 3.3.5.4.2 Pass 60% of his enrolled subjects;
- 3.3.5.4.3 Be free of any disciplinary sanction.

4. Student Evaluation

4.1 Grading System

4.1.1 The Colegio adopts the numerical grading system, described as follows:

GRADE	DESCRIPTION
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95 – 100	Excellent
90 – 94	Very Good
85 – 89	Good
80 – 84	Satisfactory
75 – 79	Fair
Below 75	Failed
UW	Unauthorized Withdrawal (Failed)
AW	Authorized Withdrawal
Inc.	Incomplete

4.1.2 Incomplete grades (INC) not completed within the next regular semester shall automatically become a failing grade (70%) at the end of that semester.

4.1.3 For regular subjects, the final grade shall be computed as follows:

4.1.3.1 (Midterm Grade + Pre-final Grade) / 2 = Final Grade

4.1.3.1.1	quizzes	30%	30%
4.1.3.1.2	class standing	30%	30%
4.1.3.1.3	mid-term exam	40%	
4.1.3.1.4	final exam		<u>40%</u>
		100%	100%

4.1.3.2 Class standing includes the following:

- 4.1.3.2.1 recitations
- 4.1.3.2.2 assignments
- 4.1.3.2.3 seatworks
- 4.1.3.2.4 research works
- 4.1.3.2.5 projects

Note: The above grading system shall not apply to special subjects that require a modified grading system as determined by the office of the dean.

4.1.4 The semestral average refers to the weighted average of grades in all academic subjects in a given semester. The general average refers to the weighted average of grades in all academic subjects during the student's stay in the Colegio.

4.2 Crediting, Equivalency and Substitute Subjects

Crediting of subjects previously taken is usually done upon acceptance and enrollment of transferees. Subjects taken in other institutions are automatically credited if the grade obtained is 80% or its equivalent. Grades lower than 80% are subject to validation procedures of the department offering the course. Priority courses may impose their own crediting requirements. Under this procedure, credits earned from the previous school are deemed sufficient to meet the curriculum requirements of the degree the student is working for. The Colegio adopts the following guidelines for crediting subjects previously taken in other schools:

- 4.2.1 credited subjects shall meet a minimum grade requirement
- 4.2.2 credited subjects shall have a similar subject description to the subject required
- 4.2.3 major or professional subjects shall not be credited
- 4.2.4 PE and NSTP requirements are generally credited, regardless of the grade.

Equivalence (also referred to as *substitute* subjects) are subjects in the current curriculum that can be taken as an equivalent or substitute to the subject that is no longer offered. This is determined jointly by the academic department (i.e. the dean or department chairman) and the Registrar's Office, following the principle that the substitute subject must be similar or strongly akin to the subject requirement.

4.3 Policies on Examinations

4.3.1 Regular Examinations

- 4.3.1.1 There are two major examinations in a semester: the mid-term and the final exams.
- 4.3.1.2 The Colegio adheres to the "NO PERMIT NO EXAM" POLICY. Every student shall present his valid examination permit to the faculty/ proctor for acknowledgement before taking the mid-term and final examinations.
- 4.3.1.3 The schedules of major examinations shall be posted on the bulletin boards at least one week before the exams. The examination schedule shall be strictly followed. Students with examination conflicts shall notify the Dean's Office about this matter immediately.
- 4.3.1.4 Students with temporary permits shall be allowed to take the major examinations only on the date specified in the permit.

4.3.2 Special Examinations

Special examinations shall be given to students who failed to take the scheduled major exam for the following reasons:

- 4.3.2.1 Severe illness or accident as evidenced by a medical certificate
- 4.3.2.2 Death of next of kin (grandparents, parent/ guardian, brother or sister, spouse, child)
- 4.3.2.3 Other reasons as approved by the Dean

Students who failed to take the special examinations for mid-term shall automatically get a score of zero (0). Failure to take the final examination shall result in a final grade of incomplete grade (INC) for the subject.

4.4 Completion and Change of Grade

- 4.4.1 Completion shall be allowed only for the following reasons:
 - 4.4.1.1 no final exam
 - 4.4.1.2 failure to submit major requirements
 - 4.4.1.3 non-attendance in retreats or recollections (for Theology subjects)
- 4.4.2 Completion shall not be allowed in the following cases:
 - 4.4.2.1 failure to take the mid-term exam
 - 4.4.2.2 failure to submit homeworks, projects or seatworks
 - 4.4.2.3 failure to take quizzes
 - 4.4.2.4 other similar requirements.
- 4.4.3 A student who incurs an Incomplete (INC) final grade/s and those who wish to appeal the final grades given to them shall be allowed to file for change of grade/ completion.
- 4.4.4 Change of grade shall be allowed only within the following regular semester after the grade was incurred.

