

Westmead
Westmead my alma mater
westmead Westmead



WESTMEAD
INTERNATIONAL SCHOOL



Built on solid rock
Pastured on rich soil
Cradled with love
Your name becomes strong

Raise the red, raise the gold
Colors of pride, great values you mold
Service and innovation you bestowed
For us, excellence is foretold

Refrain

Westmead Westmead my Alma Mater
With this song we praise thee
Your name stands strong
Your voice surrounds the throng
Your goals lead thee
Beyond Borders all lifelong

Leaders, Innovators we are
Teachers, Builders we become
Thy flight is our voyage
O'er the years, thy name behold!

Repeat: Refrain

Innovation. Service. Leadership.

<http://westmeadinternational.edu.ph>

STUDENT HANDBOOK

COLLEGE DEPARTMENT

<http://westmeadinternational.edu.ph>

All undergraduate students are required to comply with the provisions of the Student Handbook. They should familiarize themselves with its contents. Ignorance of any provision of the Student Handbook does not excuse any student from being sanctioned for non-compliance .

The information that appear in this Student Handbook apply to all students who are enrolled in the different colleges of Westmead International School and who, upon admission agree to abide by the regulations indicated hereto and conduct themselves so as to maintain discipline, order in the different campuses and preserve the good name of the institution.

WESTMEAD INTERNATIONAL SCHOOL

Student's Schedule

1st Year 1st Semester

Hour	Mon	Tue	Wed	Thurs	Fri	Sat
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						

1st Year 2nd Semester

Hour	Mon	Tue	Wed	Thurs	Fri	Sat
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						

2nd Year 1st Semester

Hour	Mon	Tue	Wed	Thurs	Fri	Sat
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						

2nd Year 2nd Semester

Hour	Mon	Tue	Wed	Thurs	Fri	Sat
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						

3rd Year 1st Semester

Hour	Mon	Tue	Wed	Thurs	Fri	Sat
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						

3rd Year 2nd Semester

Hour	Mon	Tue	Wed	Thurs	Fri	Sat
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						

4th Year 1st Semester

Hour	Mon	Tue	Wed	Thurs	Fri	Sat
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						

4th Year 2nd Semester

Hour	Mon	Tue	Wed	Thurs	Fri	Sat
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						

This handbook is the property of:

Course: _____

Entry Year: _____

STUDENT HANDBOOK

Student's Name & Signature: _____

Course/Year/Section: _____

Conforme: _____

Date: _____

To Whom It May Concern:

This is to certify that we have received a copy of the Student Handbook. We shall read, understand, seek clarifications if necessary, and abide by the rules and regulations of the school as contained in this book for as long as we are connected with WIS.

We understand that other policies pertaining to student welfare and safety may be formulated, revised or amended in the future in accordance with the WIS Vision and Mission as well as with new memoranda and circulars from the Commission on Higher Education (CHED).

Parent's Name & Signature: _____

Contact Number : _____

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Our Vision

Westmead International School (WIS) envisions to be an internationally recognized premier institution which values the pursuit of truth, the freedom of inquiry, and the expansion of knowledge in the service of humanity through learning.

Our Mission

The school distinguishes itself as a diverse, socially-responsible learning community of high level scholarship and academic rigor sustained by truth, peace and equality. Our aim is to provide exemplary basic, specialized, undergraduate and graduate courses through focused skill development and workforce training relevant to contemporary needs of the Philippines and the global community.

Our Core Values

Westmead International School Core Values is a collaboratively developed description of beliefs and processes that serve as the foundation of all programs offered in the school. Our values are expressed and made manifest in our faculty, students, staff, and alumni, and everything that we do.

Excellence

First among the College's core values is a commitment to excellence in all that we do. Commitment to excellence calls on all of us to achieve to the very best of our capabilities and exceed our own expectations. WIS strives to establish active learning environments that require students to build on previous knowledge and experience, put forth their best efforts, and reach their full potential as future professionals. Thus, excellence is expected across all standards and in all arenas.

Leadership

WIS creates opportunities for students to be citizen-leaders both on and off campus and thus prepare them for leadership and responsible citizenship in their professions and their communities. WIS is dedicated to teaching students to be involved, active learners who work hard, think critically, creatively, and effectively.

