



SAN PEDRO COLLEGE OF BUSINESS ADMINISTRATION

**STUDENT INFORMATION
HANDBOOK**

Leaders of Distinction for Business and Society

TABLE OF CONTENTS

	Pages
HISTORY OF SPCBA	4
MISSION OF SPCBA	5
VISION OF SPCBA	5
CORE VALUES	5
EDUCATIONAL PHILOSOPHY	5
OBJECTIVES	
ACADEMIC PROGRAMS	6
Bachelor of Science in Accountancy	
Bachelor of Science in Business Administration (Majors in Human Resource Development Management Marketing Management)	
Bachelor of Science in Computer Science	
Bachelor of Science in Information Technology	
Bachelor of Science in Industrial Engineering	
Bachelor of Science in Computer Engineering	
Bachelor of Science in Hotel and Restaurant Management	
Bachelor of Science in Tourism	
Bachelor of Science in Psychology	
Bachelor of Secondary Education (Major in English, Mathematics, Biological Sciences)	
Bachelor of Elementary Education (Specialized area in Content Courses)	
Associate in Business Administration	
Associate in Computer Technology	
Associate in Hotel and Restaurant Management	
ACADEMIC SERVICES	8
Office of Student Affairs	
Guidance and Counseling	
Placement and Linkages Office	
College Library	
Health Services	
Canteen and Cafeteria	
Bookstore	

Article I	Rights and Duties of Students	12
Article II	College Admission	14
Article III	College Enrolment	16
Article IV	Tuition & Other Fees	25
Article V	Credit and Grading System	27
Article VI	Examinations	32
Article VII	Attendance	36
Article VIII	Retention	42
Article IX	Scholastic Honors and Awards	45
Article X	Code of Discipline	49
Article XI	Graduation	62
Article XII	Student Activities	66
SPCBA Hymn		73

HISTORY OF SPCBA



The genesis of San Pedro College of Business Administration cannot be told without adverting to the life of a man – Mr. Cheng Eng Teng. His was a story of adventures and guts, of patience and perseverance, of hard and rugged existence as a fisherman in the stormy seas of Mercedes near Daet, Camarines Norte of the Bicol Province. For years he plodded on, eking out a living without ever enjoying the benefit of a formal education. Mr. Cheng often recalls vividly this hard life which was a continuation of the various jobs he held like being an a vendor and errand boy in Manila, Quezon, and other places in Luzon.

Ever watchful of better opportunities, Mr. Cheng’s venturesome spirit finally lured him away from Bicol and led him to San Pedro, then a sleepy agricultural town of the Laguna Province. In the time-honored Chinese tradition of heaping the fruits of honesty and hard work, the man carried on and managed to inch his way up economically through sheer austere living and hard-earned savings.

Gradually, his roots took hold in San Pedro. He witnessed the government build a resettlement site for indigent families at Barrio San Jose, Carmona, Cavite, the Western border of San Pedro, and watched with excitement and expectation, the construction of a railroad spur line at the site.

Soon, commuter trains began to service the locality and along with this increased accessibility, industries and commerce of every description begin moving into the area. The once rustic setting of San Pedro then underwent the inevitable holistic evolution -- increase in population resulted into a broader and more extensive socio-economic base leading the way to the expansion of infrastructures and more housing for more people.

With grateful heart, Mr. Cheng was an able, willing, and dynamic participant in the social change that took hold of this town. As time passed, his roots dug deeper and grew stronger along with the steeliness of his tenacity and determination. Consequently, his prosperity through the years was a natural reward for this indomitable spirit and strength of character, imbued with hard work and honest living, and catalyzing efforts in harmonizing, since 1967, the politico-economic miracle that is San Pedro.

Today, from his civic and social involvement runs the gamut of various philanthropical activities. But his dedication towards the development and progress of the community did not stop there. His one consuming interest was the establishment of a business school -- a modern, effective, and competent institution of higher learning that promises to transform even further the very fiber and core of San Pedro’s agri-based society. In this task, Mr. Cheng was no longer alone: his five children stood united with him in this grand and noble endeavor. The burning fire that propelled the founding in September 1986 of San Pedro College of Business Administration (SPCBA) was actually the lack of formal

education with which and despite which, Cheng Eng Teng met the challenges of his early life in Bicol. This cannot be overemphasized as Mr. Cheng looks back to a friend and compadre, Mr. Antonio Ty, who provided the inspiration and motivation towards the realization of this dream.

SPCBA has now been a fitting tribute to of Mr. Cheng 's twenty grateful and rewarding years in San Pedro, a legacy that he has happily and proudly bequeathed to the people and place that rewarded his struggles and toils within the paradigm of honesty, determination, and industry.

The College formally operated in June of 1988 with thirteen faculty members and meager three hundred eighty students. It had its first commencement exercises in March of 1990 for its associate courses, and later in 1992, produced its first batch of Bachelor Degree holders. On the same year, three pioneer students out of thirty-seven, made it as CPA Board Passers. SPCBA has consequently and succeedingly, produced more CPA Board Passers, and with the integration of Education courses, has also produced consistently, passers of the Licensure Exams for Teachers (LET).

At present, SPCBA also offers Business Administration, HRM and Tourism Courses, Computer and Informational Degrees, Liberal Arts studies, Psychology, and Engineering Courses. The College has also pioneered the Graduate Courses of Masters in Business Administration and Masters in Government Management.

From here, SPCBA continuous to grow and sustain the distinction of being the Premier Business School of the South committed to produce graduates with the potential of being Leaders of Distinction for Business, Industry, and Society.

MISSION STATEMENT

A premier institution of higher learning in the Southern Tagalog Region committed to produce quality and competitive graduates, embodied with moral and ethical values, who will be leaders in business, industry and society.

VISION

To prepare effective and competitive, successful leaders of society capable of making sound contribution within the global market place.

CORE VALUES

- Passion for Excellence
- Discipline
- Results Oriented
- Socially Responsible

PHILOSOPHY

Leaders of Distinction for Business and Society.

ACADEMIC PROGRAMS

Bachelor of Science in Accountancy

The BSA Program provides a foundation of professional knowledge, skills, values, ethics and attitudes that will enable our students to learn and adapt to change throughout their professional lives. The program will provide a broad base of knowledge concerning accounting, auditing, management and cost accounting, taxation, macro-environmental, economic and industry issues, business process structures, functions and practices as well as the general education courses. The program will prepare the students to be conversant with IT concepts and application for business systems and sound knowledge on internal control in computer-based systems, and evaluation of computer business systems.

BSBA Major in Human Resource Development Management

The Bachelor of Science in Business Administration major in Human Resource Development Management prepares the students for a career in Human Resource Management in various corporations whether in the manufacturing, marketing and service sectors, or in the different types of industries such as pharmaceutical, semiconductor, food and beverage, banking industries and other types of organizations.

BSBA Major in Marketing Management

The Bachelor of Science in Business Administrative major in Marketing Management prepares the students to be responsive to the total environment by providing technical skills and competencies in the areas of Marketing. Theory is blended with practicum activities to give the students a broad and enriched base for career in Marketing.

Bachelor of Science in Computer Science

Bachelor of Science in Computer Science students are highly trained in software and system development. The program's main focus is to expose the students to different approaches and styles in developing programs whether they are procedural or the object oriented type of system approach

Bachelor of Science in Information Technology

Under the Bachelor of Science in Information Technology the students are trained to be well versed in the practical and technical know-how of installing/setting-up of computers and computer networks. Special skills taught include troubleshooting and repairing of hardware components.

Bachelor of Science in Industrial Engineering (IE)

The Industrial Engineering (IE) program is designed to prepare the student for professional work in the design, improvement, installation, and maintenance of integrated systems of people, materials, information, equipment, and methods. The curriculum covers the engineering and social sciences, principles and methods of systems analysis and design, industrial management and human behavior.

Bachelor of Science in Computer Engineering (COE)

Computer Engineering is the discipline that focuses on the design, installation, and maintenance of digital devices and appropriate software to effectively and efficiently meet the scientific, technological and administrative needs of business and industry in a global economy. It combines elements of electronics and communications engineering and computer science to understand the hardware/software interface common to computing and information systems. A computer engineer may perform tasks such as the design of a microprocessor or the development of an embedded system that may be used in applications that range from desktops to hand-held devices

Bachelor of Science in Hotel and Restaurant Management

The Hotel and Restaurant Management Curriculum provides a synthesis of different skills, concepts and principles specializing in hospitality training. It involves the study and application of practical and managerial knowledge and functions such as hotel and restaurant operations, culinary arts, food service, hospitality education and research that are essential in preparing the students to become adept future restaurateurs and hoteliers.

Bachelor of Science in Tourism

The Travel Management Program covers the study of various components related to the travel and tour industry. It encompasses technical, practical and professional learning relevant to the different pillars of tourism such as tour and travel operations, transportation, accommodation, food and beverage, events management, allied services, entertainment and recreation, tourism research and education, tourism planning and development and other tourism services necessary for the formation of the students to become well rounded and high-spirited Tourism Professionals.

Bachelor of Secondary Education Major in Biological Sciences

The Bachelor of Secondary Education major in Biological Sciences aims to produce graduates who can competently teach sciences in the secondary schools. The curriculum allows students not only to develop their potential and interest in life sciences but also to learn about teaching strategies and methodologies that maximize the use of information technology (IT). The program also seeks to address issues on teaching and learning as

well as the current trends in secondary Science education. Its special attribute is a wide variety of courses in professional education and supervised practice teaching. Stimulating and varied practical field experiences are integral parts of the training to provide students a well-balanced program that hones both practical and theoretical skills.

Bachelor of Secondary Education Major in English

The Bachelor of Secondary Education major in English Program aims to produce graduates who can competently teach the English language and literature in the secondary schools. It prepares prospective teachers not only to acquire the knowledge and skills essential for an effective English instruction but also for them to learn the theory, production, and applications of instructional technologies in education focusing on the development of instructional media that are used in teaching English and Literature. Its special attribute is a variety of courses in professional education, reading, writing and supervised practice teaching. Stimulating and varied practical field experiences are integral parts of the training to provide students a well-balanced program that hones both practical and theoretical skills.

Bachelor of Secondary Education Major in Mathematics

The Bachelor of Secondary Education major in Mathematics aims to produce graduates who can competently teach Mathematics in the secondary schools. It prepares prospective teachers to acquire a solid background in mathematical processes, mathematical structures, procedures, and analysis as well as the confidence and skills of effective delivery of mathematics instruction using state-of-the art technology. In addition, the students will learn the theory, production, and applications of instructional technologies in education focusing on the development of instructional media that are used in teaching Mathematics. Its special attribute is a wide variety of courses in professional education and supervised practice teaching. Stimulating and varied practical field experiences are integral parts of the training to provide students a well-balanced program that hones both practical and theoretical skills.

Bachelor of Elementary Education (Specialized Area in Content Courses)

Bachelor of Elementary Education is a program designed to prepare students to teach all subjects in the elementary level. This program starts from kindergarten up to grade six depending on the institution.

Bachelor of Science in Psychology

The Bachelor of Science Psychology aims to provide the students a balanced and solid foundation in theory and research in the field of Psychology.

The BS Psychology program also addresses the need of students/clientele for an undergraduate degree leading to post-baccalaureate degrees in areas such as MS or Medical Sciences (Medicine proper).

The school envisions its undergraduate students to be responsive to contemporary and fast changing demands in the field of science, psychology and allied disciplines and the over-all socio-economic concerns of the Philippines.

Associate in Business Administration (ABA)

An associate degree in business administration is one of the most flexible, practical educational options—in less than two years, the learn employer-requested skills and are ready to enter the corporate world.

Associate in Hotel & Restaurant Management (AHRM)

The Associate in Hotel and Restaurant Management program (AHRM) provides knowledge and skills in guest-satisfying procedures, housekeeping techniques and sanitation procedures.

It aims to produce graduates who are competent and efficient in understanding the guest needs, making reservations, hotel maintenance and control procedures as well as in complaint handling.

Associate in Computer Science (ACT)

The Associate in Computer Technology program (ACT) provide knowledge and skills on basic computer programming, networking technology and database systems. The program aims to enhance the critical thinking and analytical skills of students, and to prepare students for work in the IT industry.

FACILITIES AND STUDENT SERVICES

Office of Student Affairs

This Office plays the primary role of monitoring, guiding and coordinating the different student organizations and activities and further conceptualizes other meaningful and purposeful co-curricular and extra-curricular affairs. This Office ensures that the mission-vision and objectives of recognized and official student organizations are in accordance with the general policy and ideals of the College itself.