- 4.4.5 Filing of application for change of grade shall be from the date of release of the scholastic grade report until the last day of the midterm examination of the following semester.
- 4.4.6 Submission of the completed application for change of grade shall be accepted by the Registrar's Office only until the last day of the final examination of the following semester.
- 4.4.7 Change of grade shall be allowed only for the following reasons:
 - 4.4.7.1 to change the incomplete grade of a previously completed subject
 - 4.4.7.2 to change a numerical grade in case of errors in computation
- 4.4.8 Change of grade from failing grade to authorized withdrawal (AW) shall not be allowed.

4.5 Evaluation for Retention, Scholarships and Honors

Students shall be evaluated based on the following:

4.6 Graduation

As a general rule, no student shall be allowed to graduate unless he or she complies with all academic, non-academic and other requirements imposed by the institution for graduation. This means obtaining passing grades in all subjects in the curriculum, compliance with the NSTP requirement and completion of all admissions requirements – requirements including Form 137 or TOR (transcript of records) from the school of last attendance. (Sec. 84, 1992 Manual of Regulations for Private Schools)

- 4.6.1 Students who complete their course requirements during the summer term or during the first semester shall apply for inclusion in the next graduation rites.
- 4.6.2 Only students who apply for graduation during the designated application period shall be included in the official list of candidates for graduation and the yearbook for that academic year.
- 4.6.3 Students shall apply for graduation with the Registrar's Office in order to be included in the applications for Special Orders even without the intention of joining the graduation rites.

5. Academic Policies

5.1 Attendance Requirements

- 5.1.1 No student shall be allowed to attend a class if his name does not appear in the official class list. The official class list shall be issued one day after the last day of payment.
- 5.1.2 The school bell shall be sounded twice for each period. A long bell signals the start of the class. Two short bells shall be rung ten minutes before the end of the period.
- 5.1.3 A student shall be considered late if he arrives within fifteen minutes of the official time (after the long bell). Three instances of tardiness are equivalent to one absence.
- 5.1.4 A student shall be marked absent if he reports beyond fifteen minutes of the official time of the class for record purposes. This shall not prevent him though from attending the class and participating in class activities.

- 5.1.5 Students shall be required to wait for their professor in the classroom for at least ten minutes for every hour of classes if no prior instructions from the professor are given.
- 5.1.6 General or special assemblies, ceremonies or functions that require the attendance of a given section shall take the place of classes which otherwise would have been held. Absence from such activity shall be recorded as absence from the period concerned.
- 5.1.7 A student who incurs absences exceeding 20% of the total number of hours required in a given subject, whether excused or unexcused, shall be given Unauthorized Withdrawal (UW).
- 5.1.8 A student who is given a grade of UW shall still be allowed to attend classes and participate in classroom activities. Although, UW is definitely a failing grade.

6. Retention Policies

6.1 Warning

- 6.1.1 A warning shall be given to students who have outstanding failures up to 12 units at the end of a given semester.
- 6.1.2 Outstanding failures shall be counted from failing grades, unauthorized withdrawals (UW) and lapsed incomplete (INC) grades. Subjects with INC grades which are taken again and passed shall no longer be counted under outstanding failures.
- 6.1.3 A written warning shall be issued during the issuance of grade slips at the end of the semester.
- 6.1.4 The warning status shall be lifted once the student has re-enrolled and passed all failed subjects.

6.2 Probation

- 6.2.1 Probationary status shall be given to students who have incurred outstanding failures in excess of 12 units at the end of a given semester and to students who have committed serious infractions of the rules and regulations of the Colegio.
- 6.2.2 Outstanding failures shall include failing grades, Unauthorized Withdrawals (UW), and lapsed Incomplete grades. Subjects with Incomplete grades which are taken again and passed are no longer counted under outstanding failures.
- 6.2.3 A Written Notice of Probation shall be issued and distributed during the issuance of grade slips at the end of the semester.
- 6.2.4 Students on probation shall be subjected to the following restrictions:
 - 6.2.4.1 They shall be allowed a maximum of 18 units in a given semester.
 - 6.2.4.2 They shall not incur any additional failures, including failures in non-academic subjects.
 - 6.2.4.3 They shall not be found guilty of violations of the student manual where the sanction imposed is suspension.
 - 6.2.4.4 Failure to comply with these restrictions shall be grounds for non-admission.
 - 6.2.4.5 The probation status shall be lifted once the student has reduced the total units of outstanding failures to 12 or less.
 - 6.2.4.6 Disciplinary probation shall be lifted if no offense has been committed during the period covered by the probationary agreement.