Innovation

WIS values and encourages creativity and risk-taking without fear of judgement. We value others, ourselves, and our students as unique individuals and embrace the commonalities and the differences that promote the best of who we are. WIS strives to encourage its students to question the typical and expand their thinking in a flexible manner, enabling them to understand life's dynamic potential.

Service

WIS highly values service as an objective of life and education. We embrace the notion that authentic leadership expresses itself in service – the classical ideal of a truly liberating education.

These values represents the aspirations and beliefs of Westmead International School as a whole, including its concern for equity, excellence and the promotion of a caring, civil and just society.

MEMBERS OF THE HANDBOOK REVISION COMMITTEE

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*Dean, College of Tourism and Hospitality Management**Director, IACEPO*

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Dean, College of Engineering and Architecture

PROF. RYAN A. ALEDO

Director, Sports and Cultural Office

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Dean of Discipline

MS. ARRIANE PANGANIBAN

*Director, Guidance and Counselling Office**Career & Placement Office*

MS. JENNIFER DIMALALUAN (SY 2009-2010)

President, Student Council

MS. SANDY DELACHICA (SY 2009-2010)

Representative, College of Engineering and Architecture

MS. BEVERLY VERGEL (SY 2010-2011)

Representative, College of Teacher Education

MR. JAYSON UNTIVEROS (2010-2011)

Representative, School of Economics, Business and Accountancy

MS. ALELIE LONTOC (2010-2011)

Representative, College of Arts and Sciences

MS. FAYE SANDRA BLANCO

Representative, College of information Technology and Computer Studies

Section 12 STUDENT SERVICES

The Library

The School Library contains materials consisting of books in the different fields of study. Books are mostly of the latest edition especially those of the major fields of study offered by the school. There are also books in the areas of culture, literature, travel, Filipiniana, Rizaliana and other general circulation books to provide well-rounded reading materials for both students and the faculty.

Medical and Dental Service

For the protection of health of the students, the school has employed a medical and dental doctor who will do consultation and treatment, periodic physical examination, first aid treatment, immunizations and periodic dental examinations and advice. Furthermore, WIS has affiliated with a medical and dental clinic for the use of students, faculty and employees.

Counselling Service

As a personalized avenue for the absolute education which WIS is aiming for, guidance and counselling services are at the disposal of all students in order to help them in their personal and academic difficulties. The Office also provides group guidance for underachieving student to help them in their academic problems.

Food Service

There is a canteen that can serve hot meals and light snack on a self-service basis.

Our School Logo



Students of Westmead International School are expected to act as mature individuals at all times, whether on or off campus, and show respect for proper authority, for the rights of fellow students, and for the good name of the college.

Gold. The color gold reflects the golden ray of the sun which symbolizes success and wealth, two things that WIS wants its graduates to have.

Red. Its strong association with vigor, willpower, leadership and courage are the traits that WIS advocates to its students.

The Eagle

The eagle's eyes can see great distances. They can also soar directly into the sun without being blinded. Like the Eagle, WIS wishes to look beyond its present. It envisions to be an internationally recognized premier institution which values the pursuit of truth, the freedom of inquiry, and the expansion of knowledge in the service of humanity through learning. Its vision will guide and lead the School and its academic community into the realization of its goals and its dreams for the students.

The Globe with the Philippines in the Center

This represents the vast opportunities for Filipino graduates in this globalized community. WIS education equips students with the virtues, knowledge and skills necessary to live productive, professional lives anywhere in the world.

Section 1 GENERAL INFORMATION

To ensure an atmosphere conducive to the formation of global Filipino men and women, and to maintain an order necessary for the common good, students are expected to adhere to the following:

1.1 Familiarize themselves with the contents of this Student Handbook, and strictly comply with all the provisions herein.

1.2 In the performance of their obligations, all students must act in accordance to and/or with respect for the principles, traditions and ideals of the Filipino nation, and within the framework of the policies, rules, and regulations of the College.

1.3 WIS expects its young men and women to observe/maintain the standards of excellence, leadership and service which are parts of the spirit of the school. When a student does not measure up to these standards (*e.g.*, when a student undertakes unscrupulous activities; engages in morally questionable behaviours and relations; performs acts which malign his personhood as well as the name of the school; and other similar acts) s/he is asked to withdraw from the College.

1.4 As an institution of higher learning, WIS does not tolerate sexual indiscretions. Violation of this policy merits appropriate corrective action, including but not limited to, requiring the student to go on leave or withdraw from the college.