Furthermore, it recognizes the leadership and management potentials of each student and pursuant to this end, aims to train the future leaders of tomorrow embodied in all students by opening avenues of opportunities wherein fundamental rights and freedoms are openly exercised by them.

College life is envisioned to serve as their training ground and thus prepare them for their integration into the mainstream of the society.

This office is also responsible for the maintenance of peace and order and discipline among students. It seeks to prevent, rather than correct behavior.

Guidance Office

The Guidance Office seeks to provide the appropriate developmental, preventive and remedial guidance and counseling programs and services that can respond to the needs of the students. Specifically, the office seeks to facilitate students' awareness and understanding of their artistic, emotional, interpersonal, intellectual, political, physical and spiritual development; helps students cope with their personal, academic and career needs or problems and assists the faculty and administration in improving the learning environment .

Placement and Linkages Office

This office has principal role in the concerns of career education and job-hunting skills training. Through various programs initiated by this Office, students can further develop and enhance their career goals and professional aspirations towards the achievement of a rewarding and fulfilling career lifestyle. Information on career and job opportunities are also made available to those interested to be working students and to graduating students by holding annually a job fair participated by well-established multinational and local companies.

The College Library

The College Library upholds SPCBA's commitment in making learning preeminent through its support and enhancement of the teaching, learning and research activities of the College. The Library is the center of an information and instruction network,

designed to facilitate the delivery of recorded knowledge and information. It directs its resources and activities toward the goals articulated in the Colleges' Mission/Vision Statement.

Health Services

The College Clinic, staffed with a general practitioner physician, a dentist and a nurse, provides emergency first aid treatment and routine simple medications for common ailments.

Food Services

Meals, snacks, beverages and refreshments are provided in the canteens. A variety of choices are made available at very reasonable costs and the convenience of its locations makes it most accessible to the members of the College community. Friendly and polite canteen personnel ensure the relaxation and satisfaction that come with a good meal.

Bookstore

The College bookstore services the requirements of students, faculty and administration for school and office supplies, textbooks and manuals, photocopying services and other items at very reasonable prices.

The Sphere

The Sphere is the official student publication of SPCBA. Pursuant to Republic Act 7079, otherwise known as the Campus Journalism Act of 1991, The Sphere serves as the citadel for promoting the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, developing moral character and personal discipline and improving the journalistic skills of the students concerned while promoting responsible and free journalism.



ARTICLE I RIGHTS AND DUTIES OF STUDENTS

Section 1 – Rights of Students

The right and duties of students in school as defined in Chapter 2, Section 9 and in Chapter 3, Section 15 of the Education Act of 1982 are as follows:

RIGHTS OF STUDENTS IN SCHOOL. In addition to the rights and subject to the limitations prescribed by law and regulations, students in all schools shall enjoy the following rights:

1. The right to receive, primarily through competent instruction, relevant quality education in line with national goals which are conducive to their full development as persons with human dignity.
2. The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations.
3. The right to school guidance and counseling services for making decisions and selecting the alternative in fields of work suited to his/her potentialities.
4. The right to access to his/her own school records, the confidentiality of which the school shall maintain and preserve.
5. The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within 30 days from request.
6. The right to free expression of opinions and suggestions and to effective channels of communication with appropriate academic and administrative bodies of the school or institution.
7. The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law.
8. The right to be free from involuntary contributions, except those approved by their own organizations/societies or administration.

Section 2 – Duties of Students

DUTIES AND RESPONSIBILITIES OF STUDENTS. In addition to those provided under existing laws, every student is expected to:

1. Exert his/her utmost to develop his/her potential for service, particularly by undergoing an education suited to his abilities, in order that s/he may become an asset to his/her family and to society.
2. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the regulations governing his/her academic responsibilities and moral integrity. Specifically, the student must be familiar with the contents of this handbook. Ignorance of the contents of this handbook does not excuse any student from the corresponding sanctions as stipulated in the Code of Discipline.
3. Promote and maintain the peace and tranquility of the school by observing its rules and Code of Discipline, and by exerting efforts to attain harmonious relationships among and between fellow students, the teaching and academic staff, and other school personnel.
4. Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his/her community and in the attainment of a just, compassionate, and orderly society.
5. Exercise his/her rights and responsibility in the knowledge that s/he is answerable for any infringement or violation of the security and safety of public welfare and of the rights of others.
6. Act as a mature adult who has the obligation to keep parents/guardians informed of his/her academic standing in school. Letter notices thereof that may be sent by the College to parents/guardians are acts of courtesy. They do not relieve the student from the obligation to keep parents/guardians informed of his/her academic standing in school. Ignorance of said student's status on the part of the parents/guardians shall not and cannot be taken against the College authorities.



ARTICLE II COLLEGE ADMISSION

Section 1 – Admission Policy

San Pedro College of Business Administration is open to students who meet its academic standards and are willing to abide by the rules and ideals of the College. The Admissions Office sets criteria to ensure that the school accepts only those applicants who will benefit the most from an SPCBA education.

Section 2 – Admission Procedures and Requirements

A. Admission Procedures

Good health, good moral character and mental competence are essential requisites for admission. Admission is granted with definite understanding that the student and his/her parents or guardians agree to comply with scholastic standards of the school. The school reserves the right to treat violators of the rules and regulations in accordance with its Code of Discipline and also the right to refuse admission to any student who has been dismissed for cause from another school.

B. Admission Requirements

a. For New High School Graduates or those who have not enrolled in any subject in College

- Form 138 & 137-A
- Certificate of Good Moral Character issued by the school (from the Principal, Class Adviser or Guidance Counselor)
- Birth Certificate (NSO Original Copy)
- Duly accomplished Student Information Sheet
- ID Picture (2x2) 2 pcs.
- Application and Testing Fee
- Entrance Examination and Interview

b. For College Transfer Students

- Transcript of Records (if not available, a True Copy of Grades marked “For Evaluation Purposes Only”)
- Certificate of Good Moral Character issued by the school (from the Dean of College, Guidance Counselor or the Dean of Student Affairs.)
- Honorable Dismissal
- Birth Certificate (NSO Original Copy)
- Duly accomplished Student Information Sheet
- ID Picture (2x2) 2 pcs.
- Application and Testing Fee
- Entrance Examination and Interview

The student permanent record (Form 137-A) or Official Transcript of Records will be requested by the admitting school on a school-to-school transaction.

All entrance requirements must be duly submitted/complied with not later than the end of the semester concerned, otherwise, the student earns no credit.

C. Credentials

Credentials submitted for enrollment become part of the school records. They may not be withdrawn after registration. SPCBA reserves the right not to admit or to dismiss at anytime, any student who submits false credentials.



ARTICLE III COLLEGE ENROLMENT

Section 1 – Enrollment Policies

1. A student is not considered officially enrolled for the semester unless he/she has paid his/her corresponding tuition and other fees as assessed by the Accounting Department either partially or in full.
2. As a matter of policy, a student must be officially registered and must have gone through the process of enrollment in order to earn credits for the subjects enrolled in.
3. No enrolment shall be allowed after the lapse of two weeks following the first day of classes, except when the enrollment is extended
4. Students should personally work on his/her enrollment papers. Assigning of proxies is discouraged.
5. Changing of subjects after enrollment may merit approval under the following circumstances:
 - a) failure in prerequisite subjects
 - b) conflict in schedule
 - c) subject/section closed
 - d) subject/section dissolved
6. For changing subjects to be official, the student must proceed to MIS for approval and Accounting office for payment. A student who changes subjects without following the above procedures shall be considered unofficially dropped from the subject concerned and be marked with a “5 ” final grade.
7. A student is not allowed to enroll in a subject unless s/he has passed its pre-requisite subjects.

Section 2 – Enrollment Requirements and Procedures

The Registrar’s Office provides an effective and efficient support service ensuring an orderly and systematic school enrolment. The Office streamlines enrolment operations through the development and review of the enrolment system with emphasis on work simplification and determination of points of coordination with other offices. It also formulates and implements work procedures geared toward the improvement of the enrolment system.

A. Registration

A student must be officially registered in order to receive credit for course work. New students, whether freshmen or transferees, although registered, are considered TEMPORARILY ENROLLED, until and unless he/she has submitted and complied with the Admission requirements.

B. Enrolment Procedures

NEW STUDENTS (Incoming Freshmen and Transferees)

1. Proceed to the Admission's office for inquires regarding admission.
2. Pay the entrance exam fee at **Cashier** (Window 1 & 3).
3. Present receipt to the Admission's office.
4. Take Entrance Exams.
5. If qualified, pay the Admission Fee at **Cashier** (Window 1 & 3) and present receipt to the Admission's office. You will then be assigned a student number which you will be using throughout your stay in the College.
6. Incoming freshmen will be interviewed by the Admission's Officer.
Transferees should be first evaluated at the Registrar's Office to determine subjects credited before being interviewed by the Admission's Officer.
7. Proceed to **Cashier** (Window 1 & 3) to pay the Reservation Fee.
8. Return to the Admission's Office to get the subjects and schedules you will be enrolling in for the semester.
9. Pay the corresponding down payment at **Cashier** (Window 1 & 3).
10. Proceed to **Registrar's Office** (Window 11) to get your Registration form.

OLD STUDENTS

1. CLEARANCE

- Buy Clearance and Advising/Pre-enrollment Card at **Cashier** (Window 3).
- Accomplish Clearance then surrender your ID to the **Registrar's Office** (Window 10).

2. ADVISING

- Secure Class Cards / Grade Slip from the faculty / Dean's Office.
- Accomplish Pre-enrollment card by copying your preferred schedule from the PROFILE / UPDATE Bulletin Board and proceed to your **Department Head** for advising.
- Present your Class Cards/Grade Slip, Accomplished Advising/Pre-enrollment Card and Prospectus to your Department Head. Obtain signature of approval.

NOTE : Students with deficiencies **will not be advised.**

(F138, F137-A, GMC, 2x2, TCG, TOR, HD, Birth Certificate)

3. RESERVATION

- Present your accomplished Clearance and Pay the Reservation Fee at the **Cashier** (Windows 1 or 3)

4. ENLISTMENT

- Proceed to **MIS Department** (Windows 6 or 7) for Enlistment.
- Present your accomplished Advising/Pre-enrollment card duly signed by your Department Head together with your **Clearance** and Reservation Receipt.
- Obtain your **Enlistment Form** and check the correctness of your enlisted subjects before paying the complete down payment.

5. DOWN PAYMENT

- Pay the down payment at the **Cashier** (Windows 1 or 3). Surrender your accomplished Clearance and Enlistment Form. Get your Down Payment Receipt.

6. REGISTRATION FORM

- Proceed to the **Registrar's Office** (Window 11) and present your Down Payment Receipt to get your Registration Form.
- You are now officially enrolled.

Section 2 - Scholarship

Scholarship Grants given by the College are classified into:

1. Entrance Scholarships:

- a. Are given to Valedictorians of public and private high schools recognized by the government and are granted exemption from the payment of tuition during the first semester of their first year.
- b. Are given to Salutatorians of public and private high schools recognized by the government and are granted a 50% discount from tuition during the first semester of their first year.
- c. Honorable Mention (1st to 10th) awardees of public and private high schools recognized by the government are entitled to 25% discounts from tuition during the first semester of their first year.
- d. Students who graduate with Latin Honors in a Bachelor's degree in this College and who want to enroll for another collegiate course may be allowed exemption from payment of the regular tuition fees for one semester.

2. Cheng Eng Teng Scholarship

This grant is extended to all incoming freshmen who pass the qualifying examination administered for the purpose and who have not enrolled in any college or vocational course.

3. Academic Scholarships

- a. A student with a regular load (a minimum of 18 units for the semester) may qualify for Academic Scholarship for the succeeding semester if he/she satisfies the following criteria:

- I. 100% scholarship if the Weighted Average is 1.00 – 1.25 with grades not lower than 1.5 in any subject.
- II. 50% scholarship if the Weighted Average is 1.26 – 1.50 with grades not lower than 1.75 in any subject.
- III. 25% scholarship if the Weighted Average is 1.51 – 1.75 with grades not lower than 2.00 in any subject.

Moreover, Academic Scholars should have obtained a grade not lower than 2.00 in Physical Education and/or NSTP.

4. Publication Scholarship

Students who qualify as staff for The Sphere, the Official Student Publication of SPCBA, are entitled to a corresponding amount of tuition discounts.

5. Student Assistantship Program

Financially-challenged but academically deserving students are given tuition discounts and monetary stipends in return for services rendered to the College.