6.3 Dismissal/ Not to be readmitted (NTBR)

A student shall be issued transfer credentials at the end of the semester for any of the following reasons:

- 6.3.1 violation of the provisions of academic or disciplinary probation
- 6.3.2 failure of more than 12 units in a single semester
- 6.3.3 violation of the disciplinary provisions of the student handbook resulting in dismissal
- 6.3.4 accumulated failures exceeding 24 units. (outstanding failures that have been re-taken and passed are still counted as accumulated failures)

7. Discontinuance of Studies

7.1 Partial and Total Withdrawal

A student who wishes to discontinue his studies shall apply for Partial or Total Withdrawal. Partial Withdrawal concerns one or more, but not all of the subjects currently enrolled in a term. Total withdrawal concerns all subjects enrolled in a term.

This policy shall cause an AW (authorized withdrawal) and shall appear as his grades in affected subjects for that term. Failure to apply for withdrawal shall be a cause for UW (unauthorized withdrawal) to appear as his grades for the term. UWs shall be counted as failures as far as the Colegio's Retention Policies are concerned. The filing of application for withdrawal is subject to the following conditions:

- 7.1.1 The reason for application shall be acceptable in cases, such as illness requiring prolonged treatments, travel abroad and the like.
- 7.1.2 The application shall be filed before the mid-term exams.
- 7.1.3 In the case of total withdrawal, all outstanding accounts shall be settled with Treasurer's Office as provided for in section 66 of the Manual of Regulations for Private Schools, 8th edition.

The number of absences incurred at the time of filing does not exceed 20% of the total contact hours prescribed for the semester, otherwise, a grade of UW shall be issued for the subject(s) affected, even if withdrawal is applied for.

7.2 Leave of Absence

- 7.2.1 Students who do not intend to enroll during the following semester, or for an extended period of time shall be required to file a Leave of Absence at the Registrar's Office. The application for Leave of Absence shall indicate the reasons for the leave, the intended duration and a declaration that the student shall not enroll in any other school for the duration of the leave.
- 7.2.2 No leave of Absence shall be allowed for a period exceeding two school years.
- 7.2.3 A student shall only apply for Leave of Absence twice during his entire stay in the Colegio. In such cases, the total period covered by the approved leaves of absence shall not exceed four regular semesters.

7.3 Absence without Leave

Students who failed to file a leave of absence shall not be excused from the maximum residence rule. In addition, they shall be required to take all subjects in the new curriculum of their course if a change in the curriculum is effected.

7.4 Transfers

- 7.4.1 A student who violates any of the conditions of academic and disciplinary probation shall be issued transfer credentials at the end of the semester.
- 7.4.2 A student who accumulates failing grades in excess of 24 units shall be issued transfer credentials at the end of the semester.
- 7.4.3 A student who intends to transfer to another school shall apply for Transfer Credentials from the Registrar's Office. The transfer credentials consist of a Certificate of Transfer Eligibility, his True Copy of Grades, and a Certificate of Good Moral Character.

8. Honors, Distinctions and Awards

8.1 Semestral Honors

- 8.1.1 Superior performance shall be recognized through the publication of the Dean's Lists at the beginning of the succeeding semester. Certificates of outstanding academic performance shall be given to students who qualify for honors during the Recognition Day.
- 8.1.2 To qualify for the semestral honors, a student shall:
 - 8.1.2.1 Carry at least a regular load based on his/ her curriculum for the semester
 - 8.1.2.2 Not have a grade below 85% in any subject currently enrolled
 - 8.1.2.3 Not have withdrawn any subject currently enrolled
 - 8.1.2.4 Not have been subjected to any major disciplinary action within the semester
- 8.1.3 Semestral honors shall be given to students whose semestral averages are as follows:

First honors	:	96 and above
Second honors	:	93 – 95.99
Third honors	:	90 – 92.99

8.2 Graduation Honors

- 8.2.1 Honors shall be given to a graduating student who exhibits exceptional academic performance and meets the following criteria:
 - 8.2.1.1 Have completed at least 75% of the number of units required in the course in the Colegio
 - 8.2.1.2 Have enrolled the prescribed load at any given semester
 - 8.2.1.3 Have no grade below 85%
 - 8.2.1.4 Have not withdrawn any enrolled subject
 - 8.2.1.5 Have not been subjected to major disciplinary action
- 8.2.2 Graduates shall be awarded with the following honors:
 - 8.2.2.1 Summa Cum Laude – awarded to graduates with a general average of 96-100%
 - 8.2.2.1 Magna Cum Laude – awarded to graduates with a general average of 93-95.99%
 - 8.2.2.1 Cum Laude – awarded to graduates with a general average of 90 - 92.99%
 - 8.2.2.1 Academic Distinction – awarded to graduates with a general average of at least 90%.

8.3 Loyalty Awards

- 8.3.1 Gold medal – the candidate has continuously studied in Letran from Grade 1 to College.
- 8.3.2 Silver medal – the candidate has continuously studied in Letran from First Year High School to College.

9. Student Records and Credentials

9.1 The following student records shall be issued by the Registrar's Office:

- 9.1.1 Certificate of Enrollment – This shall certify that a student is currently enrolled at the time the certificate was requested. The certificate shall contain the inclusive period of the student's attendance in the college department.
- 9.1.2 Certificate of Graduation – This shall certify that a student has completed all requirements for graduation and is only for waiting the release of the SO from CHED so that the same can be included in the TOR and the Diploma.
- 9.1.3 Certificate of Language of Instruction – This shall certify the language of instruction used in the subject requested or the college department in general.
- 9.1.4 True Copy of Grades – This shall be a statement of grades obtained by the student during his inclusive period of attendance. If the student is a transferee, a certified true copy of his transcript from the originating school shall be included in the TCG.
- 9.1.5 Transcript of Records – This shall be a statement of grades obtained by the student during his inclusive period of attendance. If the student is a transferee, a certified true copy of his transcript from the originating school shall be included in the TOR.
- 9.1.6 Diploma – This shall certify that the student has graduated from a course recognized by the CHED.
- 9.1.7 Reprints of the Registration Form and the Scholastic Grade Report shall be available upon request.

9.2 Requests for Student Records

All information pertaining to student records shall be kept and issued by the Registrar's Office. These records shall include admissions credentials, official enrollment, subjects taken and grades obtained, official correspondence pertaining to the student, reports of ratings from cross-enrolled subjects, and records of disciplinary sanctions (if any). Psychological test reports shall be kept at the Guidance Office. Health records shall be kept at the Clinic.

Admission credentials, all grade reports, and records of disciplinary sanctions shall be considered confidential and shall be released only to the student concerned or to his parents if he is still a minor, or an adult but still enjoying parental support. In case of conflicting claims between the mother and the father over the release of school records, these shall be released to the parent with whom the school has privity of contact.

School records shall be released to representatives designated in writing by the student or graduate. These records shall include prospective employers checking the academic records of applicants.

School records shall be released upon receipt of the return portion of the Certificate of Transfer Eligibility after the student has been accepted in another school.

School records shall be released to courts of law upon receipt of a duly issued *subpoena deuces tecum*, or when public safety requires it.

In the case of transferees, the Transcript of Record for transfer purposes shall not be coursed through the student unless authorized in writing by the accepting school.

9.3 Authorization Requirements

A student or graduate may authorize another person to apply for and claim his records. In this case, the Authorization Letter shall contain the following:

- 9.3.1 The identity and personal circumstances of the requesting student or graduate. This shall include his name, date of birth, period of stay in school, course and date of graduation (if applicable), and the reason why the student cannot apply for the records personally.
- 9.3.2 The full name of the representative and the relationship to the student or graduate.
- 9.3.3 The document requested, the number of copies and the purpose of the request.
- 9.3.4 Sufficient proof of identity shall be required from both the student and the authorized representative.

An authorization shall only be valid for a specific request. If the same person is authorized for another set of documents at another time, another authorization letter shall be required.

9.4 Clearance Requirements

A Student Clearance shall be required prior to the release of Transcripts of Records, Diplomas or Transfer Credentials.

10. Returnees

10.1 Returnees shall be allowed re-admission subject to the following requirements:

- 10.1.1 The student has the approved leave of absence.
- 10.1.2 The student has not exceeded the Maximum Residence Rule (11 semesters).
- 10.1.3 The student has not been asked to transfer as a result of retention policies.
- 10.1.4 The student has not incurred accumulated failures exceeding 24 units.

10.2 Returnees with an approved leave of absence shall finish their original curriculum in case a new curriculum is already in place.

10.3 Returnees without an approved leave of absence, who have been absent for more than two school years after the implementation of a new curriculum shall be required to follow the new curriculum.

11. Foreign Students

Foreign Students shall be subject to all policies applicable to regular students in addition to guidelines issued by the Department of Immigration.

III. STUDENT DISCIPLINE

1. Basis of Discipline

Rules and regulations on discipline are geared to maintain an orderly, efficient, and effective school atmosphere. For a school system to function properly, the conduct of students shall conform to conditions which are conducive to learning (Manual of Regulation for Private Schools, Eight Edition). These directives of discipline are measures which shall be imposed to erring students.

2. Prescriptive Period

All offenses committed by students shall prescribe for a period of two years.

3. Board of Discipline

3.1 The Board of Discipline (the Board) is a fact-finding body tasked to hear, investigate, and recommend sanctions for major offenses or any other offenses as may be determined by the Board.

3.2 The composition of the Board of Discipline shall be the Head of the Student and Cultural Affairs as the ex-officio chair or his appointed representative, two (2) faculty members, and two (2) student representatives.

4. Classification of Offenses and their Corresponding Sanctions

4.1 Minor Offenses

Minor Offenses are light infractions of rules and regulations that warrant sanctions of no entry, written warning or one (1) day suspension.

- | | | |
|-------|---------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 4.1.1 | Failure to come in proper uniform
Sanction | First and second offense: No entry |
| 4.1.2 | Disrupting or disturbing classes by making excessive noise inside and outside the classroom
Sanction | First and second offense: Written warning |
| 4.1.3 | Littering or throwing of trash within the school premises
Sanction | First and second offense: Written warning |
| 4.1.4 | Use of cellular phone during class
Sanction | First and second offense: Written warning |
| 4.1.5 | Misbehavior during official school activities inside and outside the campus
Sanction | First and second offense: Written warning |
| 4.1.6 | Provocation to a fight
Sanction | First and second offense: Written warning |
| 4.1.7 | Unauthorized removal of official notices or posters
Sanction | First and second offense: Written warning |
| 4.1.8 | Smoking within the radius of 50-linear meter from the school
Sanction | First and second offense: one day suspension |

Note : The commission of the third (3rd) minor offense of any nature within a semester shall be considered a major offense with a sanction of three days suspension.

4.2 Major Offenses

Major offenses are serious infractions of the rules and regulations which warrant minimum suspension of three days to a maximum penalty of dismissal.

For offenses 4.2.1 to 4.2.3, the following sanctions shall be imposed:

First offense: Three-day suspension

Second offense: Five-day suspension

Third offense: Ten-day suspension

- 4.2.1 Providing school authorities with false information
- 4.2.2 Acts of defiance against persons-in-authority or its agents
- 4.2.3 Smoking inside the campus

For offenses 4.2.4 to 4.2.14, the following sanctions shall be imposed:

First offense: Three-day suspension

Second offense: Five-day suspension

Third offense: Dismissal

- 4.2.4 Vulgar display of affection or acts of lewdness
- 4.2.5 Dissemination of malicious information
- 4.2.6 Conduct that adversely affect the honor of the school
- 4.2.7 Gross or deliberate discourtesy against persons-in-authority or its agents
- 4.2.8 Conduct unbecoming
- 4.2.9 Possession of pornographic materials
- 4.2.10 Misrepresentation
- 4.2.11 Gambling in any form within the school premises
- 4.2.12 Soliciting or collecting contributions or sale of tickets for any cause or purpose within the school premises without the approval of the school administration
- 4.2.13 Failure to undergo random drug testing
- 4.2.14 Commission of the third minor offense of any nature within a semester

For offenses 4.2.15 to 4.2.19, the following sanctions shall be imposed:

First offense: Five-day suspension

Second offense: Ten-day suspension

Third offense: Dismissal

- 4.2.15 Possession, drinking of liquor or drunkenness
- 4.2.16 Participation in brawls
- 4.2.17 Assault upon another student
- 4.2.18 Inflicting physical injury to another student
- 4.2.19 Refusal to undergo random drug testing

For offense 4.2.20, the following sanctions shall be imposed:

First Offense: Preventive suspension

Second Offense: Dismissal

- 4.2.20 Threat on another's life or property

For offenses 4.2.21 to 4.2.33 the following sanctions shall be imposed:

First offense: Dismissal

- 4.2.21 Possession, selling or use of prohibited drugs or substances
- 4.2.22 Theft
- 4.2.23 Assault upon a person of authority or his agents
- 4.2.24 Proselytizing or attacking the traditionally accepted practices or beliefs of the Catholic Church
- 4.2.25 Instigating any activity leading to stoppage of classes, preventing students or faculty members or school authorities from attending classes or entering the school premises
- 4.2.26 Conviction before any court of law for criminal offense involving moral turpitude
- 4.2.27 Prostitution
- 4.2.28 Refusal to serve suspension after receipt of decision
- 4.2.29 Extortion
- 4.2.30 Attempting to bribe any person-in-authority or his agents
- 4.2.31 Hazing
- 4.2.32 Possession of firearms, deadly weapons and explosives within the premises of the Colegio or during school sanctioned activities.
- 4.2.33 Submission of fake or spurious document as an academic requirement.

4.3 Other major offenses with various sanctions:

- 4.3.1 Vandalism or Destruction of school property

First offense: Five-day suspension and replacement/restoration of vandalized/ damaged items
Second offense: Ten-day suspension and replacement/restoration of vandalized/ damaged items
Third offense: Dismissal and replacement/restoration of vandalized/damaged items

4.3.2 Cheating or academic dishonesty. The following acts shall be considered forms of cheating or academic dishonesty:

- 4.3.2.1 Possession or passing of notes or any materials during examination
- 4.3.2.2 Facilitating/aiding in the dissemination of leakage.
- 4.3.2.3 Buying or selling of test papers or any portion thereof.
- 4.3.2.4 Copying from or allowing another to copy from one's examination paper.
- 4.3.2.5 Having somebody else to take the examination in his/her behalf.
- 4.3.2.6 Passing as one's work any assigned report, case analysis, reaction paper and the like when copied from another.
- 4.3.2.7 Asking another person to attend symposium, seminar, SWP, exams, etc. in his/her behalf.
- 4.3.2.8 Talking with another during examinations.
- 4.3.2.9 Plagiarism
- 4.3.2.10 Other similar acts that may be determined by the Board of Discipline.

First offense: Failure in the requirement and minimum sanction of suspension of three days to a maximum sanction of dismissal depending on the gravity of the offense

4.3.3 Forgery, falsification, tampering or alteration of any official document of the Colegio.

First offense: Dismissal. In addition, students who forged, falsified, tampered, or altered any official document of the Colegio shall be blacklisted. The Colegio shall no longer issue any document, record, or certification in his favor. This applies even after the student has already transferred or graduated from the institution.

4.3.4 Sanctions to be imposed on offenses similar to the foregoing, and those not covered by these provisions, shall be recommended by the Board of Discipline without prejudice to the rights of students to due process.

Note:

1. Commission of a single fraternity related offense or any two major offenses within a semester shall place the erring student on a disciplinary probation status for the next semester.
2. Students who have been suspended for three (3) days or more as result of disciplinary action shall not be issued a certificate of good moral character.

5. Procedures for Grievance

5.1 Minor Offenses

- 5.1.1 The person-in authority or his agent shall inform the student of the offense he committed.
- 5.1.2 The apprehending person shall confiscate the ID of the erring students.
- 5.1.3 The ID, with the report of the offense, shall be turned over to the OSACA.
- 5.1.4 The head of OSACA shall notify the student in writing of the charges against him/her and shall give him/her the opportunity to answer the same.
- 5.1.5 Sanction, if called for, shall be given in writing.

5.2 Major Offenses

- 5.2.1 The aggrieved party or the Dean of the College or his representative shall submit a formal complaint to the Office of the Student and Cultural Affairs (OSACA).
- 5.2.2 The Head of OSACA shall send a show-cause letter to the respondent who shall be required to reply in writing.
- 5.2.3 The Head of OSACA shall convene the Board of Discipline (or the Board) to act on the complaint.
- 5.2.4 The Board shall receive evidence from both parties.
- 5.2.5 The Board shall deliberate and investigate on the evidence presented and prepares a recommendation.
- 5.2.6 The Board shall forward the recommendation for suspension to the Dean for approval. The recommendation for dismissal shall be subject to the approval of the Rector and President.
- 5.2.7 The OSACA shall serve copies of the decision and Notice of Disciplinary Sanction to the erring student for implementation.

6. Random Drug Testing

Pursuant to Republic Act 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, the Colegio adopts the policy of random drug testing. The salient provision of RA 9165 is as follows:

“Students of Secondary and Tertiary schools – Students of secondary and tertiary schools shall pursuant to the related rules and regulations as contained in the school’s student handbook and with notice to parents shall undergo random drug testing: Provided, that all drug testing expenses whether in public or private schools under this Section shall be borne by the government” (par. C Sec. 36, Art III).

7. Student Identification

7.1 Identification Card

- 7.1.1 An official identification card shall be issued to each enrolled student in the Colegio.
- 7.1.2 The ID with the official Letran lace shall be worn properly and conspicuously at all times while inside the campus.
- 7.1.3 The ID shall be free from any alteration or modification.
- 7.1.4 A student who lost his/her ID shall be required to report the matter to OSACA. He/She shall also be required to secure a temporary ID and shall apply for a new one at the Treasurer’s Office.
- 7.1.5 A student shall apply for replacement of his/her ID in case of wear and tear.
- 7.1.6 The ID shall be required in all business transactions with the different offices in the Colegio.

7.2 Uniform and Dress Code

- 7.2.1 All students shall be required to wear the prescribed school uniform properly during class days.

- 7.2.2 The prescribed uniform for male students is as follows:
- 7.2.2.1 Plain white polo
 - 7.2.2.2 Plain white undershirt
 - 7.2.2.3 Black or dark blue pants (slacks)
 - 7.2.2.4 Black leather shoes with socks
- 7.2.3 The prescribed uniform for female students is as follows:
- 7.2.3.1 White blouse with red piping (cut according to the prescribed pattern)
 - 7.2.3.2 Blue skirt (cut at least six inches below the knee)
 - 7.2.3.3 Closed black or dark blue shoes
- 7.2.4 Students who are working and undergoing on-the-job training shall be allowed to wear their office uniform or corporate attire upon the approval of OSACA.
- 7.2.5 Wearing of uniform shall not be required during no class days and summer term. However, students shall be required to dress decently and properly at all times.
- 7.2.5.1 Female students are prohibited from wearing the following:
- 7.2.5.1.1 mini-skirts
 - 7.2.5.1.2 walking shorts
 - 7.2.5.1.3 sleeveless, backless, strapless and see-through blouses and skirts
 - 7.2.5.1.4 skirts with slits reaching the upper thighs
 - 7.2.5.1.5 flat and open sandals
- 7.2.5.2 Male students shall be prohibited from wearing t-shirt without collar.
- 7.2.5.3 Both male and female students shall be prohibited from wearing the following:
- 7.2.5.3.1 tattered or torn pants
 - 7.2.5.3.2 t-shirt with indecent pictures and prints
 - 7.2.5.3.2 similar garments inappropriate for school
- 7.2.5.4 Other policies relevant to the foregoing shall be determined by the Office of Student and Cultural Affairs.

IV. STUDENT ORGANIZATIONS

1. Recognized Student Organizations

1.1 Recognition

- 1.1.1 A recognized student organization is any association, club, council or any form of organized group of students granted permission to operate within the Colegio by the Office of the Rector upon the recommendation of the Office of the Student and Cultural Affairs and other concerned departments.
- 1.1.2 All recognized student organizations shall have their constitution and by-laws duly ratified by its members. The constitution and by-laws shall be in consonance with the philosophy and objectives of the Colegio and must not be contrary to law. They shall also be approved by the Head of the Office of the Student and Cultural Affairs.

- 1.1.3 Membership in any recognized student organization shall be strictly limited to bonafide students of the Colegio.
- 1.1.4 The officers of student organizations shall be elected by the members subject to the provisions of their respective constitution and by-laws.
- 1.1.5 A student organization applying for recognition shall have an adviser selected from the three nominees by the organization officers. The three nominees for the position of adviser shall be endorsed by the Dean, recommended by the Head of the Office of the Student and Cultural Affairs and appointed by the Rector and President.
- 1.1.6 The adviser shall be appointed based on the following qualifications:
 - 1.1.6.1 Preferably a full-time employee of the Colegio. However, a part-time faculty member shall be recommended in exceptional cases.
 - 1.1.6.2 Preferably with at least one (1) year residency in the Colegio.
 - 1.1.6.3 Preferably in the area of expertise related to the activities of the organization.
- 1.1.7 Only organizations granted with a certificate of recognition for the current school year shall be allowed to function.
- 1.1.8 The certificate of recognition shall be cancelled or revoked for the following reasons:
 - 1.1.8.1 violation of the provisions of the student handbook and other relevant rules and regulations of the Colegio
 - 1.1.8.2 conduct of activities without the approval of the concerned school authorities.
 - 1.1.8.3 failure to meet the objectives of the organization after periodic assessment

1.2 Student Organization Activities

1.2.1 Campus Activity

- 1.2.1.1 All application forms for campus activity shall be duly noted by the organization adviser and the Dean and approved by the Head of the Student and Cultural Affairs.
- 1.2.1.2 No activity shall be scheduled two weeks before and during the major examinations unless approved by the Academic department.
- 1.2.1.3 Admission activities involving body contact, physical injury, mental and psychological torture, or any form of hazing, or any act which demand or require the applicant to perform an act that degrades human dignity shall be absolutely prohibited.
- 1.2.1.4 Activities co-sponsored by unrecognized organizations shall not be allowed.
- 1.2.1.5 Permission to engage in any activity or to use any school facility shall be good only for the approved terms and conditions. Any departure from such condition shall automatically void the permit and make the officers of the organization liable to disciplinary actions without prejudice to any possible civil or criminal liability.
- 1.2.1.6 The Colegio shall reserve the right to invoke pertinent laws in cases where outsiders or unrecognized organizations attempt to organize assemblies or otherwise conduct activities within the college premises.

1.2.2 Off-Campus Activity

- 1.2.2.1 Off-campus activity of recognized student organizations means any approved student activity held or conducted outside the premises of the Colegio.
- 1.2.2.2 The application form for off-campus activity shall be noted by the Dean, recommended by the Head of the Student and Cultural Affairs and approved by the Rector and President. In case the off-campus activity is academic in nature, the approval of the Dean is sufficient.
- 1.2.2.3 All off-campus activities shall be supervised by their respective teachers or advisers.

1.2.3 Fund Raising Activity

- 1.2.3.1 Fund Raising activity is an undertaking by a recognized student organization to increase its fund to support future activities of the organization.
- 1.2.3.2 The application for fund raising activity shall be duly noted by the Dean, recommended by the Office of the Student and Cultural Affairs and ICRO, and approved by the Rector and President.
- 1.2.3.3 The Head of the Student and Cultural Affairs shall require the recognized student organization concerned to secure a permit from the Department of Social Welfare and Development and/ or the Commission on Higher Education, if deemed necessary.
- 1.2.3.4 An audited financial report of the activity shall be submitted to the Office of the Student and Cultural Affairs, Audit Services, and the Financial Affairs Office within ten (10) working days after the conduct of the activity. Failure to submit the requirement shall be a ground for non-approval of the succeeding fund raising activities and/or revocation of the recognition of the organization.

1.2.4 Student Assembly

- 1.2.4.1 A student assembly means any gathering of students sponsored by duly recognized student organizations within the campus for such purposes as the discussion of issues, presentation of a lawful cause, expression of an opinion or petition for redress of grievances.
- 1.2.4.2 A written permit duly noted by the Dean and approved by the Head of the Student and Cultural Affairs is required from any student assembly.

V. STUDENT PUBLICATIONS

The official school publication in the collegiate level is **“The Lance.”**

- 1. The Lance shall be composed of the members of the Editorial Board and publications staff who passed the placement examinations.
- 2. An applicant for placement examination shall have the following qualifications:
 - 2.1.1 A general average of 82%
 - 2.1.2 No failing grade
 - 2.1.3 Recommended by the Dean
 - 2.1.4 No record of serious disciplinary action
- 3. In accordance with section 1 Rule VII of the Campus Journalism Act of 1991, the Placement Examination shall be conducted by a committee composed of a representative from the school administration, one faculty member, one

mass media practitioner who is acceptable to both the school administration and the outgoing Editorial Board, and two past editors of the Lance.

4. The placement examination shall be conducted before the opening of the school year under the supervision of the Head of the Student and Cultural Affairs.
5. The term of office of the members of the Editorial Board and publication staff shall be for one school year unless dismissed from the Colegio for academic or disciplinary reasons. The vacant position shall be filled in by the Editorial Board from among the qualified nominees submitted by the members thereof and chosen by a two-thirds vote.
6. Press freedom shall be exercised within the bounds of propriety and ethical standards of journalism and Catholic educational institutions. Violations of such ethical standards shall be dealt with in accordance with the provisions of the student handbook.
7. The Editorial Board shall prepare a program and a budget for the duration of their term which shall be submitted to the Head of Student and Cultural Affairs, Audit Services, and the Financial Affairs Division for evaluation. The use of these funds are subject to the policies contained in Section 5 and 6 of Rule V of the Campus Journalism Act of 1991 in order to protect the interest of the students who are the contributors of the fund.
8. The Lance, as the voice of the students of the Colegio shall be guided by the Letran Vision-Mission and follow the Letran ideals of DEUS, PATRIA, LETRAN.