1.5 Persons in Authority

School administrators and faculty members exercise authority “*in loco parentis*” in relation to all students of the school. As such, they shall have the right and duty to accost and refer any erring student to the Office of the Dean of Discipline or the Office of the Guidance Counselor for appropriate action. They may also report cases of violation of College rules and regulations committed in their presence. The Dean of Discipline, guidance counselors, and security guards are also persons in authority and must be accorded proper courtesy.

1.6 The wearing of prescribed uniform is compulsory unless the student has a written permit from the Dean of Student affairs or in his/her absence, the Dean of Discipline.

A. Prescribed Uniform for Males

The prescribed uniform is beige *polo barong* with a school logo sewed in the left and dark gray slacks, all exclusively available at the WIS Corporate Office. Males are required to wear white sando inside their polos. They are enjoined to wear closed black leather shoes with dark colored socks.

- *Maong*/Denim jeans of any color, cargo pants, sandals, and rubber shoes are printed undershirts/sando are not allowed.

B. Prescribed Uniform for Females

The prescribed uniform is long-sleeved beige blouse with school patch on the left collar, dark gray skirt and slacks, grey stockings and closed black *ladies* shoes. No stockings, skin-toned and opaque black stockings is not allowed.

- Students are required to wear the prescribed uniform, inside the school premises from Mondays through Fridays except on Wednesdays which is the designated wash-day.
- Students who have no classes but need to come to the school on days that are not washdays must also wear their uniforms.
- Students with National Service Training Prog.(NSTP)/Physical Education (PE) subjects MUST CHANGE during the lunch break into or out of their PE/NSTP uniforms if they have a whole day class. However, PE shorts are not allowed inside the campus.

26. Stealing money, property, or any attempt thereof.

27. Forging or falsifying and/or tampering with academic or official records or documents of any kind; or attempting to practice any deception or fraud in connection with his application for admission to, or registration in, or graduation from the school.

28. Conviction before any court of any criminal offense involving moral turpitude.

29. Any similar or analogous acts to any major offense.

30. Littering

Note:

1. *A fine equivalent to the value of the damaged property but in no case be more than twice its value; or the replacement of the thing or property damaged, destroyed, defaced or lost; cleaning the entire room or wall or part thereof, making it free from all marks and writings.
2. Alternative sanction – student may choose an alternative sanction of three (3) hours office work for every one (1) day of suspension.
3. If the respondent has graduated but has neither served his sanction nor paid for the penalty, withholding of diploma, transcript of record and other school records/credentials for a period of one (1) year shall be imposed.

E. IT Violations

Information Technology Policies. Following are violations in the use of the information technology in the school. WIS monitors these policies in proper coordination with the DO.

Nature of Offense Sanction

- Unofficial use of download & chat tools or instant messengers.
- Playing of web-based, PC and network games in any of the computer resource facility inside the school.
- Sending of unofficial mass e-mail that cause complaints or sending large quantities of unwanted e-mails to any mailing list
- Sending of obscene, profane or pornographic materials; visiting of pornographic sites
- Sending of messages or posting of information which are knowingly false, abusive, vulgar, hateful, harassing, obscene, threatening to fellow users or invasive of a person’s privacy.
- Posting person-to-person damnation/cursing, or ill-wishing a person’s present physical state
- Using bad, offensive and strong language in posting messages
- Posting copyrighted materials
- Altering the setting or configuration of the equipment at the laboratory
- Intentional lending of user accounts

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15. Drug addiction and/or illegal possession or use of prohibited drugs or chemicals, such as marijuana, shabu, LSD, heroine, ecstasy pill and hallucinogenic drugs or substances in any form, or possession of any regulated drugs such as barbiturates, sedatives or cough syrups without the proper prescription, or inhalants such as rugby, acetone or thinner, without valid justification, within the premises of the school.

16. Deliberate disruption of the academic function or any school activity or any other intentional act which tends to create disorders, tumult, breach of peace or any serious disturbance although not connected with any academic function or school activity.

17. Assault upon the person or faculty member, administration, support staff and security force of the school, or upon any person summoned by the school to maintain peace and order therein or in its immediate premises, regardless of the place of commission, or upon any person within the premises of the school

18. Threatening another with infliction and/or actually inflicting upon his person, honor or property or any act amounting to crime inside the campus or within the immediate vicinity of the school

19. Acts that malign the good name and reputation of the school and its duly constituted authorities such as the malicious imputation of a crime, vice or defect whether real or imaginary, or of any act, omission, condition status or circumstances tending to discredit or cause dishonor and contempt to the good name or reputation of the school

20. Acts of subversion or insurgency including membership in any subversive organization working for the violent overthrow of the duly constituted government or in any illegal or immoral organization formed or established for the purpose of propagating and/or engaging in unlawful and immoral acts and beliefs

21. Hazing or physical injuries for the purpose of initiation, admission or continuance of membership in any organization, society or group, whether open or secret. Officers and members who were present when such hazing happened shall be liable whether or not they actually participated. Officers of the group shall also be liable even if they were not present when such hazing occurred.

22. Violation of conditions of being under probation and/or commission of another major offense.

23. Commission of a second major offense.

24. Brawls on campus or at any school function or off-campus activity or within the immediate vicinity of the school.

25. Inflicting physical injuries upon another within the campus premises or within in immediate vicinity of the school.

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• The following are not allowed during washdays and summer classes:

- a. all kinds of shorts and torn/worn out jeans
- b. spaghetti straps, razor back, tube
- c. blouses and dresses with plunging neckline/backless
- d. midriffs, hanging blouses, off shoulder blouses and dresses
- e. mini/micro-mini skirts (more than 2 inches above the knee)
- f. rubber slippers, worn out shoes
- g. body hugging blouses and skirts/pants
- h. haltered blouses and dresses
- i. see-through attires

• For ladies, light make-ups are acceptable and only a pair of earrings is allowed to be worn. However, cross-dressing (e.g., overt gays sporting make-up and wearing female attire) on campus is not tolerated. Body piercing is likewise not allowed.

1.7 Identification Card (ID Card)

Every student officially enrolled must have an identification card validated in each enrolment period and must be displayed at the middle portion of the blouse/polo while on campus. Found ID cards must be surrendered at the Discipline Office for endorsement to the Registrar's Office. Security guards, student formators, or other persons in authority have the right to ask for the students' ID cards when the need arises.

In case a student has lost his ID card, s/he should:

- a. Report the loss to the Dean of Discipline as soon as possible.
- b. Present an alternate picture-bearing identification card and/or current registration form.
- c. Secure the Certificate of Loss Form at the DO.
- d. Apply for a new ID card at the Registrar's Office upon referral from the DO.
- e. Pay the necessary amount for the new identification card at the Accounting Office.

While the new ID card is being processed, the DO issues a temporary pass indicating the number of days such pass will be in effect. ID cards may only be confiscated by persons in authority when students commit a violation of school rules and regulations *in flagrante delicto* (caught in the act). Upon confiscation of the identification card, the person in authority will submit the same to the DO which issues a temporary pass, good for three (3) days.

1.8 Courtesy to Members of the Academic Community

In dealing with all the members of the community, students are expected to observe the usual norms of politeness, etiquette, and courtesy. School administrators, faculty members, and support staff, in their obligation to exercise the judgment of good parents in *loco parentis*, may call the attention of students who display unbecoming behavior on campus or during officially sanctioned school activities outside the campus. Abusive behavior or discourtesy towards school officials, faculty, staff, and security guards shall be dealt with appropriate disciplinary action.

- Student groups who invite guests from outside the campus e.g., guest lecturers, speakers, and seminar participants are required to inform the Office of the Dean of Student Services, the Office of the Vice President for Finance and Administrative Services, and the respective college dean at least three days before the activity. Guards at *Magdalo*, *Magpuri*, and *Magdiwang* gates must also be informed.

1.9 Student Representation

Students should not participate in any outside activity, contest, play, band, choir, conference, congress, association, society, or group as representatives of the college or any of its recognized student organizations without written authorization from the respective college dean. (for academic-related activities) and noted by the dean of Student Services.

1.10 Bulletin Boards

Announcements shall be posted only on bulletin boards. Properly prepared posters or notices may only be posted after being noted by the Dean of student affairs. When posting an announcement on any bulletin board in any college, courtesy dictates that the college dean should be informed.

- a. Students who post announcements without prior approval of the said office shall be penalized accordingly. Posters and streamers from outside entities must be noted by the Dean of Student Affairs.
- b. The standard duration of all postings is two (2) weeks. It is the responsibility of the concerned student group to remove all posted information materials after expiration date.
- c. Students caught defacing, mutilating, or removing posters within the validity period shall be subject to disciplinary sanctions.

1.11 Smoking

Smoking is strictly prohibited within the premises of the school. The school has adopted a “No Smoking Policy” in all its campuses.

1.12 Boycotting

Any student who impedes, obstructs, prevents, or defeats the right and obligation of a teacher or professor to teach his subjects or the right of teacher or professor to teach his subjects or the right of the students to attend classes shall be subject to disciplinary action.

1.13 Littering

Meals, snacks, and drinks should be taken outside the classrooms and laboratories. However, students who wish to eat in other designated areas are advised to dispose of their wrappers, food containers, tissue papers and the like in trash cans and not in open places. Eating inside the classroom is strictly prohibited.

4. Acts of gross disrespect, in words or in deeds, which tend to insult or subject to public ridicule or contempt any member of the faculty, administration, support staff, other students, and visitors
5. Defaming in words/deeds such as thru text messaging and the internet, as well as unjust vexations
6. Acts of lewdness, or public display of affection, distribution or possession of pornographic materials within the campus
7. Gambling in any form within the campus with the use of money or similar forms
8. Using or lending someone else’s ID card, registration form or examination permit
9. Smoking within the University premises or approved off campus activities
10. Unauthorized collection or exaction of money, checks or other instruments used as equivalents of money, in connection with any matter, property or transaction pertaining to WIS
11. Unauthorized possession of liquor or alcoholic beverages within the campus and its immediate premises, or entering or being in the school premises, or approved off-campus activities, entering in or being in the school premises while in a state of intoxication, driving under the influence of liquor.
12. Cheating in any form, including but not limited to the following acts:
 - Unauthorized possession of notes or any materials relative to the examination, quiz or test, and when the student actually uses them
 - Deliberately looking at a neighbor’s examination papers and after a caution made by the test proctor or by putting in the examination papers note of warning with his signature, the examinee repeated similar act
 - Copying from, or allowing another to copy from an examination or test paper
 - Having somebody else take the examination, quiz, test for another (in which case both students shall be held liable)
 - Deliberately talking to another student in the room without permission during the examination
 - Passing as one’s own work any assigned report, term paper, case analysis, reaction paper and the like, although copied from another
 - Plagiarism and other acts of academic dishonesty
13. Unauthorized possession of firearms and other deadly weapons, including but not limited to: lead pipes, ice picks, knives, clubs or any bladed weapon, and firecrackers and pyrotechnics, within the premises of the school
14. Habitual disregard or repeated willful violations of established policies and regulations set by the school

- 14. Posting of announcements without prior approval of the Dean of Student Affairs for announcements.
- 15. Unauthorized use of school facilities by non-recognized organizations or groups
- 16. Posting of announcements by non-recognized organizations, groups or individual

B. Major Offenses:

A major offense warrants the imposition of the penalty of probation, suspension, non-readmission, exclusion or expulsion. The seriousness of the offense committed, taking into account the mitigating and aggravating circumstances which are present, shall determine the gravity of penalty or sanction to be imposed which ranges from a minimum of 1 (probation) to a maximum of 5 (expulsion).

C. Definition of terms:

- Suspension – is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period of time.
 - Non-Readmission – the student is banned from re-admission from the school if s/he is found guilty of a serious breach of school policies, rules and regulations.
 - Exclusion – is a penalty involving the immediate removal of an undesirable student from the school roll if s/he is found guilty of a serious breach of school policies, rules and regulations.
- Expulsion – is an extreme administrative sanction debarring offending students from all public and private schools.

Reference: Sarmiento, Ulpiano III (2002). Education Law and The Private Schools. Philippines

D. Table of Major Offenses and Sanctions

Legend:

- 1 – Under probation for 1 year or for the rest of stay in the University to three (3) days suspension
- 2 – Suspension of four (4) days to ten (10) class days
- 3 – Suspension of eleven (11) to fifteen (15) days
- 4 – Suspension of one (1) semester to one (1) year
- 5 – Non-readmission, Exclusion or Expulsion

- 1. Vandalism in any form and/or destruction of school property belonging to any member of the faculty, administration, support staff or visitors, including the act of writing on chairs, desks, tables and walls*
- 2. Commission of a third minor offense
- 3. Acts of gross dishonesty; Giving false statement to obstruct justice

1.14 Proper decorum

Propriety and good taste especially in conduct, manner, or appearance are expected at all times inside and outside the school.

1.15 Public display of affection

Healthy interaction among students is encouraged by the school. However, acts or gestures that tend to offend other members of the community are not tolerated in the campus.

The following are considered offending to the members of the WIS community:

- a. kissing (lips to lips, smack)
- b. embracing
- c. petting
- d. necking
- e. sitting on somebody else’s lap
- f. partners staying in dark, inconspicuous places
- g. partners staying in parked vehicles with lights off and closed windows especially during late afternoon and evening
- h. arm/s on hips of opposite sex

1.16 Storm Signals

WIS follows storm signals for both Metro Manila and Southern Luzon; that is, if storm signal number three (3) or four (4) is sounded in either area, classes in the undergraduate and graduate levels shall be automatically suspended. Offices and the entire campus shall be closed.

1.17 Floods, earthquakes, jeepney/bus strikes, *coup d’etat*, and other emergency situations Announcements by the Commission on Higher Education (CHED) or by other government agencies that apply specifically only to Metro Manila concerning floods, earthquakes, transport strike, *coup d’etat*, or other emergencies do not automatically apply to WIS. However, should the need to suspend classes arise, the Executive Vice President (EVP) or the Vice President for Academics Affairs (VPAA) shall consider the following:

- a. Both the safety of students, faculty, and staff, on the one hand and the continuation of classes to ensure academic standards, on the other.
- b. Announcements will be made as early as possible.

1.18 Suspension of Classes

Administration officials authorized to make decisions on suspension of classes are the CEO and the VPAA, in that order.

1.19 Students’ Compliance with Classroom Policies and Procedures

Students should follow the usual classroom policies and procedures as well as those set by the teacher. Students who violate such policies may be referred to the DO for proper action.

1.20 Students' Duty to Inform Parents/Guardians

It is the duty of the students to keep their parents/guardians informed of their academic standing and the consequences of excessive absences or failures. Notices that may be sent by the school to parents/guardians are merely by way of courtesy. They do not relieve the students of their obligation to inform their parents/guardians of their standing in school. Therefore, the lack of knowledge about the student's status on the part of the parents/guardians shall not be blamed on the school nor shall the latter be held responsible for such ignorance.

1.21 Use of School Facilities

The school encourages students' use of campus facilities for meetings as well as social, cultural, and recreational activities. Misuse or careless use of such facilities however disqualifies the students from using the same facilities in the future. Unauthorized use of facilities shall be charged with either a minor or a major offense.

1.22 Change of Residence or Status

Students who have transferred residence or have changed their civil status should inform the College Registrar's Office in writing at the earliest possible time. Students are liable for incorrect information on their identification card, registration forms, and other school documents. A letter sent to the addressee will be considered delivered.

1.23 Campus curfew

For campus security reasons, all students, should be out of the campus by 9:00 p.m. unless authorized by the Dean of Student Affairs.

Section 2 COLLEGES AND PROGRAMS

WIS offers various programs under its six (6) colleges. These programs are as follows:

College of Engineering and Architecture

- BS Mechanical Engineering
- BS Electrical Engineering
- BS Electronics & Communications Engineering
- BS Industrial Engineering
- BS Marine Transportation*
- BS Marine Engineering*
- BS Sanitary Engineering
- BS Computer Engineering
- BS Architecture*
- BS Civil Engineering

School of Economics, Business and Accountancy

- BS Business Administration
- BS Accountancy
- BS Real Estate Management
- BS Entrepreneurship

j. The board shall render a decision within ten (10) days from the date of the last hearing whether or not the parties submit their respective memoranda. The decision shall be in writing and shall state the reasons relied upon in arriving at such decisions. Copies thereof shall be sent to all parties and submitted to the Vice President (VPAA), college dean/s concerned, the University Registrar, and Dean of Student Affairs.

k. Decision of the Discipline Board shall be final and executory within fifteen (15) school days after the promulgation of the decision unless a motion for reconsideration is submitted to the Board. Such motion for reconsideration shall be on the ground that a new evidence has been discovered which was not presented before, a copy of which shall be furnished the complainant and the appellant.

11.4 Offenses are classified into minor and major offenses

A. A minor offense merits a warning/admonition the Discipline Officer or the Dean of Student Affairs. Commission of the same offense for the second time merits a notice to parents. If the same offense is committed the third time, the said act renders it a major offense.

A. Minor Offenses:

The following sanctions will be imposed to those who violate the following rules and regulations:

- 1st offense - Warning/Admonition
- 2nd offense - Minor Offense
- 3rd offense - Major Offense

The following acts and all others not classified as major offenses shall be considered minor offenses:

1. Behavior considered unbecoming of a young adult.
 - a. disturbing classes without valid reasons
 - b. shouting at the corridor
 - c. using cell phone during classes
 - d. sitting on the table or parapet
 - e. wearing of cap inside the classroom
2. Entering a class or breaking into any school function without the permission of those concerned
3. Loitering near classrooms during class sessions
4. Unauthorized use of white boards
5. Proselytizing
6. Eating inside classroom
7. Playing cards inside the classrooms
8. Using someone else's library card
9. Entering the campus not in uniform
10. Non/improper wearing of ID
11. Violation of dress code during wash days
12. Defacing, mutilating, or removing posters within valid period of posting
13. Violation of usual classroom policies and procedures as well as those set by the teacher

11.3 Procedure for Appeal

a. An Appeal shall be perfected within five (5) school days after receipt of the decision. Such appeal must be filed with the Office of Student Affairs (5 copies). The appeal shall contain a concise statement of the issues involved and the grounds relied on for the appeal. It should be accompanied with a true copy of the decision of the appeal.

b. A true copy of such documentary evidences shall be kept in the Office of Student Affairs. The documentary exhibits to be forwarded to the Discipline Board shall be the certified true copy of the documents.

c. The dean of Student Affairs, who chairs the board, convenes the board to hear the appeal. The appellant and his parents or his guardian are notified of the date of hearing. If the parents or guardian cannot come, the appellant shall inform the Board in writing.

d. In the event of the appellant's failure to appear, the Board shall proceed *ex-parte* without prejudice to the appellant's appearance in subsequent hearings.

e. The Discipline Board may dismiss the petition on the ground that the appeal is without merit, or the questions raised therein are too insubstantial to require consideration. Likewise, the Board may commute, reverse or affirm the decision based on the documents presented even without hearings.

f. If hearing of witnesses on the appeal is indispensable, the Board may hear witnesses, in the absence of the appellant. However, the presence of the appellant is a must unless such right is waived in writing. The presence of the Dean of Student Affairs acting as a prosecutor shall also be indispensable.

g. Evidence, whether testimonial or documentary, shall be limited to the allegations contained in the result of the investigation submitted; new evidences may be accepted through a motion, subject to the decision of the Board.

h. As far as practicable, hearing on any appeal shall not last beyond one (1) calendar month from the date of the initial hearing. Postponements shall only be allowed due to highly justifiable reasons as decided by the Board. Each party shall only be allowed one postponement. Parties who wish to request for postponement of hearing should be reminded of the following:

- a. Request for postponement shall only be in writing.
- b. Written request for postponement must be filed with the dean of Student Services at least two (2) days before the scheduled date of hearing.
- c. The requesting party shall be notified in writing of the action taken thereon at least one (1) day prior to the scheduled date of the hearing.
- d. Notice to the parent or guardian on record shall be deemed sufficient notice for the purpose.
- e. Written request for the postponement filed beyond the prescribed period shall be denied, and the parties shall be required to be present at the scheduled hearing.

i. The record of the entire proceeding shall be filed. The proceedings may likewise be tape-recorded by the Board. All records of the proceedings shall be submitted to the chairperson, who shall have custody of such records and tapes. The parties may be furnished a copy of the minutes.

College of Arts and Sciences

- BS Criminology
- AB Public Administration
- AB Economics
- AB English
- AB Communication Arts
- AB Sociology*
- AB Political Science
- BS Customs Administration
- BS Mathematics

College of Information Technology and Computer Studies

- BS Computer Science
- BS Information Technology

College of Tourism and Hospitality Management

- Hotel & Restaurant Management
- Tourism Management
- Hotel & Restaurant Service Management (2-year Program)

College of Teacher Education

- BS Elementary Education
- BS Secondary Education

*In Process

Section 3 ADMISSION TO THE DIFFERENT COLLEGES AND PROGRAMS**3.1 Freshman Application Procedure (Filipino Applicants)****A. Taking the WIS College Entrance Test**

- