



SAINT JOSEPH COLLEGE • COLLEGE DEPARTMENT

STUDENT HANDBOOK

2023 EDITION

PRIVACY NOTICE

YOUR PRIVACY IS OUR PRIORITY!

Saint Joseph College, a Catholic learning institution, places a high priority on your privacy. It collects and processes personal information of students, employees, and other stakeholders, in print and non-print resources, upon application in accordance with its operations, academic and administrative, as permitted by law in pursuit of the school's interests and objectives. It strictly abides by the implementing rules and regulations of the National Privacy Commission (NPC).

Personal Information Collected:

- | | | |
|---------------------------|-----------------------------------|------------------------------------|
| • Name | • Parents'/Guardian's Information | • College Admission Test Result |
| • Age | • Income | • Subject Load Curricular/ |
| • Address | • Scholastic Information | Co-curricular /Extracurricular |
| • Birthday and Birthplace | • ID Number | Involvements |
| • Health Records | | • Photos/voice or video recordings |
| | | • Other relevant information |

Purposes:

The data shall be used for the following purposes:

- | | | |
|-----------------------------------|--------------------------------|---------------------------|
| • Compilation of Permanent Record | • Follow-up | • Awards/Recognitions |
| • Student Profiling | • Insurance | • Employment References |
| • Research | • Certification of Affiliation | • Other relevant purposes |
| • Scholarship Opportunities | • Retirement Claims | |
| • Tracer Studies | • Placement | |

The data collected are stored in locked rooms and cabinets, encrypted servers, web pages, and cloud storage. These are retained for an indicated period determined by the school and by law for historical, statistical, and other purposes, otherwise, all records will be disposed of securely. Only authorized in-house offices and entities such as CHED, DepEd, receiving schools in case of transfer, host training agencies, and other agencies – government or private – that the school recognizes and engages with in implementing its operations, are given access in the event that data may need to be shared and disclosed whether physically or electronically.

As provided by DPA 2012, students and employees may access, correct, erase, block, or object to the processing of their data on reasonable grounds.

The provisions of this notice may change for updating and shall be published for wide information dissemination.

For further information and concerns about how the school processes the personal information it holds, please contact the school's duly designated Data Officer at dpo@sjc.edu.ph.

PERSONAL INFORMATION

Name : _____
First Middle Last

Course & Yr. : _____ Yr.: _____ SY _____

ID Number : _____

Birthday : _____

Home Address : _____

Maasin Address : _____

Contact Number : _____

E-mail Address : _____

Messenger Acct. : _____

In case of Emergency, please provide contact:

Name : _____

Contact Number : _____

Relationship : _____

If employed:

Employer : _____

Address : _____

I understand that Saint Joseph College is committed to protect and respect my personal data in accordance with the Data Privacy Act of 2012. I hereby give my consent to the institution to collect, process, use, and share my personal data in accordance with its operations – academic and administrative, as permitted by law in pursuit of the school's interests and objectives.

Signature of Student

FOREWORD

Dear Josephinian,

Saint Joseph College has earned its reputation for shaping men and women who are responsive and acclaimed for their innovation in life after their student days. Our alumni are guided by their passion to effect change in communities where they live and in communities where others are in pitiable conditions. Many serve as inspiration to their fellowmen as they live what SJC values: God, country, and knowledge. This tradition of excellence will continue through the achievements and leadership of Josephinians you.

As you enter the portals of Saint Joseph College, you embark on a journey that will propel you toward greater heights of excellence and service. As our school's vision articulates: *Saint Joseph College, a Catholic School, envisions an evangelized and evangelizing community providing excellent integral education and involvement in social transformation.*

Make every effort to understand and embrace the school's values of living and sharing the faith in God with others, humble service for our country, and communion as a family in search of truth, which form the cornerstone of Josephinian education. These values will serve you well and will help you find greater meaning, fulfillment, and, most definitely, fun and enjoyment throughout your stay in SIC and beyond.

At SJC, students are philosophically placed in a bracket, i.e., they take center stage in the learning process. In the face of the complexities brought about by our modern, technologically-driven, global society, the school believes in holistically developing its students in course works. Hopefully, our school this year starts to find academic linkages and industry partnerships which will further hone your expertise in your respective fields. May this handbook, which contains your rights and responsibilities and the school's policies and practices, help you become what God wants you to become through the Educative Family of Saint Joseph College.

MOST REV. PRECIOSO D. CANTILLAS, SDB, DD

Bishop of Maasin
School President

TABLE OF CONTENTS

ARTICLE I: THE SAINT JOSEPH COLLEGE

Section 1	History	1
Section 2	Saint Joseph College Logo	6
Section 3	Patron Saint	6
Section 4	Philosophy of Education	6
Section 5	Vision	7
Section 6	Mission	7
Section 7	Goals	7
Section 8	School Hymn	7

ARTICLE II: SCHOOL ADMINISTRATIVE POLICIES

Section 1	Admission	8
Section 2	Disqualification from Admission	18
Section 3	Changes and Withdrawals	18
Section 4	School Fees	18
Section 5	Scholarships	19
Section 6	Special Privileges and Discounts	20
Section 7	Academic Load and Sequence	21
Section 8	Field of Specialization	21
Section 9	Attendance of Classes	21
Section 10	Examinations	22
Section 11	Grading System	22
Section 12	Requirements and Qualifications for Graduation	23
Section 13	Honor Roll	23
Section 14	Graduation with Honors	24
Section 15	School Records	24
Section 16	Summer Class	26
Section 17	Cross-Enrolment	26

ARTICLE III: SCHOOL RULES AND REGULATION

Section 1	School Uniform	27
Section 2	School Identification Card (ID)	28
Section 3	Student Behavior	29
Section 4	Student Organizations	29
Section 5	School Activities	32
Section 6	School Policies on Discipline	34
Section 7	School Health and Safety Guidelines	42
AGREEMENT (STUDENT COPY)		44
Telephone Directory		45
AGREEMENT (to be detached for SAO Copy)		
Program Offerings		

ARTICLE I

THE SAINT JOSEPH COLLEGE

Section 1. HISTORY

The Founding Years

Saint Joseph College was founded on February 20, 1928, by His Excellency Most Reverend Sofronio G. Hacbang, D. D. (1887-1937) Bishop of Calbayog Diocese to which the whole Samar and Leyte canonically belonged. It was first named Instituto de San Jose. Its primary purpose was to offer Catholic education through which the Church could fulfill its work of evangelization. In June 1928, the school welcomed its first elementary and secondary students whose classes were held in a provisional school building made of light materials. Two years after, the school got recognition from the government for the said courses.

The Founder-Bishop entrusted the leadership of the school to the diocesan priests assigned as parish priests of the Parish of Our Lady of Assumption, Maasin. The first School Director was Reverend Father Sofio Mandia who came to Maasin as parish priest in 1931.

From *Instituto* to College

The year Bishop Hacbang died, a new diocese was created in 1937 – the Diocese of Palo covering the whole island of Leyte. The Instituto then was under the watchful eye of the new Bishop of Palo, Most Rev. Manuel M. Mascariñas, D.D. This time the Instituto progressed rapidly under the steering hands of Fr. Sofio Mandia. The increase in enrolment required new buildings. To answer the need of those who craved higher education but could not proceed elsewhere due to financial constraints, the school offered the Junior Normal College Course in 1940.

The outbreak of World War II interrupted classes from December 1941 to December 1944. When classes reopened in January 1945, the Diocese of Palo asked the Benedictine Sisters to take over the administration of the school, marking a new epoch in the intellectual life of the Instituto. With Sister Godfrieda Baumeister, OSB as the Directress, the school progressed by leaps and bounds. New school buildings were constructed and facilities were improved to accommodate more students. In 1947, the government

recognized the Junior Normal College Course, which paved the way to rename the school, Saint Joseph Junior College.

In 1949, the state recognized Two-Year Preparatory Law and Third and Fourth Years of Education Courses. Thus, in the later part of the year 1949, the Instituto de San Jose became Saint Joseph College after twenty-one years of existence.

From then on, the new college offered other collegiate courses to students. The government recognized the following: the complete Bachelor of Science in Education (BSE) and Two-Year General Liberal Arts Course in 1950; the Two-Year Junior Normal Course in 1954; the One-Year Collegiate Secretarial Course in 1956; Two-Year Collegiate Commercial Course in 1958; Third-Year of the Four Year Collegiate Commercial Course and Third and Fourth Years of the Four-Year Liberal Arts Course (AB-General) in 1959; Third and Fourth Years of the preparatory Law Course (Ab-Pre law) in 1960; Two-Year Collegiate Secretarial Course in 1961; Two-Year Special Vocational Secretarial Course in 1962; and Third and Fourth Years of the Collegiate Normal Course (BSEED) in 1965.