6. Varsity Scholarships

Varsity players are also granted scholarships upon the recommendation of the PE Department Head to the Dean of Student Affairs provided that they meet the academic requirements and will not obtain a grade lower than 2.50 with a minimum load of 18 units per semester.

7. Tuition Discounts

1. Full payments made before the start of classes entitle the student to 10% discount on tuition.
2. Siblings who enroll in the College in the same semester shall enjoy the privilege of 10% to 15% discounts on tuition.

Section 3 – Student Classification

Students enrolled in SPCBA are classified by their year levels in the course curriculum and according to the degree program they are in:

1. **Freshmen** - high school graduates who enter college for the first time.
2. **Sophomore** – a student who has satisfactorily completed the prescribed subjects of the 1st year of his curriculum, or has finished not less than 25% nor more than 50% of the total number of units required in his course.

3. **Junior** – a student who has completed the prescribed subjects of the first and second years of his curriculum, or has finished not less than 50% nor more than 75% of the total number of units required in his course.
4. **Senior** – a student who has completed the prescribed subjects of the first, second and third years of his curriculum, or has finished not less than 75 % of the total number of units required in his course.
5. **Terminal** – a student in engineering on their final year in College.

A student is also classified as a:

1. **Regular Student** – one who does not have any advance or back subjects and enrolls only all subjects in the semester of his/her year level as provided by the course prospectus.
2. **Irregular Student** – one who has an advance or back subject and enrolls in only some subjects in the semester of his year level as provided by the course prospectus.

A student may also be classified as a:

1. **Transferee** – one who has been officially admitted to SPCBA by the Admissions Office after spending a semester(s)/year level course in another school other than SPCBA.
2. **Returnee** – one who took an official leave of absence from SPCBA or who has not enrolled in any semester after a prior official enrollment in the College and whose readmission has been approved by the Admission Office and the Office of Student Affairs.

Section 4 – Changing/Dropping/Adding of Subjects

A. Policy

Every student is held responsible for the subjects he/she enrolls in as listed in the Registration Form. A student cannot change or withdraw from any of the enrolled subjects or transfer from one class to another without the approval of the Dean of College or College Registrar. The changing of subjects is allowed only during the Adjustment Period announced by the MIS Office.

B. Procedures

1. The student must be officially enrolled before he/she can change a subject. He/She should present his/her registration form to the MIS Office (Window 6 or 7) for approval.

2. The student proceeds to the Accounting Office for payment for the adjustment and to the Registrar's Office (Window 11) for the issuance of Amended Registration Form.
3. A student who changes a subject without following the above procedures shall be dropped from the original subject/class due to excessive absences and given a "5" mark.
4. The student should keep the Amended Registration Form and present it to the professor for their admission in class.

Section 5 – Shifting of Course

A. Policy

Shifting of academic course will no longer be allowed when a student has already enrolled in the second semester of the third level course.

B. Procedures

1. Get a Shifting Form at the Registrar's Office.
2. Fill out Shifting Form and secure guardian's signature before submitting the form to the Registrar's Office for evaluation.
3. Get new prospectus from the evaluator and obtain signature.
4. Submit a copy of the approved form to the Accounting Office.

Section 6 – Cross Enrollment

A. Policy

In general, cross-enrollment is discouraged. However, for valid reasons as determined by and with prior approval of the College Dean and the Registrar, a student may be permitted to cross enroll in another school. Cross-enrolling in other schools is allowed only if:

1. When the desired subjects are not offered by SPCBA during the term of the requesting student's enrollment;
2. When the subject(s) are offered, but their schedules conflict with the requesting student's other class schedules and;
3. When the student intends to spend the school term in his home province or region and enrolls in subjects offered by an institution located therein, provided that, such request is in accordance with the accepting institution's policy on cross-enrollment.

The Registrar or College Dean shall approve the school where the student can cross enroll and determine the minimum grade a student has to obtain for the subject to be credited.

B. Procedures

1. Write a letter of request to the Dean after consulting with the Registrar's Office for evaluation.
2. Once the request is approved, scout for schools offering the subject needed and has the same course description as the course required by San Pedro College of Business Administration.
3. Secure the official permit to cross-enroll at the Registrar's Office and submit to the school you are intending to cross-enroll.
4. Submit the received cross-enroll copy at the SPCBA Registrar's Office.
5. After the end of the semester, get official Certification of Grade(s) from cross enrolled School Registrar and submit the same to SPCBA's College Registrar.

Section 7 – Summer Class Enrolment

1. SPCBA summer classes are intended for all students either with academic deficiencies or with back subjects. Regular maximum academic load for summer is 9 units.
2. A student graduating during the summer term may carry a maximum academic load of 12 units provided the student did not overload during the 1st and the 2nd semester of his/her final Academic Year.
3. An SPCBA student shall not be permitted to enroll in other schools during the summer term. Exception to this rule may, however, be granted by the Dean.
4. Subjects taken during summer are not included in the computation of the GPA.
5. Summer classes allow six (6) hours of absences for a 3-unit course. Hence, a student who has incurred more than 6 hours absences and has not officially dropped the course is automatically dropped from the subject and is given a "5" mark due to excessive absences.
6. A student is considered absent if s/he arrives in class 15 minutes after the bell. Two counts of late are counted as one absence.
7. Summer classes are held daily from Monday to Friday, which is equivalent to 31 days. A 3-unit subject has a two-hour class duration per meeting.
8. A class with less than 15 students shall be dissolved.
9. The same enrollment procedure during the 1st and 2nd semesters also applies to the Summer Term.

Section 8 – Student Academic Load and Subject Sequence

1. The load and sequence of subjects shall be in accordance with the approved curriculum for each program or course of study. Reasonable exceptions to this rule may be permitted taking into account the best interest of the student and the objectives of SPCBA. Such instances usually come in the form of a formal advice or communication from the Dean’s Office.
2. As a general rule, no subject may be taken unless the pre-requisite subjects have been taken and passed.
3. Upon the discretion of the Registrar and the College Dean, a graduating student may be allowed an additional subject load in excess of the regular load indicated in the curriculum.
4. Upon recommendation of the Registrar and the College Dean, a non-graduating students may be allowed an additional load of not more then three (3) academic units in excess of the regular load if the purpose of such overload is to make up for a previously failed subject or to grant the student regular status upon passing the subject.
5. Laboratory subjects that are paired with an academic subject should be taken during the same semester as the academic subject even if separate grades are given for both.

Section 9 – Overload

1. Section 92 of the Manual of Regulations for Private Higher Education states that a graduating student may be allowed additional subject loads of not more than six (6) academic units in excess of the normal load prescribed by the College for the last school term. Likewise, a graduating student may, on a case-to-case basis, be allowed to take several Physical Education (PE) courses in a semester. The request for two (2) or more basic PE subjects should include the following information:
 - a. Name of Student;
 - b. Reason justifying his failure to take PE in the preceding semesters;
 - c. The class schedule and the schedule of the requested PE classes; and,
 - d. The endorsement of the Registrar and approval of the Dean with the statement “Graduating Upon completion of Load”.
2. In exceptional cases, a non-graduating student may be allowed to re-enroll in a failed subject in addition to the normal load in order to regain regular status.



ARTICLE IV TUITION & OTHER FEES

Section 1 – STUDENT TUITION FEES AND PAYMENTS

1. Information regarding tuition and special fees is available at the Accounting Office/Finance Division.
2. The enrollment period is announced and must be followed. For late enrollees, a penalty fee is imposed. A student is considered a late enrollee if s/he enrolls after the beginning of classes.
3. Deadline for payment of tuition and other fees is posted on the administration bulletin boards. Non-payment of tuition and other fees on or before the deadline warrants exclusion from the enrolment lists, and/or receiving transcripts and certificates, as the case may be.
4. A student has the choice of paying in cash or on installments. Under the cash plan, the student pays the total amount of fees due for the semester. Under the installment plan, the student pays on several schedules during the semester.
5. Payment in check will be accepted. However, enrollment shall only become valid after the check has been cleared. If the check is not honored, a penalty fee shall be imposed accordingly.
6. No student shall be allowed to enroll unless s/he has fully settled his/her accounts of the previous year or semester or unless the student has made arrangements with the Accounting Office regarding the settlement of the same.
7. A student also pays surcharges and other fees on the following:
 - Late enrolment,
 - Late payments due on scheduled examinations
 - Late payments for promissory notes
 - Changing of subjects (during the adjustment period), and
 - Returned and dishonored checks
8. In line with provisions of Par. 137, Sec VII of the Manual for Regulations for Private Schools (1970) which states: “When a student registers in a school, it is understood that he is enrolling for the entire semester for collegiate course”, it is the policy of the school that in the event the school authorities are forced to dismiss a student for acts imputable to him, the entire fees for the whole school year must be paid or shall be forfeited in favor of the school.

9. Par. 137 also states that 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 for any length of time longer than one month, may be charged ten (10) percent of the total amount due for the term if he withdraws within the first week of classes, or twenty (20) percent if within the second week of classes, regardless of whether or not he has actually attended classes.

The student may be charged all school fees in full if he withdraws anytime after the second week of classes. However, if the transfer or withdrawal is due to justifiable reasons, the student shall be charged the pertinent fees only up to and including the last month of attendance.

10. In cases where the student enjoys more than one discount scheme applicable in any semester, only the highest discount rate is applied. No cumulation or cash conversion of multiple or unused discounts is allowed. The 10% discount on cash payment is applied exclusively to the tuition after other discounts the student may be entitled to have been applied. All discounts are applied exclusively to the tuition amount.



ARTICLE V CREDIT AND GRADING SYSTEM

Section 1 – CREDITS

Credits for a subject are determined by the number and length of class meetings per week per semester. Thus, a class meeting for three hours a week for one semester gives three hours of credit.

The maximum study load of students depends on their course and year level as provided in the Course Curriculum.

Section 2 – Grading System

A. Rationale

In consonance with the College's thrust of achieving academic excellence, the College adopts a grading system that is highly objective and reflective of a student's scholastic performance.

B. Policies and Procedures

The following are the policy guidelines and procedures of the College's prescribed grading system:

1. BASIS FOR GRADING

- 1.1 In accordance with Article XV – Grading System of the CHED Manual of Regulation for Private Schools, the College adopts the policy that the final grade or rating given to a student in a subject should be based solely on his/her scholastic performance. Any addition or diminution to the grade based solely on co-curricular activities, attendance, or misconduct shall not be allowed, except when such adjustments are relevant to the subject content and requirements.
- 1.2 The College requires professors to evaluate each student's scholastic performance by giving short/long quizzes, recitations, assignments, projects, prelim, midterm, final examinations, and other related class activities to ensure enough bases for the evaluation of a student's scholastic performance,.

N.B. Unless approved by the Dean of College, no oral examinations shall be given to students in lieu of the final examination.

- 1.3 All raw scores should be transmuted to percentage when computing for the student's grade.

- 1.4 Should a student miss a quiz/recitation or its equivalent, he/she should be given a transmuted percentage grade of zero (0) in case no make-up/extra work is given by the professor.

2. COMPUTATION OF THE MIDTERM AND FINAL GRADES

- 1.1 The College requires professors to evaluate each student's scholastic performance by giving a prelim grade, mid-term grade and a final grade to be computed as follows:

	PRELIM	MIDTERM	PRE-FINAL GRADE
Formal Examination	25%	25%	25%
Quizzes-Average	25%	25%	25%
Alternative Methods	10 %	10%	10%
Class Standing-Average	40%	40%	40%
TOTAL	100%	100%	100%

The final grade shall consist of the following:

Prelim Grade	25%
Midterm Grade	35%
Pre-Final grade	40%
FINAL GRADE	100%

- a. The College adopts an 11 point numeral grading system with the following points and their corresponding descriptions:

Grade Point	Percentage	Description
1.00	97 – 100	Excellent
1.25	94 – 96	Outstanding
1.50	91 – 93	Superior
1.75	88 – 90	Very Good
2.00	85 – 87	Good
2.25	82 – 84	Very Satisfactory
2.50	80 – 81	Satisfactory
2.75	78 – 79	Fair
3.00	75 – 77	Passing
4.00	70 – 74	Conditional
5.00	Below 74	Failed
W		Withdraw
INC		Incomplete
DF		Dropped Failed (due to Absences)

- A grade of 4.00 may be given only as a midterm grade, but never as a final grade.

1.2 Other Grading Marks

- **WITHDRAW (W)** means the student officially dropped the subject before the midterm examination or within one (1) month after the mid-term exams within the date set by the Dean. A student must re-enroll in the subject in order to earn credit for it. A Dropping Form is accomplished which is signed by the faculty member to indicate that he/she has been notified by the student.
- **INC** grades are given only if the student has not taken the **Final Examination**. The same has to be completed within two weeks or 14 school days from the last day of final examination or within the date set by the College Dean. Failure to complete the final exams within the prescribed period means a grade of 5.00.
- **DF** means that the student incurred excessive absences but has not officially dropped the subject (unauthorized withdrawal). A student who has already incurred a DF due to excessive absences or unauthorized withdrawal can no longer be allowed to drop a subject even during the prescribed period for dropping. **DF** is convertible to a grade of 5.00 in the GPA computations.

1.3. **No changes in grades** can be made by the faculty once these have been submitted to the College Dean. **Any change in grade must be done formally with full explanation in writing within the following semester.**

1.4 Faculty members are required to distribute class cards to students after each semester. Students must get their class cards from their professors and must confer if there are some complains in the grades.

3. OTHERS

The grading system plus some minor adjustments which the professor may effect subject to the Department Head's approval are reflected in the course syllabus and are to be discussed with the students on their first class session.

A student should be made aware of the grade obtained in the quizzes, assignments, reports, recitations, etc. S/He should likewise be informed of his/her prelim, midterm, and final grades and their derivation.

4. GRADE POINT AVERAGE

- 4.1 The Grade Point Average (GPA) is the measure of the quality of a student's general academic performance during a regular academic term. As such, the student's promotion, graduation, honors or

separation from the College is determined by whether or not he/she has satisfied the GPA requirement of a given academic year.

- 4.2 Only grades in academic subjects, including PE are included in the computation of the GPA. The grade in CWTS is not included in the GPA computation.
- 4.3 A DF (“Dropped Failed”) is converted into 5.00 in the GPA computations.
- 4.4 The Grade Point Average (GPA) is computed as follows:
 - a. Number of units in a course multiplied by the final Grade equals the grade point for the course.
 - b. The sum of all grade points divided by the number of units equals the semestral GPA.
 - c. The sum of all courses grade points for the two semester divided by the total number of units for the two semesters equals the yearly GPA.

Example 1: How to compute for the semestral GPA

Course	Units	Final Grade	Grade Points
ENGE01	3	2.25	6.75
FILGE01	3	1.50	4.50
MTHGE01	3	2.75	8.25
NSCGE01	3	2.00	6.00
PSYAB01	3	1.75	5.25
ACCBA01	6	2.50	15.00
MGTBA01	3	1.25	3.75
TYPGE01	3	2.00	6.00
TOTAL	27		55.50
1ST SEMESTER GPA : 55.50 /27			2.056

Example 2: How to compute for the Yearly GPA

Term	Load	Grade Points	GPA
1 st Semester	27	55.50	2.056
2 nd Semester	24	49.90	1.871
TOTAL	51	100.40	
Collective GPA = 100.40/51			1.969

5. CHANGING OF GRADES

The changing of grade is limited to those where errors in grading the examination paper or computation of grade have been committed. Students who wish to petition for a change in final grade should discuss the matter with the professor(s) concerned.

Upon agreement, the professor fills in the necessary forms, submits the revised computation of grades with adequate explanations and proof, and complies with the procedures for change of grade.

Applications for change of grade by professors (using the appropriate form for change of grade) will be entertained only if such forms and supporting documents are received by the College Dean. **Changing of grades is allowed only within two weeks after the issuance of the grades.**

Forms for late entries (because of special exams) of grades should be filled out by the teacher concerned. After this period, no petition for change of grades shall be honored and original grade shall be retained.

6. MAILING OF COMPUTERIZED REPORT OF GRADES (GRADE SLIP) DIRECTLY TO PARENTS OF STUDENTS.

Grade Slips shall be mailed by the Registrar's Office directly to the parents of students. In this way, parents are properly informed of the student's performance during his/her entire stay in SPCBA.

7. RIGHT OF EVERY STUDENT TO BE INFORMED OF MIDTERM AND FINAL GRADE.

Professors are required by the College to inform their students of the computation of their grades within the deadline set by the Dean's Office.



ARTICLE VI EXAMINATIONS

Section 1 – REGULAR EXAMINATIONS

1. Three (3) major examinations (Prelim, Midterm and Finals) are given each semester. Examination schedules are released by the Dean's Office and posted on the bulletin boards at least a week before the scheduled examinations.
2. Students have an assigned examination room. Taking examinations in a room other than that assigned by the professor is strictly prohibited. Such act constitutes cheating and is considered a major offense.
3. A student is required to secure an examination permit from the Accounting Office to be presented to the examination proctor prior to taking the exams.
4. The student should sign his/her name on the attendance sheet provided by the proctor upon submission of the test paper. The student should also see to it that the proctor has affixed his/her initial on the exam permit. These are proofs that the student has taken the examination.
5. The exam permit should be kept by the student after his/her last examination as evidence that s/he has taken the examinations.
6. Students must wear their ID cards visibly during examinations.
7. Students who arrive thirty (30) minutes late will not be allowed to take the examinations except upon permission of the Dean.
8. Adherence to the schedule of examinations avoids the inconvenience to students and faculty members alike. Any change in the general time schedule for examinations should have the prior approval of the Dean.
9. No student may be granted exemption from any examination except as provided for in Art. VI, Sec. 3 of this Handbook. Oral examinations in lieu of written examinations are not allowed, unless first approved by the Dean.
10. The examination permit shows that the student has been cleared by the Accounting Office only with respect to financial obligations, but not necessarily with regard to academic requirements, which are left to the discretion of the faculty member and the Dean concerned.
11. Any student with a grade of INCOMPLETE for reason of not having taken any of the examinations may take a special examination after paying the special examination fee within the week following the regular examination week. Any grade of INCOMPLETE not removed during this period becomes a FAILURE.

Section 2. – SPECIAL EXAMINATIONS

1. Only students with a valid excuse for not taking the examination on the scheduled date shall be allowed to take the completion/special examination. The following circumstances constitute a valid excuse as determined by the professor and duly noted by the Department Head:
 - a) conflict in examination schedule;
 - b) sickness that requires medical attention (must be supported by a medical certificate and/or excuse letter from parent);
 - c) death of an immediate member of the family(father/mother/sister/brother); and
 - d) other circumstances that may be beyond the control of the student and found to be meritorious by the professor.

N.B. Failure to take the regular exams due to carelessness in copying the exam schedule is definitely not a valid excuse.

A student found to have no valid excuse shall automatically get a grade of 5.0 in the said examination.

2. Pre-application for Completion/Special Examination Form shall be filled out by the student. The same shall be properly endorsed by the professor and approved either by the Department Head or the Dean of College. The professor cannot conduct a special examination unless this has the prior approval of the Department Head or the Dean of College.
3. **SPECIAL FEE.** A completion/special examination fee per is charged to the student per subject and must be paid to the Cashier. The special examination fee, however, shall not be charged to a student whose reason for not taking the examination is a conflict in examination schedule.
4. **SCHEDULE.** The schedule of special examination is posted on the College Dean's Office Bulletin Board. It is the responsibility of the student to verify from the College Dean's Office the schedule of completion/special examinations.
5. **FAILURE TO TAKE SPECIAL EXAMS.** If the student fails to take the completion/special examinations on the date designated by the College Dean, the student shall not be given another completion/special examination and shall get a grade of 5.00 in the examination.

Section 3 – EXEMPTIONS FROM FINAL EXAMINATIONS

1. A student may be exempted from the taking examination provided that the student has
 - a) a midterm exam grade of at least 1.50;
 - b) resulting final class standing of at least 1.50;
 - c) an examination permit, and
 - d) that such exemption is not contrary to departmental policies.
2. The professor is, however, under no obligation to grant such an exemption.

Section 4 – CONDUCT DURING EXAMINATIONS

1. Examination serves as opportunities to build one's character especially with regard to honesty and integrity. Just as professors exercise care in preparing examinations, students must also exercise utmost care in taking examinations. Honesty must be exercised so that the examination will serve as a valid tool for evaluation.
2. The following acts constitute dishonesty during examination, with their corresponding offense categories.

Dishonest Act During the Examination	Offense Category	Maximum Sanction	Minimum Sanction
Actual use of cheating materials during the prelim, midterm and final exams.	Grave Offense	Exclusion	One semester non-enrolment
Having someone else take the examination for another	Grave offense	Exclusion	One semester non-enrolment
Exchanging examination notebooks or passing one's notebook to another to enable the latter to copy from it.	Grave offense	Exclusion	One semester non-enrolment
Reading or looking Deliberately at another student's examination paper or showing one's notebook to another.	Grave offense	Exclusion	One semester non-enrolment

Talking or communicating orally with another during examination regardless of its topics.	Grave offense	Exclusion	1-3 semester(s) non-enrolment
Mere unauthorized possession of notes, books, materials including recorders, any piece of paper having a bearing on the subject of the examination	Major offense	10 school days	5 school days suspension and disciplinary probation status for one semester
Taking of examination in a room other than the one assigned by the professor.	Minor offense	5 school days suspension and probation status for one semester	2 school days suspension and probation status for one semester

3. Disciplinary sanctions for cheating cases which may be applied upon an erring student are as follow:
 - a. **Suspension** – a penalty in which the College is allowed to deny or to deprive an erring student of attendance in classes for a period of 20% or more of the prescribed class hours for the school year or term.
 - b. **Exclusion** – a penalty in which the College is allowed to exclude or drop the name of the erring student from the school rolls and transfer credentials are immediately issued.
4. Aside from the above penalties, additional sanctions are hereby imposed:
 - a. Any student caught cheating during the prelim, midterm, or final examinations is given an automatic grade of 5.00 (Failed) for the examination in that particular subject.
5. Cheating during quizzes are sanctioned according to the discretion of the professor concerned.
6. All cases of cheating during prelim, midterm, and final examinations should be referred to the Department Head or Dean of College and the Dean of Student Affairs.



ARTICLE VII ATTENDANCE

Section 1 – CLASS ATTENDANCE

Section 101 of the Manual of Regulations for Private Higher Education states that a student who incurs absences of more than twenty (20%) percent of the prescribed number of class or laboratory periods during the school year or term shall fail and earn no credit for the course or subject. Thus, all students are expected to comply with the following:

1. Punctual and regular attendance in all classes is required of all students. When absent for a good reason, a student is responsible for all assignments given during his/her absence, unless explicitly excused by the faculty member after presenting proof of valid reason for said absence.
2. Except in cases of officially excused absences, absences are limited to: seven (7) absences for thrice a week class meeting and three (3) absences of a once a week class meeting.
3. As a general rule, a student is considered tardy when he/she reports for class after the class bell rings. A student who comes to class more than fifteen minutes after the class bell rings (for one hours class) or thirty minutes after the class bell rings (for a two or three hour class) is considered absent. Three (3) counts of tardiness is considered one absence.
4. In cases where absences exceed the limit prescribed, the student is automatically dropped from the subject and given a grade or mark of Failure due to excess Absences (FA) with zero quality point (QP=0). The student may no longer drop or withdraw from the subject after the FA is earned, 5.0
5. Final responsibility for recoding student absences belongs to the faculty as reflected in the grading sheet.
6. A student is required to attend classes promptly and regularly. The College follows the semestral calendar. The first semester starts in mid-June and ends in mid-October. A semestral break is held for two weeks. The second semester starts in the first week of November and ends in the third week of March. Summer classes run for 6 weeks, from mid-April to the end of May. Regular semestral classes are held from Monday to Friday. M-W-F classes are for one hour each starting from 7:00 a.m. to 9:00 p.m. T-Th classes are for 1 ½ hours each starting from 7:00 a.m. to 9 a.m.
7. Class hours lost by late enrolment are considered absences.
8. Absences considered approved/excused and therefore not counted against a student are:

- a) Those incurred because of official assignment or delegation by the Dean, e.g. in seminars, meetings, contests, symposia approved by the administration.
 - b) Death of an immediate member of one's family, duly certified. (Immediate member refers to mother, father, brother or sister. Spouse and/or children if married.)
9. Absences due to sickness duly certified by a doctor, parent or guardian are not considered excused absences and should therefore be included in the maximum allowable absences. However, the faculty member may give special consideration to absences due to sickness.
10. Regardless of reason for an absence, the student is held responsible for all assignments and course content missed.
11. Students are allowed the following maximum number of hours of absences during the regular term:
- 3 hours for a 1 hour a week class
(1-unit course)
 - 7 hours for a 2 hours a week class
(2-unit course)
 - 10 hours for a 3 hours a week class
(3-unit course)
 - 10 hours for a 5 hours a week class
(5-unit course)
 - 10 hours for a 6 hours a week class
(6-unit course)

This allowance includes all absences, except approved absences as enumerated in Item No. 8. Beyond such accumulated number of absences, a student is dropped from the course and may be given a DRP-Failed mark in the said course if s/he does not accomplish the official dropping form.

12. It is the student's responsibility to be aware of the number of absences he/she has accumulated.
13. No student may leave the classroom without the express permission of the professor. Any student who leaves the class without permission shall be marked double absent.
14. Although members of the faculty are expected to begin their classes promptly, at times they come late for class due to various unavoidable contingencies. In such a case, the following guidelines should be observed:
- a) The class officer should maintain discipline in the class while waiting for 15 minutes;

- b) If after 15 minutes (or 30 minutes if the faculty member informed the class or the Dean's Office beforehand that he/she will come late) the faculty member does not arrive, any class officer should go to the Dean's Office to report the absence of the professor.
 - c) Only when the College Dean orders the class to be dismissed can the students leave the classroom in silence so as not to disturb other on-going activities or classes.
15. The College Dean has the final power to adjudicate all problems arising from absences in regularly scheduled classes.

Section 2 – DROPPING OF SUBJECTS

1. Any student may be allowed to withdraw voluntarily from the course on or before the lapse of 20 class days after the scheduled release of midterm grades or within the date set by the Dean's Office.
2. When dropping voluntarily from a course, a student should accomplish the Request Form to make his/her course dropping official. This must be submitted to the College Registrar and Accounting Office. Until such form is accomplished and submitted, the student is still considered enrolled.
3. A student will be marked WITHDRAW in the official course list if s/he is officially dropped from the course.
4. A student who changes/drops a subject without accomplishing and submitting the required form shall be dropped from the original subject/course due to excessive absences and marked "DROPPED FAILED (D.F.)" in the subjects affected. The "D.F." mark shall be converted into 5.00 in the computation of the GPA.
5. A student may be allowed to drop all his/her subjects in any semester and apply for an official leave of absence for meritorious reasons as determined by the Dean of Student Affairs.

Section 3 – ATTENDANCE IN PHYSICAL EDUCATION CLASS

1. Per CHED memorandum dated June 4, 1990, no student is exempted from attending PE classes.
2. A student who is physically handicapped permanently or temporarily shall present his medical certificate to the PE instructor who in turn shall place such student in a special group and assign activities suited to his condition.
3. Membership in any student organization does not excuse a student from attending his Physical Education (PE) classes. Only the official College athletes belonging to the officially recognized athletics/ sports team/ organizations are

excused from their PE classes.

4. The aforementioned students excused from attending their PE classes have to be officially enrolled in PE before availing of this privilege.
5. Qualifying for the privilege of being excused from PE can only be availed of on the first and second curriculum years of the students' academic course.
6. The official list of students excused from attending PE classes is submitted to the Dean of College two (2) weeks before the midterm exams.
7. PE grades of said students are given by the organization moderator concerned and submitted to the College Dean one week before midterm and final exams.
8. The maximum number of allowable hours of absences in PE (2 units) is 6 hours.
9. Holding of make-up class or giving of special projects in lieu of an absence in PE class is not allowed unless authorized by the College Dean.
10. The College attendance and dropping policies and procedures shall likewise be applied in the Physical Education classes.

Section 4 – ATTENDANCE IN NSTP

Three (3) program components:

- a. CWTS – Civic Welfare Training Service
- b. ROTC – Reserve Corps Training Course
- c. LTS – Literacy Training Service

In compliance to R.A. 9163, all incoming Freshmen are mandatory to enroll in an NSTP subject, and has a right to choose any program component that the College is offering.

Section 5 – TUTORIAL CLASSES

A tutorial class is a special class with less than fifteen enrollees, in a subject not regularly offered within the semester.

A. Eligibility

1. Only graduating students are allowed to enroll in a tutorial class.
2. A graduating student may request a maximum of six units of tutorial classes.

B. Guidelines

1. Filing and approval of the request is within two weeks after the opening of classes.
2. The request form is provided by the Registrar's Office and should be accomplished by the requesting students, for approval by the following:
 - 2.1 Department Head Concerned
 - 2.2 Registrar
 - 2.3 Dean
3. The Department Head will assign the teacher duly approved by the College Dean.
4. Tutorial classes must be conducted within the confines of SPCBA.
5. Tutorial classes must conform to the regular academic calendar.
6. The tutorial fee to be paid by the students will be computed at the Accounting Office
7. Examinations for tutorial classes are subject to the school's policies and guidelines on examinations.

Section 6 – MAXIMUM PERIOD FOR COMPLETION OF DEGREE COURSE

A student has to finish a degree course within a maximum period of six (6) continuous school years. Otherwise, he will have to apply with the College Dean for reinstatement.

Section 7 – SUSPENSION OF CLASSES WHEN TYPHOONS AND OTHER CALAMITIES OCCUR

In accordance with Commission on Higher Education (CHED) Memorandum Order No. 42 signed by Chairman Angel C. Alcalá, hereunder are the updated guidelines on the subject as applied to SPCBA:

A. TYPHOONS/STORMS

1. When PAGASA raises typhoon Signal No. 3 and/or above, all classes in College shall be deemed automatically suspended until PAGASA lowers the said Typhoon signal.
2. In case PAGASA raises Typhoon Signal No. 2 or No. 1, classes in College shall not be suspended as a matter of CHED policy. The Chief Administrator however may, at his discretion, suspend classes in the College, until such time that the typhoon signal shall have been lowered by PAGASA or until the weather improves.

3. The aforementioned rule, however, does not prevent the CHED Regional Directors from suspending classes in the tertiary level, within a particular locality if, in their opinion, suspension is warranted due to inclement weather.

B. HEAVY RAINS AND/OR FLOOD AND/OR EARTHQUAKES AND/OR OTHER NATURAL CALAMITIES

In case of heavy rains and/or earthquake and/or other natural calamities affecting a particular locality which would render the holding of classes in the College impractical and dangerous to the students, the Chief Administrator may declare suspension of classes.

C. INFORMATION DISSEMINATION

The Office of the Dean shall announce the suspension/non-suspension of classes using all available means of information dissemination.



ARTICLE VIII RETENTION

Section 1 - Student Readmission

A. For Regular students

1. Students who obtain a GPA of less than 3.00 (75%) during their first year are ineligible for readmission.
2. Students who obtain a GPA of less than 2.90 (76%) during their second year are ineligible for readmission.

B. For Transferees and those on probation.

- a. Freshmen who are placed under academic probation are required to obtain a yearly GPA of not less than 3.0.
- b. Transferees admitted by the Admissions Office are automatically placed under academic, disciplinary, and attendance probation and are required to obtain a yearly GPA of not less than 2.9 for freshmen and sophomore transferees.

C. Other Policies

- a. No student is allowed to carry a subject load of less 12 units after dropping in any semester.
- b. All regular athletes and student assistants are required to carry a load of at least 24 units in one school year.
- c. Regular athletes, as determined by the PE Department Head, who fail in subjects equivalent to more than 12 units in one school year during their first year and second year levels are ineligible for readmission.
- d. No student shall be allowed to enroll in the fourth curriculum year of his/her academic course without having completed the NSTP requirements.
- e. A student who is on the third or fourth curriculum year of the academic course does not have a yearly GPA requirement.

Section 2 – Probation

1. Every student has both the right and responsibility to:
 - a. use and create opportunities for him/herself in ways that contribute to his/her own development and the school's education purposes.
 - b. Conduct himself/herself according to accepted standards of behavior of the college community.
2. A student who cannot exercise such responsibility is placed on a probationary status.
3. The College distinguishes three types of probation namely:
 - a. **Academic Probation**
Student who fail at least 12 units in one Academic Year are placed under Academic Probation.
 - b. **Attendance Probation**
A student is placed under Attendance Probation if he/she has been dropped in any subject during the previous semester due to excessive absences.
 - c. **Disciplinary Probation:**
A student is placed under Disciplinary Probation when he/she violates the Code of Discipline as determined by the Dean of Student Affairs.

Section 3 – Voluntary Withdrawal from the College

1. A student who withdraws voluntarily from the College is entitled to Honorable Dismissal/Transfer Credentials under the following conditions:
 - a. He/she must not have any pending major and grave offense as provided for in the Code of Discipline.
 - b. He/she must secure the written approval of his/her parents if s/he is below 21 years of age.
 - c. He/she must clear himself/herself of all accounts from all offices concerned. He/she must surrender his/her ID to the Registrar and the Library Card to the College Librarian upon accomplishing the aforesaid clearance.
2. The transfer (honorable dismissal) credential is issued only once to the student personally. If the certificate gets lost, the student should execute a notarized affidavit that said certificate is lost and not used for enrollment in any other

school.

3. The certified copy of Transcript of Records (TOR) may be secured from the Registrar's Office. It cannot be hand carried unless there is written authorization from the Registrar of the school to which the student has transferred.

A True Copy of Grades (TCG) may be secured for evaluation purposes from the Registrar's Office.

4. Request for a certified true copy of transcript of records should be submitted to the Registrar's Office at least ten (10) school days prior to the date it is needed. Request for records during the enrolment period is discouraged.
5. Application for transcript of records should be done personally for proper identification of the applicant.

Section 4 - Retention Requirement for the Accountancy Program

1. In order to be retained in the Accountancy Program, students are required to take and pass the Accountancy Qualifying Exam at the end of the 1st and 2nd year.

To qualify for the exam, the student must meet the following requirements:

- a. The student has received grades of at least 2.5 in both Accounting 1 and Accounting 2.
 - b. If a student has a grade lower than 2.5 in either Accounting 1 or Accounting 2, he/she may still qualify for the exam if the average of the grades received for the two courses is at least 2.25.
 - c. The student has received grades not lower than 2.5 in the following minor courses taken during the first year:
2. Accountancy students must receive grades of at least 2.50 in all major courses. An accountancy student, however, may repeat a course in which a grade lower than 2.50 was received, until he/she receives a grade of at least 2.50.



ARTICLE IX SCHOLASTIC HONORS AND AWARDS

Section 1 - Honors & Awards

A. Dean's List/Semestral Honors

1. The **First Honor** Certificate is awarded to students with a grade point average of 1.25 or better with no grade lower than 2.25 in any subjects.
2. The **Second Honor** Certificate is awarded to students with a grade point average of 1.50 or better with no grade lower than 2.25 in any subjects.
3. The **Third Honor** Certificate is awarded to students with a grade point average of 1.75 or better with no grades lower than 2.50 in any subjects.
4. To be eligible for honors, a student must have a passing grade in PE and NSTP.
5. In order to qualify for the honors list, a student must be enrolled in at least 18 units, except for programs with less than 18-unit semestral load in the curriculum.

Section 2 - Graduation Awards

Students maintaining high academic standards may be recommended by the Honors and Awards Committee for graduation with honors of **Summa Cum Laude**, **Magna Cum Laude**, **Cum Laude** and **With Academic Distinction**.

1. Students with the following grade point averages shall be eligible for graduation honors:

Honor	Lowest Grade in any Subject (Academic & Non-Academic)	Cumulative GPA
Cum Laude	2.00	1.75
Magna Cum Laude	1.75	1.50
Summa Cum Laude	1.50	1.25

2. In addition to the preceding guidelines, a student may be awarded graduation honors provided that the student must:
 - have completed all academic requirements for graduation in SPCBA.

- Have completed his/her academic program in not more than eight (8) semesters unless the academic program requires students to attend summer classes (e.g. Practicum/Accounting)
 - Must not have incurred a failing grade in any subject including PE and NSTP
3. A gold medal is awarded to a student graduating with Latin Honors.
 4. Award for Academic Distinction
 - a. A graduating student who fails to meet the criteria to qualify for Latin honors but whose GPA is at least 1.75 is given an Academic Distinction Award.
 - b. A graduating student must not have a grade lower than 2.50 in all subjects including PE and NSTP
 - c. A graduating student who is classified as a “transferee” when he/she entered College qualifies for an academic distinction award.
 - d. A silver medal is awarded to a student graduating with Academic Distinction.

Section 3 – Special Graduation Award

Founder’s Award

The Founder’s Award was created by the Honors and Awards Committee as a tribute to the late Cheng Eng Teng.

The award gives recognition to students with a strong good character and outstanding accomplishment in the fields of academics, leadership, and community service. The recipient of this award is envisioned to reflect the essence of the mission statement of SPCBA.

To qualify, the applicant must:

1. be a graduating student;
2. have a Cumulative Grade Point Average (CGPA) of at least 1.75 with no failing grade;
3. have residency of at least three (3) years at SPCBA.
4. be an officer / head of at least one (1) recognized organization on campus for two (2) years, as certified by the Department Head;
5. be an officer / head of at least (1) off-campus and/or on-campus community-based* project for one (1) year, as certified by the head of the sponsoring organization; and
6. possess good moral character and must not have committed any offense (major or minor), as certified by the Dean of Student Affairs.

Chairman’s Award for Academic Excellence

The Chairman’s Award for Academic Excellence has been established to recognize recipients for achieving academic excellence and performing exemplary service to the college and community

To qualify, the applicant must:

1. be a graduating student;
2. have a Cumulative Grade Point Average (CGPA) of at least 1.75 with no failing grade;
3. have residency of at least three (3) years at SPCBA;
4. be an officer / head of at least one (1) recognized organization on campus for two (2) years, as certified by the Department Head;
5. be an officer / head of at least one (1) off-campus and/or on-campus community-based* project for one(1) year, as certified by the head of the sponsoring organization; and
6. possess good moral character and must not have committed any offense (major or minor), as certified by the Dean of Student Affairs.

Dean’s Award for Academic Achievement

The award is given to graduating students for their academic endeavors. Honorees are cited for noteworthy accomplishments recognize superior scholastic achievement.

To qualify for the award must have been a consistent Dean’s Lister’ students should:

- carry a minimum course load of 18 academic units, unless specified in their curriculum;
- not have a grade below 1.75 in any academic course;
- not have a failure in any course, including NSTP and PE, courses with Pass or Fail grades, and any zero-credit course;
- not have been found guilty of cheating or academic dishonesty as provided for in the Student Handbook within the semester.

Student Leadership Award

The Student Leadership Award is given to students who have ably balanced their academic studies with student activities. This award gives recognition to those who have rendered exemplary service to the College and student body through active leadership in student organizations.

To qualify, the applicant must:

1. be a graduating student;
2. have a Cumulative Grade Point Average (CGPA) of at least 1.75 with no failures in more than three (3) courses and have no accumulated failures.

3. have residency of at least two (2) years at SPCBA;
4. be an officer / head of at least one (1) recognized organization on campus for two (2) years, as certified by the Department Head; and
5. possess good moral character and must not have committed any major offense, as certified by the Dean of Student Affairs.

Athletics Award

The Athletics Award honors student athletes who have consistently rendered outstanding performance in competitions as true SPCBA sportspersons.

To qualify, the applicant must.

1. be a graduating student;
2. have a Cumulative Grade Point Average (CGPA) of at least 2.00;
3. have residency of at least two (2) years at SPCBA;
4. have membership in a varsity team for at least two (2) years, as certified by the Director of the Physical Education;
5. possess good moral character and must not have committed any major offense, as certified by the Guidance Counselor.

Community Development Award

The Community Development Award recognizes outstanding civic-minded students who have contributed to the upliftment of their fellow-Filipino through their tireless and selfless service.

To qualify, the applicant must:

1. be a graduating student;
2. have a Cumulative Grade Point Average (CGPA) of at least 2.00;
3. have residency of at least two (2) years at SPCBA;
4. be an officer / head of at least one (1) off-campus and/or on-campus community-based project for at least two (2) years, as certified by the head of the sponsoring organization; and
5. possess good moral character and must not have committed any major offense, as certified by the Guidance Counselor.



ARTICLE X CODE OF DISCIPLINE

The College encourages and cultivates self-directed and self-initiated discipline among students.

Discipline is the training of the mind and the formation of good moral character geared towards the observance of laws and policies founded on justice and charity with the end view of maintaining order in the campus.

Hence, the Code Discipline is promulgated to provide guidance and to promote healthy and harmonious working relations in the SPCBA community.

Moreover, the College reserves the right to impose appropriate sanctions against improper conduct, flowing from and inherent in its duty and responsibility to:

1. preserve its standard for academic performance and achievement;
2. protect its property and the property of the academic community;
3. secure the health and safety of persons in the College community;
4. preserve peace, ensure orderly procedures, and maintain student morale;
5. protect the College from acts that threaten the exercise of its functions and responsibility to achieve its educational mission.

In applying the provisions of Article 148 and 151 of the Revised Penal Code of the Philippines and of Section 44 of Article IV of Republic Act 9165, *all school heads, supervisors and teachers shall be deemed Persons In Authority*.

The maintenance of discipline is a responsibility shared by all members of the community (administrators, faculty members, students, service personnel, parents and alumni). However, all disciplinary matters pertaining to the College fall under the jurisdiction of the Office of Student Affairs thru the **Boards of Discipline**.

Section 1 – CONDUCT IN SCHOOL

Every student in SPCBA is expected to act as a matured Filipino at all times, showing respect not only for proper authority, but as well as for the rights of fellow students and other members of the SPCBA community. Thus, a SPCBA student is expected to behave according to the following prescribed norms of the College:

1. *Wearing of the Prescribed School Uniform.*

A student is required to always come to school in proper uniform, with a decent haircut, and wearing the appropriate type of shoes except during the designated washday. Proper attire and appearance in SPCBA means adhering to the conventions of simplicity, decency and training for professional grooming. (Organization Shirt – 1st Wednesday of the month, Corporate Attire – last Wednesday of the Month)

For women, the blouse is a cream-colored velveteen micro and the pants should be a blue gray palm beach

For men, a white tetoron polo shirt with left pocket and slits and the pants should be blue gray palm beach.

The PE uniform and Laboratory uniforms are not allowed to be worn in any class other than PE classes and Laboratory subjects of the HRM course, respectively.

Any exception to this standard may be granted exclusively by the Dean of Student Affairs whenever warranted.

2. *The following attires/apparels are strictly prohibited inside the campus particularly during wash-days:*

- a. Sandos, walking shorts, cycling shorts, damaged/thorn pants, faded/torn/wrinkled shirts, slippers, sandals, and other foot wear exposing the toes.
- b. For females, wearing of dangling earrings; for males, any kind of earrings.
- c. All other body-piercing jewelries and excessive accessories
- d. Any other clothing that is inappropriate to be worn in school that corresponds to the circumstances of person and time.

A student who violates the herein provisions regarding the correct school attire and appearance shall be penalized as follows:

FREQUENCY	SANCTION
1 st Offense	Admonition by the Dean of Student Affairs and a written letter of apology duly noted by the parents.
2 nd Offense	1- 3 days suspension and dialogue with parents. Students suspended must still come to school and report to the Guidance Counselor for the whole duration of the suspension.
3 rd Offense	3 – 5 days suspension and imposition of disciplinary probation for one semester. Students suspended must still come to school and report to the Guidance Counselor for the whole duration of the suspension.
4 th Offense	Punishable as a major offenses

The Office of Student Affairs reserves the right to assess the propriety of the students' grooming and attire. In valid instances, the Dean of Student Affairs may give exemptions regarding the use of the prescribed college uniform. Furthermore, each Academic Department may impose its own dress code for the strict compliance of the students only during washdays and on officially approved school activities. All prohibited items brought in or worn by students will be confiscated by the Dean of Student Affairs.

3. Wearing of the Official Identification Card

An official ID card is issued to every student after enrollment. The wearing of the College ID is required for entrance to College premises and must be visibly worn within the campus. It must be presented to any school official or personnel in authority upon demand. The loss of an ID card should be reported to the Office of Student Affairs properly supported by a notarized affidavit of loss for the issuance of a duplicate ID. The borrowing and swapping of IDs is considered a violation of the dress code and shall be punished accordingly.

In case a student forgets or loses his/her ID, the student will have to secure a temporary pass that will be valid only during the same day. It is the responsibility of the erring student to take the appropriate measures to avoid any repeated violation of the proper wearing of the College ID. Any repeated offense will merit the appropriate fine and/or sanction commensurate to the frequency of such negligence.

4. Behavior in the Classroom

A student who does not observe classroom procedures or discipline, or anyone guilty of disrespectful conduct, may be sent out of the class and be required to report directly to the Dean of Student Affairs. Any actions which tend to distract other students from on-going activities either in class or during conferences, symposia or assembly are strongly prohibited.

5. Respect for People

Respect and reverence should be shown to all persons in the campus whether he/she be an administrator, faculty, student, service personnel, parent, alumnus, or visitor.

6. Proper Behavior During School Activities

A student who engages in brawls, fist fights, or any trouble-causing activity in the campus or within reasonable proximity of the College will be dealt with accordingly.

7. Proper Behavior while Waiting for Classes/Examination

Students who have no classes are not allowed to stay in the classroom or loiter along the corridors so as not to disturb those having class/taking prelim, midterm and final examinations. Silence must be observed.

8. Respect for School Properties

A student is expected to respect school property. Books and equipment should be handled with reasonable care and should be properly returned and stored after use. Good order requires that classrooms be kept neat and clean. Whiteboards and markers are used for instructional purposes only. A student should not write on classroom furniture, doors and walls, nor destroy classroom decorations, bulletin board displays, or sit on the armchairs and tables.

9. Participation in Outside Activities

A student should not participate in any outside activity, (e.g., contest, play, conference, association or society) as official representatives of the College without written permission from the College Dean and duly approved by the Dean of Student Affairs.

Section 2 – SECURITY MEASURES

The following are the security measures of the College:

1. On the Search of Person, Vehicles, etc.-- In instances wherein there is a threat to the wellbeing of the College community, or whenever the safety and security of the same is at risk, duly authorized persons and/or the security officers may

conduct any search of persons, vehicles, and articles within the premises of the College. Entry into the premises may be denied those who refuse to submit to such search.

This search and seizure of prohibited articles and paraphernalia may be done to students as well as to visitors and to other third parties seeking entrance to and within the premises of the College.

2. On Security Measures – Department Order No. 31, s. 1972 provides:
 - a) Proper identification cards shall be issued to all bona fide students, members of the faculty, and other employees in each school, college or university.
 - b) Proper screening of all persons entering the school premises shall be conducted at the gates of the school campus by the Security Forces or by any authorized persons.
 - c) No person carrying packages, cases or other containers shall be allowed inside the school premises without prior inspection of the same at the school gates in order to prevent the possible entry therein of any fatal or incendiary materials.
 - d) Students found guilty of charges on account of violations of existing laws or rules and regulations issued by the Department of Education, Culture and Sports or by the school itself shall be dropped from the rolls immediately.”
3. On Undesirable Student. Department Order No. 30, s. 72 Par 3 states:

“School heads may conduct summary investigations or direct summary investigations against undesirable students facing charges as provided under paragraph (2) in order to afford them the essence of fairness and fair play.”

Section 3 – CONDUCT OUTSIDE SCHOOL

Every SPCBA student should be aware of his/her responsibility as a Filipino citizen. He/She shares in the responsibility of upholding ethical and moral values and in cooperating in the renewal of society in terms of justice and compassion.

To achieve this end, SPCBA students need to observe the following norms:

1. Live a mature life in the home and in the community where he/she resides.
2. Conduct themselves with dignity and abide by all instructions of the authorities when representing the College in any activity.

3. Participate actively either as a leader or as a member in socio-cultural activities recognized by the College, without neglecting their academic and personal responsibilities.
4. Associate with legitimate, law-abiding, and lawful persons, groups, organizations, and/or agencies which can help him/her develop moral integrity and commitment to service.
5. Keep away from establishments of ill repute and from all forms of vice.
6. Safeguard one's health and good name by avoiding any kind of involvement in drug abuse.
7. Seek the approval of the College Administration thru the Dean of Student Affairs before using the name of SPCBA in any ticket, invitation, program, interaction, announcement, or other promotional activities.

Section 4 – DISCIPLINARY SANCTIONS

Disciplinary infractions, the gravity of which is determined by their social impact on the College community are categorized into major and minor offenses. They are further distinguished from each other by the penalties correspondingly attached to them, to wit:

MAJOR (GRAVE) OFFENSES

- 1.1 Disciplinary Probation and automatic suspension for ten school days. Factors such as the habitual commission of major offences, the attendance of another major offense aggravating the incident, and/or the attendance of a minor offense either simultaneously committed or as a result thereof in such violation are considered in determining the duration of the Disciplinary Probation.

Exclusion

Expulsion

MINOR OFFENSES

- | | |
|---------------------------|--|
| 1 st Offense - | Admonition by the Dean of Students Affairs, submission of a Letter of Apology, and 1-to-5-day counseling. |
| 2 nd Offense - | One-to-four-day suspension, dialogue with parents/guardian by the Dean of Student Affairs, and 5-to-10-day counseling. |
| 3 rd Offense - | Automatic five-school-day suspension and 2 nd dialogue with parents/guardians, and 10-to-15-day counseling. |

4th Offense - Considered as an equivalent to a major offense and sanctioned accordingly.

The Dean of Student Affairs determines the appropriate penalty in either case.

A. ACTS CONSTITUTING MAJOR OFFENSE

1. Immoral and scandalous conduct in and out of College premises. Acts of lasciviousness inside and outside the campus, including public display of affection deemed as inappropriate and immodest.
2. Publication, possession, display, sale or distribution of pornographic or immoral materials and anything that will deliberately act against moral ethics. In addition, the said prohibited items shall be confiscated.
3. Possession or distribution of publications, manuscript or other materials considered subversive as interpreted according to existing laws. In addition, said prohibited materials shall be confiscated.
4. Vandalism, destruction of or damage to school property, school materials, and laboratory materials; abuse of school facilities and equipment, destroying the belongings and property of any member of the faculty, administration, personnel, staff, students or visitors while in campus; destroying decorations in the classroom and tampering of announcements on the Bulletin Board; unauthorized use of board marker; and initiating and/or participating in burning school properties. Students concerned will also be obliged to pay for the damages, without prejudice to any other penalty and sanction imposed by the Board of Discipline or Dean of Student Affairs, as the case may be.
5. Any assault upon the person of any member of the faculty, studentry, administration, personnel, and staff, without prejudice to his/her criminal prosecution. Grave acts of disrespect in words (oral/written) including publication or deeds which tend to put any member of the faculty, studentry, administration, personnel, and staff in ridicule or challenging a faculty member/student to a fist or gun fight, and/or any involvement in the circulation of any petition letter which has anomalous and malicious intention against anyone in the campus.
6. Carrying firearms, ammunitions, with or without a license, explosives including firecrackers without permission, deadly and bladed weapons, and any other potentially dangerous instruments or parts thereof inside the college premises. In addition, the said prohibited items shall be confiscated.

7. Possession, illegal use, sale or distribution of prohibited or regulated drugs as defined under RA 645, otherwise known as Dangerous Drugs Law. In addition, the said prohibited items shall be confiscated.
8. Robbery, theft, stealing, and any other act of similar nature.
9. Any Act of Cheating as classified in Article VI, Section 4 of the Student Handbook.
10. Forging, falsifying, tampering, and/or allowing the same acts to be committed by another on any academic or official school record, including, but not limited to, excuse letters, medical certificates, promissory notes, financial reports, or documents of any kind.
12. Intellectual dishonesty, specifically, any involvement in plagiarism.
13. Membership in any unauthorized organization such as fraternities and all other groups/organizations, the purposes of which are to use violence or subversion, or which employs as part of any of its ceremonies, rituals or practices, hazing or any act that results in injury to any person through intimidation, intentional force, or reckless imprudence.
14. Swindling, issuance of a bouncing check, extortion, and any other act constituting false pretenses and fraud.
15. Misappropriation of funds.
16. Disrespect to any national symbol, .e. walking and talking during the flag ceremonies, singing the anthem with mockery, burning flags, etc.
17. Decoding, accessing, altering, and hacking into any computer data or program without authorization from the Administration; preventing normal day-to-day operations, and introducing false information to and from the computer system in any SPCBA Department.
18. Any act of misrepresentation in behalf of the College or of any members of the Administration, faculty, staff, and studentry.
19. Unauthorized use of school facilities by any individual or group.
20. Any act or intent to malign the good name of the College.
21. Bribery or offering of anything to induce a person to do something contrary to law, morals, good customs, public order, and public policy.
22. Throwing harmful objects that might cause injury to others.

23. Engaging in brawls, fist fights, or any serious trouble-causing activity in or off-campus.
24. Intoxication due to alcoholic beverages or liquor; entering the College premises and/or attending any school affair in a drunken state, including engaging in drinking sessions within an area of general proximity to the College.
25. Engaging in any strike, picket, or demonstration as a means of first resort against the school or any of its offices or departments; boycotting; preventing students from attending classes, and/or inciting them to violate school regulations.
27. Any act the result of which threatens or endangers the health or safety of any member of the College community, i.e. use of poison, powder, explosives, sharp objects, tear gas, smoke bomb, poisonous smoke, etc. Such articles will be confiscated.
28. Selling tickets or any involvement in any promotional fund raising campaign in the name of SPCBA or any internal organization existing and duly recognized by the Administration without official approval from the Dean of Student Affairs or his representative.
29. Entering into a contract or in any transaction with any outside organization or agency in the name of the College without the approval from the Dean of Student Affairs or his representative.
30. Recruiting or enticing any member of the SPCBA community to any immoral and illegal activities e.g., gambling, prostitution, substance abuse, and/or membership in any fraternity.
31. Any malicious accusation made against any member of the College community.
32. Minor offenses which the Dean of Student Affairs deems as a major offense due to its habitual commission by the offending student and/or the attendance of other minor offenses either simultaneously or as a consequence thereof.
33. Other similar infractions and/or violation of College policies which the Dean of Student Affairs considers as a major offense.

B. ACTS CONSTITUTING MINOR OFFENSES:

1. Blocking of the stairways and doors, loitering along corridors, sitting on the steps of stairs, unauthorized use of any school supplies i.e. chalk, paper, pentel pens, etc.
2. Intruding into the privacy of male and female comfort rooms, using the wrong comfort rooms, malicious catcalls, whistling especially at ladies, boisterous laughter and other nuisances unbecoming of educated individuals
3. Making unnecessary noise along the corridors or classrooms during class hours, examination periods, or power interruptions.
4. Causing unnecessary noise or distractions in the library and any deliberate disarrangement of desks and tables. In addition to the usual sanction, violators of this rule will be suspended temporarily from the use of the library facilities as an additional penalty.
5. Smoking in any place within the campus.
6. Non-use of ID for entry or any fraudulent use of the College ID.
7. Non-presentation of school ID within the college premises upon request of persons in authority.
8. Bringing of alcoholic beverages inside the campus (except those to be used in the HRM classes duly authorized by the Department Head and approved by the Dean of Student Affairs).
9. Littering.
10. Sitting on the armchairs, tables, and other improper use of school facilities, instruments, and equipment, and any act that might damage or destroy school properties.
11. Taking of examination in another room other than the one assigned by the professor.
12. Violations of the College Policy regarding the dress code as stated in Article X Section 1 .
13. Excessive and irresponsible use of school and other resources and properties like water, electricity, and food.
14. Any involvement regarding the entry or stay of any individual or group in SPCBA without any official business or valid purpose.
15. Jeering at any individual or group.

16. Throwing objects as a means of provocation and agitation.
17. Making any lewd and offensive gestures for whatever reason.
18. Discourtesy towards any member of the SPCBA community.
19. Any unauthorized or malicious use of the public address system, school bell, and other alarm devices. Any unauthorized acts involving alarm systems and devices shall also be liable as criminal acts and shall be prosecuted accordingly in addition to any administrative proceedings.
20. Any unauthorized and malicious use or tampering of fire extinguishers shall, in addition to the appropriate sanctions provided herein, be prosecuted under pertinent laws.
21. Engaging in any form of gambling within the College premises and during school functions held outside the campus.
21. Possession or use of playing cards within the campus.
22. Violation of the Traffic Policy of the College.
23. Other infractions which the Dean of Student Affairs considers as a minor offense.

Section 5 – BOARD OF DISCIPLINE

The Board of Discipline is an administrative committee constituted and tasked with the duty of safeguarding the rights of a student who is charged with violation of the Code of Discipline or other College policy.

The Board of Discipline exercises jurisdiction over acts and omissions classified as major offenses and punishable by either exclusion or expulsion with the Dean of Student Affairs as Ex-Officio Chairman who in turn appoints other members of the Board.

1. COMPOSITION

- a. Chairman - Dean of Students Affairs
- b. Members - Dean of College/Department Head of the course of the student concerned, the Guidance Counselor, and any two (2) faculty members of the accused.

2. **FUNCTIONS**

The overriding function of the Board of Discipline is to determine the veracity of complaints made against students accused of violations classified as major offenses and punishable either by exclusion or expulsion. All other offenses not falling within such purview will be dealt with by the Dean of Student Affairs.

3. **RIGHT TO DUE PROCESS**

No disciplinary sanction shall be applied upon a student except for cause and after due process shall have been observed.

4. **PROCEDURAL DUE PROCESS STANDARDS**

The following procedural due process standards are observed in the investigation of all cases and complaints elevated to the Board of Discipline:

- a) All complaints should be made in writing and submitted to the Dean of Student Affairs.
- b) The Dean of Student Affairs conducts his own preliminary inquiry and may require the complainant to submit additional evidence to further substantiate the complaint.
- c) If on the judgment of the Dean of Student Affairs, the act complained of has probably been committed and appears to be a major offense punishable by either exclusion or expulsion, he shall convene the Board and refer the same for deliberation and consideration.
- d) The student concerned shall be notified of the complaint made against him/her not later than five (5) days before the scheduled date of hearing.

N.B. Failure of the student who is charged with an offense to submit a written answer within five (5) days after receipt of notice shall be considered as a waiver of this right.

- furthermore, his/her failure to appear during hearings in spite of due notice and without justifiable reason shall not affect the validity of such hearings, said hearings may continue ex parte, provided that the student concerned is not prevented from appearing in subsequent hearings.
- e) The accused student shall have the right to answer the charges against him/her with the assistance of a legal counsel whenever warranted.
- f) The accused student shall be informed of the evidence against him/her and shall have the right to produce evidence in his/her own behalf.

5. PROMULGATION OF THE BOARD'S DECISION

- a) The Board's decision shall be imposed by the Dean of Student Affairs within ten (10) days after the final hearing.

A copy of the Summary Report is hereby given to the student concerned or to said student's parents or guardian.

- b) The parties are immediately notified thereof, provided that in the case of dismissal or suspension of a student, the parents or guardian shall be informed immediately. A formal letter is given to the parent/guardian to be duly received.

6. FILING OF APPEALS

- a) Appeals may be made by filing a letter to such effect to the Office of the Chief Administrator within five (5) days upon receipt of the decision of the Board.
- b) If denied, the decision of the Board shall be final and immediately executory.

Section 6 – GRIEVANCES AND COMPLAINTS

GENERAL CONSIDERATION

SPCBA has always been known for the spirit of community life reflecting the teacher-discipline relationship pervading in the campus. Members of the academic community are encouraged to keep open their individual communication lines to ensure a harmonious relationship in the campus.

It is in this light that grievances against any member of the academic community should be settled through dialogue.

In cases where grievances against could not be settled amicably, however, then as a last resort should a formal procedure be taken to settle such grievances.

Any grievance, charge, or complaint any individual student or group of students may have against any member of the administration, faculty, or staff of SPCBA should be reported to the Dean of Student Affairs thru a written complaint duly signed by the complainant/s.

The Dean of Student Affairs may convene a committee with the Dean of College to handle and decide on such issues.



ARTICLE XI GRADUATION

Section 1 = Graduation

1. Only students who have successfully completed all courses in their curriculum are eligible for graduation. Students cannot participate in any commencement activity unless all curricular requirements have been completed.
2. Graduating students must file applications for graduation with the Registrar's Office before enrollment. Only those students who satisfied all graduation requirements can participate in the graduation ceremonies.

Section 2 – Graduation Requirements

A student on his/her last school term should comply with the following requirements to qualify as a candidate for graduation:

- a) file his/her official application for graduation with the Registrar's Office;
- b) should have completed all the academic and non-academic requirements;
- c) have such eligibility for graduation approved by the College Registrar;
- d) should have taken his/her college course in SPCBA at least one curricular year before graduation;
- e) have settled all obligations to the school and accomplished the graduation clearance;
- f) attended the graduation rehearsals; and
- g) complied with all other requirements as deemed necessary by the Dean of College.

Section 3 – Graduation Procedure

- a) The student must file Application for Graduation at the Office of the College Registrar before enrollment for the final semester/term. The schedule of the application for graduation for graduating students will be posted by the Office of the College Registrar.
- b) The student secures the Application Form for Graduation at the Office of the College Registrar. The issuance of application form is only done when a student does not have any other deficiency, including required subjects needed for course completion other than those enrolled in their final semester. No

student with any academic or non-academic deficiency, including PE and CWTS, may qualify for graduation.

- c) Two (2) weeks before graduation, the student verifies his/her name on the list of graduating candidates posted on the Bulletin Board by the Office of the College Registrar.
- d) The student has his/her graduation toga measured and graduation picture taken. The College facilitates the renting of the graduation toga and the picture-taking for a fee to be included in the graduation fee.
- e) The candidate for graduation must attend the graduation rehearsals, Baccalaureate Mass, and Graduation rites.



ARTICLE XII STUDENT ACTIVITIES

Empowering students and student organizations towards the creation of persons and communities that are integrated, encouraging a wide range of relevant activities through the formation of values, and through intelligent and innovative processes is embodied in the College's Vision-Mission. The need of SPCBA students for total human development capable of effective collaboration with communities within and outside the College is the backbone of Co-curricular, as well as Extra-Curricular, Student Activities and Student Organizations.

Section 1 – GENERAL POLICIES

A. AUTHORITY TO OPERATE

The right of students to associate and participate in student activities and organizations in SPCBA is recognized and upheld by the Administration, subject only to reasonable regulations promulgated by the Dean of Student Affairs.

B. SUPERVISION OF ORGANIZATIONAL ACTIVITIES

It shall be the responsibility of the Dean of Student Affairs to supervise and regulate the operations as well as the activities of all duly-recognized student organizations, for the purpose of providing guidance for the maximum utilization of their human potentials/resources and efforts toward the attainment of goals and objectives of the organizations as envisioned in their approved constitutions and by-laws.

1. The Dean of Student Affairs shall meet with each student organization with their faculty moderator at least once every semester to discuss, among others, current projects, plans pressing problems, and to assist the organization attain its objectives in accordance with institutional and office policies.
2. The Dean of Student Affairs shall have the right to create programs, policies and procedures that will facilitate the management of student organizations and the conduct of student activities.
3. All student organizations are encouraged to be creative in the planning and implementation of activities that promote the professional, social, cultural and spiritual welfare of their members, in accordance with previously set objectives. No activity shall be held without prior consultation with the faculty moderator and the approval by the Dean of Student Affairs.
4. The Dean of Student Affairs reserves the right to disapprove any activity if such activity violates any institutional policy and/or the rules and regulations set forth by the Office of the Student Affairs.

5. In cases of conflict within an organization, or between two or more organizations, and when no resolution to the issue can be reached, the Dean of Student Affairs may intervene to resolve the issue at hand. His decision regarding such is final and executory.
6. The holding of any in-campus activities participated in by outsiders should have prior clearance/approval from the Dean of Student Affairs.

C. APPLICATION TO FORM A STUDENT ORGANIZATION

Any group of not less than (15) members may apply to the Office of the Student Affairs to organize and operate a student organization. Such application must be filed within thirty (30) days after the start of classes for the first semester of the current school year.

1. The following supporting documents, accomplished in duplicates, must be presented at the time of application (1) formal letter of application (2) constitution and by-laws, (3) list of interim board of officers, their names, respective positions, majors, year levels, addresses and specimen signatures of at least 15 founding members, inclusive of officers, (5) proposed activities for the entire school year, including tentative dates of implementation and brief descriptions of each activity, and (6) name of the proposed faculty moderator with a letter of acceptance addressed to the Dean of Student Affairs.
2. At no time in the organization's existence will there be fewer than fifteen (15) members in the said organization and, provided that the membership of such organization shall be limited to bonafide students of the school. Any violation of this rule will be acted upon by the Dean of Student Affairs.

D. CONSTITUTION AND BY-LAWS

Each student organization shall have a constitution and by-laws which shall be subject to approval by the Dean of Student Affairs upon the recommendation of the Dean of College. No organization shall be allowed to function without prior approval of the Constitution and By-Laws.

E. RECOGNITION OF STUDENT ORGANIZATIONS

Every recognized or accredited student organization shall be registered with the Office of Student Affairs. A Certificate of Recognition shall be issued by the Office of the Student Affairs and the College Dean to each student organization upon full compliance with the requirements herein prescribed. Such certificate, however, shall be effective for one (1) school year only and will have to be renewed every

succeeding school year that the organization is in existence and may be subsequently revoked for cause by the Dean of Student Affairs.

1. For purposes of recognition, the following shall be invariably required:
 - a. A copy of the approved constitution and by-laws of the organization, signed by the initial set of officers for the school year.
 - b. A list of the initial set of officers and members of the organization, including an indication of their respective positions, and their respective specimen signatures. In case of an inter-school organization, a list of initial set of officers and members, with their respective positions, their respective specimen signatures, and a letter of endorsement from its central office.
 - c. A letter of acceptance by the appointed or elected officers must be submitted with the above requirements including a flowchart of proposed activities for the school year with corresponding budget proposal.
 - d. A letter with the above requirements addressed to the Dean of Student Affairs expressing the request for due recognition, and the name and acceptance of their organization adviser with the recommendation of the Dean of College.
2. Any student organization which does not renew its registration and which fails in the evaluation of the previous school year's shall be automatically considered defunct.
3. Any student organization which has been granted institutional recognition and which violates its own constitution/statement of purpose, or fails to comply with the policies imposed by the Office of Student Affairs, is liable for revocation of its Certificate of Recognition whenever warranted as determined after an investigation conducted by the Dean of Student Affairs.
4. At no time in the organization's existence will there be less than fifteen (15) members involved in the said organization. The membership of the organization shall be limited to bona fide students of SPCBA. Any violation of this rule will be deliberated by the Dean of Student Affairs on a case-to-case basis.
5. An Evaluation Board may be assembled and is to be composed of the Dean of Student Affairs as chair and the members are composed of four (4) faculty members who are not club moderators, all of whom are recommended by the Dean of College. The Dean of Student Affairs shall consider such recommendations of the Dean of College. The Board is

tasked to evaluate the performance of each student organization and to select the most outstanding organizations.

6. Organization officers and moderators must first discuss with the Dean of Student Affairs any contract they have to enter into with a company or outside group with regard to their various projects.

F. ACTIVITY BAN

To ensure that all students give priority to academic undertakings particularly in formal examinations, seven (7) calendar days, inclusive of Saturdays, Sundays and holidays, before the start of the mid-term and final examinations will be considered a ban on all student activities. Any exception to the ban, particularly related to academic activities, will have to be approved by the Dean of Student Affairs.

G. STUDENT ACTIVITY PROPOSAL

1. All activities should be supported by the Student Activity Proposal (SAP).
2. All SAPs should be accomplished by the organization secretary and signed by the proper organization officials.

SAPs should bear the signature of the President of the organization, endorsed by the Moderator and by the Department Head, recommendation from the College Dean subject to the final approval of the Dean of Student Affairs.

3. The original SAP should be submitted to the Office of Student Affairs while photocopies should be furnished to the following:
 - a. The Dean of College
 - b. Department Head (for professional Organization only).
 - c. Organizational file
4. Activities without SAP shall not be considered a school activity and the same shall not be credited in favor of the sponsoring organization. Activities done in the name of the school without the school's approval will merit a corresponding sanction from the Office of Student Affairs.
5. SAPs must be submitted to the Office of Student Affairs within the deadline set by the Dean of Student Affairs. Any revision in the SAP must be done one month prior to the activity.
6. Approval of the SAPs is based on the following rules:
 - a. The SAP should be submitted on time as stated above.

- a. The project, program, or activity should be in line with the overall thrust of the College and the objectives of the organization.
 - b. The project, program or activity should not violate any rules and regulations of the College and those of the Office of Student Affairs.
 - c. The project, program or activity of an organization should not coincide with any project, program or activity of another organization earlier approved by the Office of Student Affairs, especially where the same group of students is involved in the said projects, programs or activities.
 - d. If in case a project or activity is disapproved by the Office of Student Affairs, the officers of the Student Organization may seek an audience with the Dean of Student Affairs to give the reason/s why they believe that such project, program, or activity must be re-considered.
7. For special projects or activities, the following policies and procedures should be followed:

7.1 Off-Campus Activities

Activities which will be held outside the campus, e.g. field trips, educational tours, exposure trips, immersion, etc. shall have to bear the recommendation of the College Dean and be duly approved by the Dean of Student Affairs after a letter requesting for such approval has been submitted to the same at least 15 days before. The student organization is required to submit waiver forms for each participant to be signed by their parents or guardian. The waiver forms are secured from the Office of Student Affairs and submitted at least one (1) week before the activity.

7.2 Activities on Community Involvement

Any Student Organization undertaking a community involvement project, program, or activity on its own or jointly with an outside organization or person should have the approval of the Dean of Student Affairs.

7.3 In-campus Activities Participated by Outsiders

Activities which will be held inside the campus and participated in by outsiders shall observe the following procedures:

- 7.3.1. The SAP, together with the Memorandum of Agreement, and a complete list of the names of outsider participants should be submitted to the Dean of Student Affairs for

approval at least one week before hand with the recommendation from the College Dean.

- 7.3.3 A copy of the approved letter of request should be submitted to the Dean of Student Affairs.

7.4 Activities that Disrupt Classes

7.4.1. Traditional activities that will include the entire college population and will cause disruption of classes should first be recommended by the Dean of College and subject to the approval of the Dean of Student Affairs. Letters of request regarding such should be submitted at least two weeks before the activity.

7.4.2. Other school activities that will disrupt few classes should first be cleared with the professor concerned, the Department Head and the Dean of College. Application for activities should be submitted to the Office of Student Affairs two weeks before the holding of such activities for approval.

7.5 Procedural Guidelines in the Conduct of Student Activities

7.5.A. Basic Guidelines

1. All activities of student organizations should be duly approved by the Dean of Student Affairs.
2. All the necessary forms and documents must be filed within seven (7) days before and after the activity.
3. The sponsoring class and/or student organization is in charge of maintaining the cleanliness and orderliness of the venue before, during, and after the activity and is liable for any damage and injury caused to any person and property arising from the aforesaid activity.

7.5.B. Fund-Raising Activities.

Aside from the above basic guidelines, all fund-raising activities should have prior recommendation from the College Dean and be duly approved by the Dean of Student Affairs.

Furthermore, all NSTP-initiated or sponsored activities should have proper clearance and approval from the same.

After the activity, the following should be submitted to the Office of Student Affairs in duplicate:

1. financial statement with corresponding supporting documents, i.e. receipts;
2. pictures and other documentary evidence of the completion of the undertaking.

H. FIELD TRIP GUIDELINES

A field trip is a visit (as to a factory, farm or museum) made (as by students and a teacher) for purposes of firsthand observation.

Excluded are practicum/internship/practice teaching.

NATURE

Educational

1. A field trip must be a curricular requirement.
2. It must be relevant to the course of the participants.

1. Schedule

Field Trips should be scheduled only on non-class days, preferably during semestral, Christmas and summer breaks, unless the field trip is a curricular requirement which may entail only a half-day or whole-day visit to the site.

2. Authorization

Only faculty and advisers are authorized to organize field trips. The parent's consent and waiver, in an appropriate form, should be obtained by all prospective participants. The Chief Administrator's and the Dean's consent/permission are a requirement before the activity is organized. The activity must be in the syllabus.

3. Funding

The budget for the activities must be duly approved by the Chief Administrator. Payment must be directly made to the Cashier and not to the faculty members.

4. Procedure

- a. A permit form in quadruplicate should be accomplished by the authorized persons. The form should indicate the nature of the activity, duration, date, itemized budget justifying the amount to be collected from the participants, itinerary, and other relevant information.
- b. This permit and the budget should be approved by the College Dean and by the Chief Administrator at least one (1) month before the field trip.

- c. The parent's consent and waiver for the interested participants should be solicited and turned over to the Dean's Office for safekeeping.
- d. The List of Names of the participants, as well as the names of the faculty members who shall serve as chaperones for the field trip, shall be submitted to the Dean's Office at least 48 hours before the departure schedule.
- e. Maximum safety and security measures should be included in the planning of the activity.
- f. At the latest, two weeks after the activity, report should be made and submitted to the Department Head, College Dean and the Chief Administrator.

PLEDGE OF LOYALTY

With a deep sense of gratitude to my Alma Mater, the San Pedro College of Business Administration, I solemnly pledge to observe and maintain absolute loyalty to her noble ideals. I do pledge, further, to help promote and enhance the advancement of superior-quality education and sustain this high standard by fulfilling faithfully my responsibilities as a worthy son/daughter of my Alma Mater.

Moreover, I solemnly promise to do everything in my power to maintain unity and harmony among us for the glory of this Institution of Higher Learning.

This I impose upon myself voluntarily without mental reservation and purpose of evasion.

So help me GOD.

SPCBA HYMN

*Our dear College
SPCBA
Banner of white, green and gold
Pride of Southern Tagalog
You'll forever be
You'll forever be.*

*Fame and goals will bind us
The knowledge that we shared
We'll work with it with pride
Prayers and hope for you
SPCBA SPCBA SPCBA*