The Quest for Quality and Excellence

On August 14, 1968, the new Diocese of Maasin was created by Blessed Pope Paul VI covering the whole newly created Province of Southern Leyte and extending to six municipalities of Leyte. The school's supervision then was transferred from the Diocese of Palo to the Diocese of Maasin whose first Bishop was the Most Rev. Vicente T. Ataviado, D.D. (1929-1997).

In 1972, the Benedictine Sisters turned over the school administration to the Diocese of Maasin. The Lay Administration was headed by Mr. Marcelino Hanopol Jr. as the first President. Serving as the advisory and policy-making body was the Board of Trustees with the Bishop of Maasin as the Chairman. The Lay Administration has taken over where the Benedictines left. It has continued the impetus for progress blazed by the past administrations so that in the relatively short period of six years it has etched an indelible mark in the history of the school as it opened more courses and drove for quality and excellence: Third and Fourth Years of the Collegiate Commercial Course in 1973; The Night Secondary Course, One Year in Electronic Serviceman for Radio Receivers, Practical Electricity Course, Auto Mechanics Course, Civil Engineering Course, Preparatory Law Course, and Third and Fourth year of the Collegiate Commercial Course in 1974.

In 1978, the Bishop of Maasin, Most Rev. Vicente T. Ataviado, D.D., took over the Presidency of the school besides being the Chairman of the Board. In administering the school, he was assisted by the three Vice-Presidents- Vice-President for Academics, Vice-President for Finance, and Vice-President for General Services.

In 1979, the Sisters of Saint Francis of Perpetual Adoration (OSF) started working for the school upon the request of the Bishop of Maasin. The religious sisters served as administrators, teachers, and campus ministers. In the same year, an additional school site at Mambajao, Maasin, was developed where the building for the Engineering department and part of the High School department was constructed. The new campus provided vast open space for various school and diocesan activities.

In the later part of 1981, the school had a new organizational set-up which was headed by the President and assisted by the Presidential TROIKA instead of the three Vice-Presidents. It was during this time that the government fully recognized the five-year course in Civil Engineering (BSCE) in 1985, Masters of Arts in Education (MAED) in 1988, Four Year Course in Accountancy (BSA) in 1991, Associate in Computer Science (ACS) in 1994, and Associate in Computer Secretarial in 1995.

In 1995, Bishop Ataviado retired as School President and appointed Sister M. Anthony Kuizon, OSF to head the school. Under the new organizational set-up, the President was assisted by the Vice-President and the members of the Administrative and Academic Councils. Starting to rise also this time was the new grade school and the new college buildings to accommodate students of the newly offered courses which included in 1996 Master of Business Administration (MBA), Bachelor of Science in Computer Science (BSCS), Bachelor of Science in Secretarial Administration (BSSA), and two years later Bachelor of Science in Criminology (BSCrim).

The Emphasis on School's Professionalism and Catholic Character

In 1998, Most Rev. Precioso D. Cantillas, SDB, DD became the second Bishop of the Diocese of Maasin, a year after the death of Bishop Ataviado. He assumed the Presidency of the school in 2000. Since then rapid growth and development of the school took place. Under his new leadership, the professional dimension of the school is pursued with vigor, and its Catholic character is given greater and renewed emphasis. He initiated reforms and

innovations in organizations, operations, services, curricula, campus development, and research.

This is the reason why before completing all the constructions of the school, the School President and at the same time the Bishop of Maasin dealt first with the formulation of the Vision, Mission, and Goals of the School setting the direction of the school which was professional, Christian and specifically Catholic in nature. Thus, in line with the School's vision and mission, Bishop Cantillas created the Theology Department in 2001 with its own Dean to emphasize theology subjects as the core of everything the school is teaching to its college students who would now take theology subjects from first year to fourth year in college.

Moreover, alongside feeding the young minds with knowledge is feeding the young and innocent souls with the Word of God and the Body of Christ through daily class mass (in elementary, high school, and college) recollection, and retreats. For this purpose, the School President constructed a recollection/retreat center in Macrohon called Shalom and put up or renovated chapels in elementary, high school, college, and extension campuses.

Considered one Educative Family of God, the School also began to make the four family events distributed throughout the academic years as Educative Family Day wherein students, teachers, and parents gathered together to celebrate as a family the occasions of the Baptismal Day of the School President, Intramurals, Foundation Day and Feast of St. Joseph.

In 2001, the government recognizes the course Bachelor of Science in Criminology (BSCrim) whose enrollees grew in giant strides so that the School Administration decided to finish the fourth floor of the new college building. In 2002, the grade school program was conferred PAASCU Level II accredited status.

In 2003, to take care of the out-of-school youth, the School President with international aid, constructed the Vocational Training Center (VOCTRAC) producing skilled youth ready to work in companies here and abroad. From just two courses (Automotive NC II and Welding NC II) at the start, the Center together with TESDA offered Electrical Technology (NC III), Refrigeration and Air-Conditioning Technology (NC I), Consumer Electronics (NC II), Plumbing Technology (NC II), Computer Hardware Servicing (NC II), Housekeeping Services (NC II), and Bartending Services (NC II).

In 2007, the School offered a Bachelor of Science in Office Administration (BSOA). The following year, the Administration Offices were transferred to the New College Building to give way to the construction of more classrooms for the High School students whose population increased rapidly.

In 2008, the Office of Planning and Research was established to articulate the School's thrust toward research, service, and development.

School Year 2011-2012 marked the founding of the course Hotel and Restaurant Management occupying the fifth floor of the college building. The following year, the School inaugurated the Giuseppe Hotel and Restaurant and other HRM facilities. St. Felicity and St. Rose of Lima Dormitories for female students were also blessed. On this year, the Bachelor of Science in Information Technology (BSIT) was granted recognition by the government.

Mindful of its social responsibility, the School established in 2012 the Community Extension Service Office to handle the outreach programs and activities of adopted communities. The five-year management and development plan was implemented in 2013 after the School President's approval.

In the same year 2013, the third and fourth storeys of the new high school building where the additional classrooms, the new principal's office, and the new library are located were blessed by the School President. This year also saw the recognition of the Bachelor of Science in Accounting Technology.

In 2014, the Office for Public Affairs, Publications, and Alumni Relations was created with the purpose of making known the vital role that the School play in public life and events by coordinating and facilitating SJC's relationships with the communities (local, provincial, and national government), the media, and the general public.

To date, the school's physical plant and facilities have greatly improved. Additional structures such as the Gunfrida Covered Court, the Grader's Nook, the Salamat building, the enlarged and modernized Grade School building, the new 4-storey College building, the new College Administration building in the main campus at Tunga-tunga, the Hessling Retreat House and the chapel.

Modern facilities to enrich development-oriented courses in arts, education, sciences, and business have been installed. To name a few, SJC has fully equipped and air-conditioned computer and speech laboratories and a fully furnished audio-visual room. It is equipped with basic science laboratories in Physics, Chemistry, and Biology and a simple but workable laboratory for Civil engineering experiments.

Thus, Saint Joseph College has gone a long way from what it was when founded in 1928. Its growth has been largely due to the coordinated efforts and dedication of the administration, faculty, studentry, non-academic personnel, alumni, the community, and its generous benefactors from other countries and within the country.

Section 2. SAINT JOSEPH COLLEGE LOGO



PAX means Peace. SJC aims to contribute to the attainment of peace which is a basic condition towards fullness of life for all. Peace will be realized through worship of God, service of the country, and pursuit of knowledge.

Section 3. PATRON SAINT

Saint Joseph, the Foster Father of Jesus, our Redeemer, is the Patron Saint of the school. As a man, he was a perfect example of humility, goodness, industry, patience, and prayer. Therefore, all should look up to Saint Joseph as a model and an inspiration and should practice strong devotion to him.

Section 4. PHILOSOPHY OF EDUCATION

Saint Joseph College, a school of the Diocese of Maasin, believes that true education consists of the total development of a person in accordance with the Catholic philosophy of education. As a Catholic educational institution of learning, Saint Joseph College is Filipino and Christian in its ideals and aspirations. As such, it holds and inculcates Filipino values and attitudes and is committed to the total formation of all its members. The school strives to attain academic excellence and personal human maturity as motivated by the Catholic faith in the love of God and country.

Section 5. VISION

Saint Joseph College, a Catholic school, envisions an evangelized and evangelizing community providing excellent integral education and involvement in social transformation.

Section 6. MISSION

We commit: to build the Saint Joseph College Educative Family (SJCEF) centered on Christ; to form every member into an integral human person imbued with the gospel values and equipped with excellent quality education; and to be an active agent in making a humane society.

Section 7. GOALS

1. To deepen the culture of love, respect, and service among the member of SJCEF.
2. To teach and proclaim the gospel values and be good living examples of the Catholic faith.
3. To continue to develop and excel in academics, research, sports, arts, and culture.
4. To provide facilities that ensure quality education for global competitiveness.
5. To promote the well-being of SJCEF members.
6. To offer opportunities for personal and professional growth through research and extension.
7. To show our love and concern for others and society through community and social action programs.

Section 8. SCHOOL HYMN

Saint Joseph College, all hail to thee!
We love thee, our Alma Mater.
To thee, we give our hearts and all.
To thee, we dedicate our souls.
Our beloved Alma Mater, hail to thee!
We'll remember you wherever we'll be.
To thy teachings now and forever we will be loyal.
We'll be loyal.
To thee, we shall live and for thy honor, we shall die.

ARTICLE II

SCHOOL ADMINISTRATIVE POLICIES

SECTION 1. ADMISSION

1.1 General Admission Requirements

1.1.1 Office of the School Registrar

- a. Form 138 (Report Card) for new enrollees
- b. Certificate of Good Moral Character (original)
- c. PSA Live Birth Certificate (original)
- d. PSA Marriage Certificate (original) for married female enrollees
- e. 2 pieces 2x2 photo ID
- f. 1 long white folder
- g. Permit to Study for employed enrollees signed by their direct department head
- h. Honorable Dismissal/Informative Copy for transferees
- i. Other documents that may be prescribed by the school

1.1.2 Student Affairs and Services Office (SASO)

- a. A Special Agreement for non-Catholics
- b. An enrollee with visible permanent body marks (tattoos) is advised to remove or conceal the marks before enrolling.
- c. Pregnant enrollees are required to submit the following:
 - a medical certificate from a licensed OB-GYN
 - waiver
- d. Other conditions and documents that may be prescribed by the SASO

1.2 Requirements for Shiftees and Second Coursers

A student has the right to exercise his/her freedom to choose a course. S/he may choose to shift to another course granting that s/he undergoes academic advising and career counseling.

Upon enrolment, a shiftee shall present his/her prospectus to the receiving department to determine the subjects to be credited in the new program. S/he will undergo an interview and academic advising by the Dean or an assigned faculty. To be admitted to the new program, the student should meet the minimum grade requirements.

Second coursers shall comply with the requirements indicated in the general admission provisions (Article II, Section I).

1.3 Specific Requirements for Each Program

1.3.1 SJC Entrance Test (SJCET) Requirement

PROGRAM	COLLEGE ADMISSION TEST SCORE
Bachelor of Arts (English, Philosophy, Economics)	72%
Bachelor in Secondary Education	75%
Bachelor in Elementary Education	75%
Bachelor of Science in Accountancy	75 %
Bachelor of Science in Accounting Information System	73%
Bachelor of Science in Architecture	75%
Bachelor of Science in Business Administration	72%
Bachelor of Science in Civil Engineering	75%
Bachelor of Science in Computer Science	75%
Bachelor of Science in Criminology	70%
Bachelor of Science in Information Technology	75%
Bachelor of Science in Office Administration	70%
Bachelor of Science in Hospitality Management	70%
Bachelor of Science in Tourism Management	70%
Associate in Computer Technology	70%

1.3.2. College of Accountancy

BS Accountancy

A transferee from other college courses must have an average rating of at least 86% in all subjects which are credited for Accountancy. A final rating of at least 2.0 (86-88%) in all major subjects - Accounting, Management, Economics, Business Law, and Taxation must be obtained in the first 2 years in college. For admission to the second year, the student must take the assessment exam. Assessment Exams are administered before the start of every semester.

For admission to the third year, s/he must pass a qualifying exam and pass the Mock Board exam to qualify for senior year. A final grade of not less than 2.0 in all major subjects - Accounting, Management, and Auditing subjects must be maintained. A subject may be retaken if the final rating falls below 2.0.

Students who do not meet the passing grade on the qualifying exam may be granted a probationary status after considering his/her grades from the first year. While on probation, students must maintain a grade of not less than 1.75 on all major subjects for the first semester of the third year.

BS Accounting Information System

A transferee from other college courses must have an average rating of at least 86% in all subjects which are credited for Accountancy. A final rating of at least 2.25 (83-85%) in all major subjects - Accounting, Management, Economics, Business Law, and Taxation must be obtained in the first 2 years in college. For admission to the second year, the student must take the assessment exam. Assessment Exams are administered before the start of every semester.

For admission to the third year, s/he must pass a qualifying exam and pass the Mock Board exam to qualify for senior year. A final grade of not less than 2.25 in all major subjects - Accounting, Management, and Accounting

Information System subjects must be maintained. A subject may be retaken if the final rating falls below 2.25.

BSAIS students who want to shift to the BSA course may be allowed and be given a probationary status also. However, these students must maintain a grade on all major subjects of not less than 1.5 for the first semester during the third year.

1.3.3. College of Business and Management

BS Business Administration

To be retained in the BSBA program, a student must obtain a grade of 2.25 in all professional subjects. The student shall be advised to shift to another course if s/he fails more than one-half of the academic load in a semester.

A transferee from other programs must have an average rating of at least 85% in all subjects which are credited to the BSBA program.

BS Office Administration

A BSOA student must not fail in any subject more than three (3) times. Otherwise, he/she will be advised to shift to another program.

For admission to the third year, the average final rating in all first and second-year subjects must not be less than 80% or 2.5.

1.3.4. College of Computer Studies

Incoming first-year students who wish to enroll in the BS Computer Science and BS Information Technology program must obtain a passing rate of 75% on the College Admission Test, otherwise, he/she will be allowed to enroll in the Associate in Computer Technology program and may shift

to the BS program the following semester provided grade average of the current semester is 2.25.

For admission to the third year in BS Computer Science and BS Information Technology, he/she must have completed the prescribed professional courses in the first and second years with an average rating of at least 2.25. The average rating of 2.25 should be maintained. A student who fails in more than three (3) subjects shall be advised to shift to another course.

1.3.5. College of Teacher Education

A. Admission

To be able to enroll in one of the programs offered by the College of Teacher Education (CTE), a new enrollee must:

1. Have no grade below 85% across the subjects in Grade 12 as reflected in his/her Form 138. If a student does not meet this requirement and wishes to enroll in any of the CTE programs, the student is granted a probationary status for one semester provided that he/she obtains a GRADE POINT AVERAGE (GPA) of at least 2.25 or 85% of all the subjects taken.
2. Obtain at least 75% of the scores from the CAT result. If a student is not able to reach the minimum examination result but meets the first requirement and desires to enroll in any of the CTE programs, the student will be on probation for one semester. After the probationary period, the student's grades will be evaluated obtaining a GPA of at least 2.25.

B. Retention

1. CTE students who are enrolled in the new curriculum should maintain a grade of at least 2.25 in any professional education subjects and major subjects. For those who are in the third and fourth-year level, there should be no grade below 2.5.

2. Incoming second-year students will take the qualifying exam before he/she can enroll. The said exam will be scheduled by the office.
3. Thirty percent will be computed from the scores of the qualifying exam and 70% will be computed from the General Weighted Average. To qualify for the second year, one must have a cumulative grade of 2.0 (85 – 87) from the aforementioned category. Otherwise, a student will be advised to shift to another program outside the teacher education program.
4. For grades on professional education subject or major subject, any first-year and second-year CTE student shall be subjected to:
 - A warning - if a grade below 2.25 is obtained in one (1) professional education subject or major subject; and
 - An advice to shift to another program outside the teacher education program – if a grade below 2.25 is obtained in two or more professional education subjects or major subjects
5. The third and fourth-year students have immunity to provision number four.
6. If a student obtains a final grade of FW (failure due to withdrawal without permission) or FA (failure due to excess absences) in any of the professional education and/or major subject, he/she will be advised to shift to another program.
7. If a student earns a grade of 5.0 in any of the subjects, he/she will be given a warning. If the student fails again, he/she will be advised to shift to another program.
8. A grade of NC will be complied with within three weeks after the schedule of the submission of the grades. Otherwise, the student has to retake the subject. For a

professional education subject or a major subject, he/she shall retake the course only once.

1.3.6. College of Liberal Arts

A. Admission

Enrollees who choose to take the Liberal Arts Programs of Saint Joseph College are required to:

1. Present their Form 138 with the recommendation to pursue Tertiary Education.
2. Pass the SJC Entrance Test/Examinations.

B. Retention

The College of Liberal Arts students should maintain a General Weighted Average of 2.5 or 80 % per Semester. CLA students are asked to maintain a grade of at least 2.5 or 80 % in all Major Subjects.

1.3.7. College of Civil Engineering and Architecture

BS Civil Engineering and BS Architecture

A Civil Engineering/Architecture student must not fail any Math or Major subject twice. He/she will not be admitted in the next semester/summer if he/she fails in three or more subjects in a semester. Upon return, the student will be placed under probation for one semester and will be enrolled in a 15-unit program. If the student obtains another failing grade, he/she will be advised to take another course. Moreover, the student shall be refused admission if he/she fails in 3 or more subjects in a semester for the second time.

A shiftee may be admitted if the weighted average in the previous semester is at least 2.50 or 80%.

1.3.8. BS Criminology

A. Medically and Physically Fit for Training

All 1st year students and transferees regardless of year level upon admission to SJC CRIM shall undergo mandatory reception rites. Reception rites shall consist of regular exercises performed by Law Enforcement Agencies in the country for the students to assimilate with one of the activities in their profession.

Physical Agility Test shall be undertaken as part of the enrollment process. Failure to pass the prescribed rating for the Agility Test shall cause a delay in the enrollment procedures.

All Criminology students are required to take part in the weekly calisthenics as part of the department guidelines and activity.

A medical clearance shall be undertaken by each student as a pre-requisite to undergo the said physical activities. In addition, all incoming 4th-year students for the Academic Year shall undergo a General Check-up similar to Medical Examination in applying for uniform service. The purpose of which is to determine at the earliest possible time any medical conditions that would be detrimental during the employment process. To lessen expenses, the school doctor can be commissioned to facilitate the said medical examination, however, the student is given the option to choose their physician to this effect. In all cases, a medical evaluation report and certification are required before enrollment, should there be any unfavorable medical condition discovered; the student is not prohibited from enrolling in the course.

B. Person of Good Moral Character

To implement this effect, all students must secure Police Clearance from their place of residence which shall be submitted to the office of the Dean for determination as to its moral fitness to be enrolled in Criminology. Should the student be involved in any violation of the law which affects the integrity of the School, the Dean shall initiate a separate investigation to determine the facts and circumstances of the incident wherein a Criminology

Student is involved and decide immediately whether or not a student should be admitted in the program.

C. Emulating Law Enforcement-Like Discipline to All Criminology Students

On-the-spot correction on matters that need to be corrected shall be imposed on all students. This includes but is not limited to Hair Inspection, Proper Attire, Wearing of I.D., Proper Grooming, Rendition of Salute, Basic Courtesy, and Attendance during major events, and failure to render duty.

D. Student Retention

All students must maintain an average rating of not less than 80% with no failing grades in at least three Major Subjects per semester. In relation thereto, there shall be an assessment of grades to be conducted by the Dean per semester.

A student who falls within the above-mentioned category shall be referred to Subject Load Intervention Program (SLIP) in which a student is only allowed to enroll (5) in five subjects in the following semester considering their past performance.

A student who would still be unable to meet the average rating of not less than 80% with no failing grade at least on three Major Subjects per semester based on the assessment made by the Dean will now undergo Subject Concentration Program (SCP). Under this program, the school will still allow the student to enroll Criminology Course in the following semester considering its past performance. However, a student can only enroll (3) in three subjects under the program and shall be required to sign an undertaking duly facilitated by parents/guardians in the presence of the Dean stating among others that; the student concerned is advised to enroll in another program if there is any failing grade with the (3) three subjects currently enrolled.

Subject Load Intervention Program (SLIP) and Subject Concentration Program (SCP) are cumulative, not successive in nature, thus a student who has undergone the preceding programs shall not be exempted from enrolling in another course should the circumstances warrant.

A student who satisfactorily passed the Subject Concentration Program (SCP) shall now be allowed to enroll (5) in five subjects in the following semester. If a student was able to pass all (5) five subjects, a student would now be eligible to enroll in full load on the following semester; subject to the rules on average rating of not less than 80% with no failing grades at least on three Major Subjects per semester.

All 1st years students shall undergo a mandatory Psychological Evaluation that will be conducted by the guidance office for the second semester. Failure to pass the said examination will result in probation status monitored by the school's guidance counselor and the dean. If the student under the probationary status will not be able to pass, the student will be suggested to shift to another program in his/her second year.

Incoming 3rd and 4th year students shall undergo mandatory mock board exams (**THREE QUALIFYING EXAM POLICY**) whose records and ratings shall be incorporated in the grading system of Practicum or its equivalent. The ratings of mock board exams shall be one of the deciding factors in determining eligibility for graduation. There shall be three mock board exams in one academic year. A graduating student must pass at least two of the mock board exams sanctioned by the department, failure to do so shall affect a student's eligibility for graduation.

1.3.9. Hospitality and Tourism Management

The department promotes inclusive education such that a student with a disability is accepted provided it will not be a hindrance from learning the required skill.

1.3.10. Vocational Training Program

Enrollees for TESDA courses must submit a medical certificate and X-Ray result. Welding Technology students must submit HEPA Test results.

Additionally, entering students must take the National Career Assessment Examination/Youth Profiling for Starting Career (YP4SC).

SECTION 2. DISQUALIFICATION FROM ADMISSION

SJC reserves the right to refuse admission to a student based on the following:

- The students' private and public behavior is obviously at variance with the declared objectives of Saint Joseph College.
- The student fails to meet the required scholastic rating during the probationary period of enrollment.
- The student is unable to pay his/her financial obligations after several considerations given to him/her.

SECTION 3. CHANGES AND WITHDRAWALS

A student may file for a change of subject or section, or transfer to another program during the specified dates within the enrollment period only and with the approval of the Dean.

Once the enrollment period is closed, a student who officially withdraws from a subject or entire program will get a grade of "W". However, a student who ceases to attend classes without filing for an official withdrawal is given a grade of "FW". Withdrawals done after the enrollment period whether official or not is charged for the full tuition fee of the subject(s) for the entire semester.

SECTION 4. SCHOOL FEES

Tuition fees are charged according to the number of units taken. Registration and other semestral fees are fixed for one semester or summer/special term. Laboratory fees are assessed only to those taking laboratory subjects. A detailed schedule of fees is obtainable from the Bursar's office or is posted on the bulletin boards.

A discount of 5% on the tuition fees is granted if all fees are paid within 15 days from the opening of classes. A student who withdraws from any subject or entire course is charged as follows:

- a) Within 1 week after the opening of classes, 10% of all fees for the semester;
- b) Within 2 weeks after the opening of classes, 20% of all fees for the semester;
- c) After 2 weeks from the opening classes, 100% of all fees for the semester.

All fees are charged on a semestral basis and payable upon enrollment. However, the school allows installment payments.

SECTION 5. SCHOLARSHIPS

5.1. Academic

SJC grants Academic Scholarships to all students at every year level in all courses:

- a) A full-tuition discount is given to a student with an average rating of 1.00 to 1.40 with no grade below 1.5;
- b) A three-fourths tuition discount is given to a student with an average rating of 1.41 to 1.50 with no grade below 2.0; and
- c) A half-tuition discount is given to a student with an average rating of 1.51 to 1.60 with no grade below 2.5.

Honors and Scholarship Matrix

Interval	Lowest Grade	Scholarship	Honors
1.00 – 1.20	1.25	Full	Summa Cum Laude
1.21 – 1.40	1.50	¾	Magna Cum Laude
1.41 – 1.60	1.75	½	Cum Laude
1.61 – 1.80	2.00	None	Dean’s Lister

These scholarships are granted in a curriculum year with an enrollment of at least 100 students. A minimum of 30 students is required for a curriculum year to have two scholars. However, 2 or more year levels may be combined to meet the requirements upon recommendation of the Committee on Honors, Scholarship, and Awards and approval by the School President.

In addition to the average rating requirements, an academic scholar must not obtain a grade of FA, FW, or NC; possesses good moral character; carries the prescribed subjects and corresponding units of his curriculum year; and enrolls during the semester the grant is awarded.

5.2 Diocesan

The Diocese of Maasin, headed by the bishop, grants discounts to deserving students who meet the following conditions:

- a) Alumni of diocesan schools (70%);
- b) Alumni of private schools within the Diocese of Maasin (50%); and
- c) Residents of Sogod, So. Leyte, Baybay, Leyte, and beyond these points (40%).

Applicants are required to present a certification from the principal or the parish priest upon enrolment. Students must maintain satisfactory academic standing and possess good moral character.

The above-mentioned provisions may change based on administrative prioritization and fund allocation.

SECTION 6. SPECIAL PRIVILEGES AND DISCOUNTS

- a) Discount to members of strictly the same family (brothers and sisters only) - 3 members, 5% each on tuition; 4 members, 7% each; and 5 or more members, 10% each
- b) Working Scholars (students) - hourly rate for a maximum of three hours per day to be deducted from the tuition fee
- c) Editors of the school organ, "The Josephinian" - full or half tuition discount
- d) President of the Federation of College Student Organizations (FCSO) - full tuition fee discount
- e) Any member of the recognized cultural organization of the school upon recommendation of its adviser and the Director of Student Affairs and Services Office (DSASO)
- f) Outstanding athletes upon recommendation of the Director of PE and Sports Development (PESD)
- g) Discount of 5% if the college student is a child of alumni
- h) Son/Daughter of an employee discount based on the number of years of service

- i) SJC Senior High School alumni take advantage of a twenty percent (20%) discount
- j) ROTC Commandant – full scholarship
- k) Chief Criminology Intern and Internal Affairs Service – Full Scholarship

The above-mentioned provisions may change based on administrative prioritization and fund allocation.

SECTION 7. ACADEMIC LOAD AND SEQUENCE

- a) The load and sequence shall be by the approved curriculum for each program or course study.
- b) No subject may be taken unless the pre-requisite subjects have been taken and passed.
- c) Laboratory subjects that are paired with an academic subject should be taken in the same semester.
- d) No student shall be allowed to enroll in the fourth year unless the student has already taken and passed all PE and NSTP subjects.
- e) Exceptions are granted only in special cases at the discretion of the Dean who considers CHED regulations and student performance.

SECTION 8. FIELD OF SPECIALIZATION

In most programs offered, an enrollee determines his/her field of specialization upon enrolment. The selection is made under the direction of the Dean who considers the student's natural aptitude, interest, and the needs of the country.

Policies on the selection of the field of specialization may change and may apply to recognized programs based on CHED regulations, local and national laws implemented.

SECTION 9. ATTENDANCE OF CLASSES

Regular attendance in all classes is one of the most important duties of a student. Reporting to class 15 minutes late, leaving class 15 minutes early, or incurring 3 consecutive late marks constitutes one absence.

A student who incurs 10 absences in full in-person classes or 5 absences in a flexible learning modality or HYFLEX is dropped from his/her

class and obtains a rating of “FA” (failure due to absences). Absences are counted from the first day of classes, regardless of when the student enrolls.

SECTION 10. EXAMINATIONS

1. Four major examinations are administered every semester; pre-mid, mid-term, pre-final, and final. Only mid-term and final examinations are given during summer sessions. Exams should be given within the school premises during the scheduled time; exams taken in private houses are invalid. No student may take an exam without an Exam Permit issued by the Bursar’s Office.
2. A student who fails to take the pre-mid, mid-term, pre-final, or final exam may apply with his Dean for the special test within 5 days after the last scheduled day of the missed exam. However, a Dean or Department Head issues a permit for special exams only to a student who can present a medical certificate for an illness or who has a valid and justifiable reason for missing the tests.

SECTION 11. GRADING SYSTEM

The school follows the decimal systems of grading with midterm and final grades accessed online through the school’s website. The table below is used for the interpretation of the grades.

GRADE	PERCENT EQUIVALENT	GENERAL CLASSIFICATION
1.0	98 – above	Excellent
1.25	97 – 95	Very Good
1.50	94 – 92	Very Good
1.75	91 – 89	Good
2.0	88 – 86	Good
2.25	85 – 83	Good
2.50	82 – 80	Fair
2.75	79 – 77	Fair
3.0	76 – 75	Passed

5.0	Below 75	Failed
NC		No Credit
W		Officially Withdrawn
FW		Failure due to withdrawal (unofficial)
FA		Failure due to excess absences

“NC” is given to a student who does not take his final examination and whose performance is not satisfactory to merit a passing grade. A grade NC can be changed into its Final Grade within two weeks after the submission of the Rating sheets, otherwise, it is considered as the Final Grade.

“W” is given to a student who has officially withdrawn by complying with the condition outlined in the withdrawal of subjects.

“FW” is given to a student who stops to attend classes in a subject(s) without complying with the rules outlined in the withdrawal of subjects.

“FA” is incurred by a student who has exceeded the maximum number of class absences in a given term.

SECTION 12. REQUIREMENTS AND QUALIFICATIONS FOR GRADUATION

A candidate for graduation should apply in writing with the Registrar’s Office within 4 weeks from the opening of classes during the last term. A student will be recommended for graduation only if the student has satisfactorily complied with all academic and other requirements for the program.

The student must be of good moral standing and has no pending disciplinary action.

A candidate for graduation from a four-year program must have earned 24 units in Theology; from a two-year program, 12 units; from a one-year course, 6 units.

SECTION 13. HONOR ROLL

A Semestral honor roll is published within 3 weeks after the last examination day every semester. To qualify, a student must:

- a) Obtain a general weighted average of at least 1.80

- b) Carry the prescribed subject load and the corresponding number of units of the curriculum year
- c) Have no grade of FA, FW, NC

SECTION 14. GRADUATION WITH HONORS

The following criteria shall be adopted to determine the candidates for graduation with honors.

BACHELOR'S DEGREE	ASSOCIATE PROGRAM	WEIGHTED AVERAGE	LOWEST GRADE
Summa Cum Laude	With Highest Honors	1.00 – 1.20	1.25
Magna Cum Laude	With High Honors	1.21 – 1.40	1.50
Cum Laude	With Honors	1.41 – 1.60	1.75

- A student who has the qualifications of a Cum Laude award but with one (1) subject with a grade of 2.0 can be given a SPECIAL ACADEMIC AWARD.
- Only credits earned in the institution are included in the computation. NSTP grades are not included.
- A student who got the highest grade in theology is given the BEST IN THEOLOGY AWARD.
- The Dean should remind candidates for graduation with honors to apply for honors at the Registrar's Office upon enrolment of their final semester.
- Candidates for Loyalty Award (studied in SJC from Grade 1 to college) are mandated to apply to the Registrar's Office 60 days before the Commencement Exercises.
- All rights are deemed waived upon non-compliance with the above-stated provisions.

SECTION 15. SCHOOL RECORDS

A student's school record is confidential. It shall be treated in accordance with the Republic Act 10173 known as the DATA PRIVACY ACT of 2012.

15.1. Transfer Credentials

A student who wishes to transfer to another school is issued a Certificate of Transfer Credential with an informative copy of the Official Transcript of Records. The Official Transcript of Records will be mailed directly to the school where the student enrolls upon request of the admitting school. Provided that, in the case of transferees from other schools, the records from the previous school have been received, are complete, and are in order.

Transfer Credentials are issued only once unless in cases of loss through *force majeure* (with proof) and have not been used for enrolment. The student's ID should be surrendered before the Transfer of Credentials is granted.

15.2 Transcript of Records (TOR)

The transcript of records, certificate of educational attainment, and other certifications are issued for specific purposes, such as for evaluation/ employment or for board examination. No TOR is released until all grades and special orders are available.

15.3 Authentication of Records

Copies of TOR for evaluation/employment purposes, diplomas, and other certifications may be authenticated subject to the following guidelines:

- a) a valid ID must be presented
- b) the original must be presented and it should be complete
- c) the photocopies must be clear copies of the original.

15.4 Release of Credentials

No record is released before a student is cleared of all financial and property responsibility, or is under penalty of suspension or expulsion. The transfer credentials will be released only upon settlement of the obligation, or after the penalty of suspension is served or expulsion is lifted.

15.5 Issuance of Certificate of Good Moral Character

The school reserves the right to issue a Certificate of Good Moral Character. Students who have violated the school rules and regulations will not be issued a Certificate of Good Moral Character.

SECTION 16. SUMMER CLASS/SPECIAL TERM

SJC offers summer classes only to those whose curriculum includes the summer term. However, a subject that is not a regular offering during the summer term may be offered but is subject to the approval of his/her Dean and the CHED.

A resident non-graduating student who wishes to enroll in another school during the summer term must secure a Study Permit from the Registrar's Office.

SECTION 17. CROSS-ENROLLMENT

A student may be allowed to cross-enroll in another school during regular semesters provided that the subject(s) is/are not offered in SJC and his/her total load does not exceed the maximum number of units prescribed in his curriculum.

ARTICLE III

SCHOOL RULES AND REGULATIONS

SJC is committed to producing:

1. ethical and values-driven Josephinians;
2. collaborative individuals and critical thinkers for global competitiveness; and
3. service-oriented professionals technologically inclined for social advancement.

Thus, students are expected to observe good manners and right conduct in all places and at all times.

In addition to this Handbook, students should consult and follow the rules of conduct stipulated in the school's bulletin boards, website and social media pages, memoranda, and other published announcements.

GENERAL GUIDELINES

All students must abide by the policies and provisions of this Student Handbook. They should read and understand its contents. Ignorance does not excuse anyone from the corresponding disciplinary measures stipulated.

The school acknowledges the exercise of the student's rights in accordance with the duties and responsibilities that come with it. More specifically:

- The right to communicate their concerns on matters/issues related to the quality of education the school provides;
- The right to participate in policy-making and make informed decisions on matters concerning them;
- The right to due process;
- The school respects the right of students to be free from any form of discrimination in accordance with the school policies;
- The right to practice one's faith should be respected by Catholics and non-Catholics
- The students bear liability and responsibility to submit correct and complete documents upon enrollment;
- It is the student's responsibility to inform his/her parents or guardians of their curricular and co-curricular standing.

SECTION 1. SCHOOL UNIFORM AND ATTIRE

1.1 Regular Class Days

Both male and female students should properly wear the prescribed school uniform within the school premises.

1.1.1 Males

- Customized SJC polo and pants with a white undershirt
- Closed black leather shoes with white socks
- PE uniform should only be worn during PE classes
- Male students should not wear earrings, piercings, and headgear (i.e., cap, headband, hair clip), female clothes (i.e., crossdressing), sport long/colored hair (i.e., touching the ears and the collar), mustache, and beards, putting on lipstick/make-up, and trimming/shaving eyebrows.
- Male students should have neatly trimmed unpolished nails.

1.1.2 Females

- Customized SJC blouse should be on or below the hips
- Customized SJC skirt should be on or below the knee cap

- Customized SJC pants (straight-cut, not fitting, ankle-high)
- Closed black school shoes
- PE uniform should only be worn during PE classes
- Female students should not wear a cap, put on heavy make-up, multiple earrings, and/or other face/body piercings, nor have colored hair.
- Female students should have neatly trimmed unpolished nails.

1.1.3 Part-time Students

- Part-time students/employee-students and those enrolled in special programs (i.e., BSED 18 units) may wear their office uniform or any decent attire within the school premises.

1.2 Non-regular Class Days and Special Term Classes

Male students should not wear shorts, tattered pants, slippers, and earrings. Moreover, female students should not wear short blouses or dresses, backless and transparent attire, cropped top, midrib, narrow shoulder straps, low necklines, short pants, and slippers.

SECTION 2. SCHOOL IDENTIFICATION CARD (ID)

The student should present his/her ID to the school registrar for validation during the enrollment period. It should be worn properly inside the school premises.

Students from other schools enrolled in Special Term and Bridging classes should secure a temporary ID from the Student Affairs Services Office (SASO).

The *No School ID, No Entry* policy is observed at all times. If students fail to present their ID, they may ask for a Permit to Enter slip from the SASO.

The temporary ID and the School ID must be surrendered at the end of the term and/or upon transfer/graduation to the SASO and the School Registrar, respectively.

SECTION 3. STUDENT BEHAVIOR

Students must observe courtesy and proper behavior at all times.

3.1 Inside the Classroom

The students should wait quietly inside the classroom for the instructor. If the latter does not arrive 15 minutes after the start of the class, the students may leave the classroom silently unless advised otherwise.

3.2 Other School Areas: Chapel, Library, Laboratory, Canteen, Hall, Etc.

Students must observe the rules of conduct specified in each school area.

SECTION 4. STUDENT ORGANIZATIONS

SJC allows campus organizations under the supervision of the Deans and/or Advisers in coordination with the SASO to enrich their academic competence, develop leadership skills, and exercise personal and social responsibility.

Constitutionals and by-laws of all organizations should be submitted to the SASO for approval upon recommendation of the respective Deans and/or Adviser. Organizational Plans must be submitted to the SASO at the start of the semester. Accomplishment Reports should also be submitted to the Deans and/or Advisers and copy furnished to the SASO at the end of every semester. Other requirements include the following:

- Copy of Vision and Mission statements
- Complete list of officers with course and year
- Complete list of members with course and year
- Parent's permit
- Letter of endorsement from the adviser addressed to the coordinator of SASO
- Medical certificate of each member issued by the school physician
- Activity and project proposal and logistics statements

Non-compliance with the above-mentioned may be considered an offense of which classification is to be determined depending on the gravity of the act.

All activities must be cleared with the SASO a week before their implementation. Failure to promptly comply, the SASO Director has the right to deny the permit for the activity.

For activities where the processing of permits is bypassed or neglected:

- The SASO has the authority to suspend the organization's future activities for one semester; and
- The school will not be held liable for any untoward occurrence during the activity and its scope

4.1 Curricular Organizations

The following curricular organizations are under the direct supervision of the Deans in coordination with SASO:

- College of Accountancy
- College of Business and Management
- College of Liberal Arts
- College of Computer Studies
- College of Engineering and Architecture
- Criminology Department
- College of Teacher Education
- Tourism and Hospitality Management Department
- Other CHED-recognized programs

4.2 Co-curricular Organizations

The following organizations are under the supervision of an adviser and are registered with the SASO:

Junior Philippine Institute of Accountants (JPJA)

- Philippine Society of Information Technology Students (PSITS)
- Philippine Institute of Civil Engineers (PICE)
- English Major Society Club (ENGMA SOC)
- Magdadalubhasa sa Filipino (MAGDAFIL)
- XY Club
- Police Interns
- Criminology Special Auxiliary Force (CSAF)

- Liberal Arts Student Association (LASA)
- Junior Business Association (JBA)
- Junior Court Stenographer Association (J-COSTRAP)
- Young Eco Guerrier & Hotelliers (YEGH)

4.3 Extra-curricular Organizations

The following organizations are recognized by the SASO:

- D' Helping Hands Club (DHHC)
- Friends of Father Justin (FFJ)
- SJC Kasaganaan Dance Troupe (KAST)
- SJC Shepherds Voice Choir
- The Josephinian (JMAG)
- Peer Facilitators (PF)
- Young Franciscans (YOUFRA)
- Josephinians Against Illegal Drugs Organization (JAIDO)
- Red Cross Youth (RCY)
- Young Catholic Builders Club (YCBC)
- Young Catechists Society (YCS)
- Young Catholic Archivists (YCA)
- Young Christian Crusaders Club (YCCC)
- Young Liturgical Accountants (YLA)
- Young Catholic Traders (YCT)
- Young Catholic Programmers (YCP)
- Other qualified organizations

4.4 Federation of College Student Organizations (FCSO)

The FCSO is the governing body of the students in the college department. In coordination with the school administration, the officers plan and implement activities according to the school's program and priorities.

All bona fide college students of Saint Joseph College shall automatically become members of the FCSO upon enrollment.

The FCSO officers are composed of the governors of the different departments and other officers appointed by them and/or the Department.

4.5 Organizational Adviser

Any student organization must have a faculty adviser to be endorsed by the Dean and approved by the SASO.

Qualifications

1. Must be a current full-time faculty or staff
2. Affiliated with the department or organization
3. Knowledgeable of the policies and procedures of the organization
4. Open to personal and professional advancement

Roles and Responsibilities

1. Attend or call meetings
2. Be available for consultation and advising
3. Encourage active membership
4. Support the personal and professional development of club officers and members

SECTION 5. SCHOOL ACTIVITIES

Safety and security are of utmost priority in all activities conducted by the school.

For external engagements where either students or an organization carries the name of the school, a permit from the Dean or SASO must be secured.

5.1 Liturgical and Para-liturgical Activities

Liturgical and Para-liturgical activities include Holy Mass, Recollection, Bible Service, Penitential Service, Holy Rosary, Retreat/Youth Encounter for graduating students, Pilgrimage, and other related spiritual programs which are conducted in or out of the school campus. Students should observe deep reverence for and actively participate in these activities.

Every student is obliged to participate in liturgical activities required in Theology classes. Any disturbance of these religious activities is considered an offense.

5.2 Curricular Activities

Curricular Activities are initiated by the departments. These include departmental days, assemblies, feast days, outreach programs, and team buildings.

5.2 Co-curricular and Extra-Curricular Activities

Co-curricular and extra-curricular activities include cultural presentations, sports fest, academic quizzes, fairs, programs, parades, parties, seminars, symposia, social advocacies, conferences, and other related activities conducted in and/or out of the school campus. These activities must be reviewed and approved by the SASO before the conduct of the activity.

Attendance in every activity is strictly required and shall be monitored by the Department.

For open house events, minors may be allowed to participate guided by the following provisions:

- Minor Josephinians shall submit a parent's consent to their respective principals.
- Minor non-Josephinians shall be accompanied by an adult.

5.3 Educational Trips

The following requirements must be met before any educational trip may be granted:

- a) The trip must be an integral part of the curriculum
- b) Letter of intent to the President through the Department Dean at least two months before the scheduled event
- c) Tentative program of activities/itinerary
- d) Proof of consultations with the students, faculty in charge, and stakeholders/parents
- e) Budget
- f) Duly notarized parents' consent
- g) Medical certificate
- h) Note of commitment from the faculty adviser
- i) Accomplishment of Form 6 from the Student Affairs Services Office
- j) All CHED requirements

After the educational trip, the following reports must be submitted to the SASO and the department Dean:

- a) Proof of debriefing program and assessment report based on the learning journal of the faculty in charge and the students
- b) Assessment report by the students concerned

Any student who cannot join for a justifiable reason shall be given an alternative activity without prejudice to the final rating.

SECTION 6. SCHOOL POLICIES ON DISCIPLINE

School discipline covers the conduct of students inside and outside the school premises. It is enforced to create and preserve order in the school and instill a true sense of responsibility in the students.

6.1 Offenses (Online and/or Offline)

The school classifies offenses committed by students as minor, serious, and major offenses.

6.1.1 Minor Offenses Students

- Violation against the policy on school uniforms and other attire that may be prescribed for an event (Article III, Section 1);
- Climbing the trees, fences, roof, and other prohibited dangerous areas;
- Throwing garbage (i.e., paper, PET bottles, etc.) and spitting anywhere inside the campus;
- Loitering, shouting, running, and playing in classrooms and corridors;
- Unauthorized use and misuse of school facilities, equipment, and properties. This offense may be classified as a serious offense depending on the frequency and gravity of the act.

6.1.2 Major Offenses

- a) A repeated minor offense becomes a major offense;

- b) Disrespect towards teachers, school personnel, and visitors;
- c) Tampering and unauthorized removal of official notices, school announcements, and posters;
- d) Unauthorized solicitation of financial or any form of contribution;
- e) Smoking inside and near the campus;
- f) Acting as an accomplice in a serious offense;
- g) Public display of affection and other forms of intimacy (i.e., holding hands, kissing, hugging, and/or sitting on the lap);
- h) Lending of ID and willfully possessing two or more personal IDs;
- i) Fraudulent use of another student's ID, Gate Pass, and/or other permits under the pretense of fraud;
- j) Falsification, lying, distortion, and/or misrepresentation of information during the investigation;
- k) Eluding apprehension, ignoring, disrespecting, and refusing school memorandum;

6.1.3 Serious Offenses

A repeated major offense becomes a serious offense;

- a) Drunkenness and use of illegal drugs;
 - i. Entering the campus or being under the influence of liquor or any prohibited drug
 - ii. Bringing liquor or any prohibited drug inside the campus
 - iii. Possessing, using, distributing, or peddling narcotics or dangerous illegal drugs, including marijuana.
- b) Gambling inside the campus;
- c) Carrying and threatening to use a deadly weapon (bladed, firearms, explosives, etc.) inside the campus;
- d) Physical assault, fighting, and other forms of inflicting harm toward classmates, school personnel, or school authority;
- e) All forms of bullying;
- f) Any form of cheating and dishonesty;
- g) Tampering or forging school forms, records, and documents; submission of false documents and plagiarism:
 - i. Misuse of school insignia and other identifying symbols
 - ii. Possessing and/or disseminating libelous materials

- h) Organization and affiliation to gangs, fraternities/sororities;
- i) Embezzlement of organizational properties;
- j) Conduct of deviant behavior and indecent acts;
- k) Defaming a fellow student and/or school personnel;
- l) Failure to comply with directions, verbal or written, of a school official or adviser acting in the performance of their duties.
- m) Disregard and disobedience of authority;
- n) Public or campus disturbance causing panic and confusion, harassment and picketing at school entrances and exits, disrupting school activities;
- o) Grave immorality such as abortion and illicit affairs; live-in partner of the same or opposite sex; sexting, lewd and immoral acts;
- p) Sexual misconduct which includes sexual harassment and sexual exploitation;
- q) Prostitution (male, not only female);
- r) Vandalism and vulgar acts (i.e., consumption of pornographic materials, swearing in any language, posting of revealing photos, and consumption of alcoholic beverages);
- s) Spreading of fake news and false rumors that may be related to the school and its members;
- t) Hazing in any form;
- u) Violation of the Data Privacy Act (refer to Republic Act 10173 – Data Privacy Act of 2012);

This section includes other violations against public order, good conduct, policies, rules, and regulations of CHED and the school which are not stipulated in the above offenses.

6.2 GENDER EQUALITY AND PREGNANCY ISSUES

Saint Joseph College ensures gender equality and upholds the fundamental rights of women. The following guidelines must be kept and implemented in the school and all other activities/programs/conditions related thereto at all times:

1. Conduct gender sensitivity training/seminar among students and employees;
2. Orient the students, faculty, and non-teaching personnel on the use of gender-fair language;
3. Conduct a survey on pregnant and lactating (students, faculty, and non-teaching staff) mothers and secure their safety and comfort while in the school premises (breastfeeding area, etc.);
4. Unmarried pregnant students are allowed to enroll or continue with their studies in compliance with the school guidelines thru the Guidance Office and Student Affairs and Services Office:
 - a. Every department head/dean is responsible to report any student who is showing signs or symptoms of pregnancy;
 - b. Students who are found pregnant will be asked to report to the SASO for further investigation and assistance;
 - c. The student will be asked to decide whether to continue or not in the school curriculum upon recommendation and evaluation of the Obstetrics & Gynecology and of the Board of the school. Proper assistance and guidance will be given if a student decides to pursue the curriculum with the proper approval of the parents/guardian;
 - d. The impregnated student will undergo guidance counseling and psychological assessment;
 - e. If one responsible for the pregnancy is a co-student, the said student will be given appropriate disciplinary sanctions and guidance counseling; and,
 - f. Waiver
5. Promotes empowerment of both men and women;
6. Assert to stop violence against women (VAW) and ensure measures to stop VAW in accordance with existing national laws and guidelines, and coordinate with national and local government or agencies to protect women and children

Violence Against Women (VAW) refers to any act of gender-based violence that results in, or is like to result in, physical, sexual, or psychological harm or suffering to women,

including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private like. It shall be understood to encompass, but not be limited to the following:

- Physical, sexual, psychological, and economic violence occurring in the family, including battering, sexual abuse of female children in the household, dowry-related violence, marital rape, and other traditional practices harmful to women, non-spousal violence, and violence related to exploitation; and,
- Physical, sexual, and psychological violence occurring within the general community, including rape, sexual abuse, sexual harassment and intimidation at work, in educational institutions and elsewhere, trafficking in women, and prostitution.

Safe Spaces Act of 2019 (RA 11313) Violations

- This gender-based sexual harassment in the form of catcalling and/or wolf-whistling, persistent uninvited comments or gestures on a person's appearance, public masturbation or flashing of private parts, and stalking.
- This can happen within the premises of the institution,
- public places, online platforms, and in host training institutions whether local or foreign, where school-related activities are conducted.
- This can be committed by persons of the same sex or opposite sex (teaching or non-teaching employee to students, administrator to teaching or non-teaching employee, administrator to students, coach to students, and the like), persons in peer relationship (employee to employee, students to students), and third-party service provider.

Major Offenses	Sanctions
<ul style="list-style-type: none"> unwanted touching of private parts of the body (genitalia, buttocks & breast) 	<ul style="list-style-type: none"> suspension (1st offense) suspension/dismissal (2nd offense)
<ul style="list-style-type: none"> request for sexual favor 	<ul style="list-style-type: none"> suspension (minimum of 30 days maximum of 6 months)
<ul style="list-style-type: none"> malicious touching 	
<ul style="list-style-type: none"> sexual assault and other analogous cases 	<ul style="list-style-type: none"> depends on severity

The GAD Focal Person as the Officer-in-Charge with confidentiality, accepts complaints and submit to Committee on Decorum and Investigation (CODI) not less than 48 days wherein the latter will conduct *motu proprio* investigation and give support to BOTH the complainant and respondent.

6.3 ADMINISTRATIVE ACTIONS AND PROCEEDINGS

- 1) The erring student is reported by any school authority and referred to the SASO for inquiry.
- 2) The SASO:
 - a) Sends a notice to the student to report personally to the same office at a specified date and time;
 - b) Hears the side of the student about the complaint;
 - c) Requires the student to write a promissory letter if the student is found guilty of the accusation; and
 - d) Passes judgment for minor offenses.
- 3) For major and serious offenses, the minimum standards of due process should be observed as follows:
 - a) The student must be informed in writing of the nature and causes of any accusation and required to answer the accusation/s in writing within three working days from receipt of the notice. If the student is a minor, the parent or the guardian shall be furnished a copy of the same.
 - b) If the student denies the accusation, the Disciplinary Board (DB) shall convene to hear and receive evidence.

- c) In all stages of the proceedings, the student shall have the right to the assistance of a counsel (i.e., a family member, confidant, or friend), not necessarily a legal expert.
- d) The student shall have the right to listen to and examine the evidence presented against him/her, to ask clarificatory questions through the Disciplinary Board, and present evidence on his/her behalf.
- e) The DB must consider the pieces of evidence presented and acknowledge them in the proceedings.
- f) The student shall be informed in writing of the decision promulgated in the case and acknowledge receipt of the decision of the DB.
- g) If the student is found culpable for the offense charged, the disciplinary measures imposed shall be commensurable with the nature and gravity of the offense.
- h) An authorized personnel shall monitor the observance of the disciplinary measures.

6.4 COMPOSITION OF THE DISCIPLINARY BOARD (DB)

Chairperson: SASO Director

Members:

Two (2) faculty representatives

One (1) parent representative, if possible

One (1) student representative (preferably the FCSO President)

Dean/s concerned

Guidance Director (w/o voting power)

Note: The School President may, in some cases, modify the composition of the DB.

6.5 DISCIPLINARY SANCTIONS

The school reserves the right to impose sanctions on violations of its rules and regulations depending upon the gravity of the offense/s.

In minor cases, the SASO hears and makes decisions based on the merits of the case. While on major and serious cases, the SASO convenes the Disciplinary Board (DB) to hear and recommend appropriate disciplinary action to the School President.

6.5.1 Types of Sanctions

6.5.1.1 For Minor Offenses

The sanctions can be any or a combination of the following:

1. *Warning* - the student is cautioned by the Dean or the SASO of the possible consequences of his/her misconduct.
2. *Censure* - oral and/or written reprimand, and a conference with the parents.
3. *Confiscation* of ID, earrings, headgear, uniform, etc. Return of the same is subject to the conditions set forth by the SASO.
4. *Removal* of privileges

6.5.1.2 For Major Offenses

Sanctions can be any or a combination of the following:

1. Probation - close monitoring for a definite period.
2. Extra work or community service, etc.
3. Removal from office, if an officer of any student organization.
4. Disqualification from participating in elections, games, events, pageants, affairs, etc.

6.5.1.3 For Serious Offenses

Sanctions can be any or a combination of the following:

1. *Guided Suspension* - the erring student is not allowed to attend classes for a period not exceeding 15 class days but he/she should report to the guidance office for counseling.

2. *Preventive Suspension* - the student is not allowed to enter the school premises when his/her presence would cause serious disruption of school operations.
3. *Non-readmission* - the erring student is allowed to continue the current term but will no longer be admitted for enrollment starting from the term immediately following the term when the decision finding the student guilty of the offense was promulgated. Transfer credentials will be issued subject to the policy on release records.
4. *Exclusion* - the erring student is dropped from the roll of students immediately upon resolution for exclusion is promulgated. Transfer credentials will be issued subject to school policy on the release of records.
5. *Expulsion* - the erring student is declared disqualified for admission to any public or private higher education institution in the Philippines, subject to the approval of the Commission on Higher Education.
6. Non-issuance of certificate of good moral character in cases of non-readmission, exclusion, and expulsion.
7. Termination of organization and its authority to operate;
8. Disallowing participation in school programs and related activities like graduation ceremonies, co-curricular and extra-curricular activities, etc.;
9. Advising to file a voluntary leave of absence for one semester.
10. Withholding of degree, or diploma.

Counseling may be recommended to the involved student/s for a period advised by the Guidance Counselor.

SECTION 7. SCHOOL HEALTH AND SAFETY GUIDELINES

7.1. Crisis Management Committee (CMC)

The school establishes a committee that oversees and manages precautions and actions to address crises. This is composed of the following:

- Chairperson
- Health Officer
- Safety Officer

- Planning Officer
- Information Officer
- Surveillance Officer

7.2. Declaration of Suspension of Classes

In events of crisis, the CMC assesses and declares suspension of classes by the regulating entities. A shift in learning modality may be advised.

7.3 Anti-Illegal Drugs Campaign

The school conducts random drug testing for the students and employees to maintain a drug-free environment.

AGREEMENT

I, _____, acknowledge receipt of the Student Handbook for the _____ Semester of Academic Year _____.

I take full responsibility to read, understand, and abide by the provisions stipulated in this handbook.

Signature Over Printed Complete Name of Student

ID # _____

Course _____ Yr. Level _____

TELEPHONE DIRECTORY

Local NAMES/TITLES/OFFICE **Lines**

101	President's Office
102	EVP Office
103	Finance Office
104	Registrar's Office
105	Deans' Office
106	Criminology Office
107	HRM/PN/Research
108	College Campus Ministry
109	College Library
110	Student Affairs Office
111	College Faculty Rm./College Guard
112	College Guidance Office
113	EDP
114	Server Room
115	HRM Restaurant
116	HRM Front Desk
117	Supply Office
118	Power House/PE Director's Office
201	High School Principal's Office
202	High School Guidance Office
203	High School Library/Campus Ministry
204	Graduate School Office/Old College Bldg. Guard
301	Elementary Guidance Office
302	Elementary Principal's Office

- To make an outside call: **PRESS 9** for the dial tone + the number you wish to call. Ex. 9 + 570-8448
- To call SJC: (053) 570-8448; 570-9843/44; 570-8664; 381-2284; 381-2578



AGREEMENT

I, _____, acknowledge receipt of the Student Handbook for the _____ Semester of Academic Year _____.

I take full responsibility to read, understand, and abide by the provisions stipulated in this handbook.

Signature Over Printed Complete Name of Student
ID # _____
Course _____ Yr. Level _____

Noted: This page shall be detached and submitted to the Student Affairs and Services Office (SASO) upon receipt, during orientation activity, or as indicated.

PROGRAM OFFERINGS

NURSERY

KINDERGARTEN

ELEMENTARY

JUNIOR HIGH SCHOOL

SENIOR HIGH SCHOOL

Accountancy, Business, and Management (ABM)

General Academic Strand (GAS)

Humanities and Social Sciences (HUMSS)

Science, Technology, Engineering, and Mathematics (STEM)

Technical-Vocational-Livelihood (TVL)

UNDERGRADUATE PROGRAMS

Bachelor of Science in Accountancy

Bachelor of Science in Accounting

Information System

Bachelor of Science in Architecture

Bachelor of Arts

Major in Economics

Major in English Language

Major in Philosophy

Bachelor of Science in Business Administration

Major in Human Resource Development

Major in Management Financial Management

Bachelor of Science in Civil Engineering

Bachelor of Science in Computer Science

Bachelor of Science in Criminology

Bachelor of Science in Hospitality Management

Bachelor of Science in Information Technology

Bachelor of Science in Tourism Management

Bachelor of Science in Office Administration

Bachelor of Elementary Education

Bachelor of Secondary Education

Major in English

Major in Filipino

Major in Mathematics

Associate in Computer Technology (CS/IT)

GRADUATE PROGRAMS

Master in Business Administration

Master of Arts in Education

Major in Science

Major in Mathematics

Major in Educational Management

Major in Teaching English as a Second Language

VOCATIONAL-TECHNICAL PROGRAMS

Electrical Technology NC II

Welding Technology NC II

Driving NC II

Health Care Service NC II

Barangay Health Service NC II

The background is a photograph of a light-colored building facade with several windows. The image is overlaid with large, diagonal, semi-transparent color blocks in shades of green and yellow. The text is centered in the middle of the image.

#JosephiniansTranscend

SAINT JOS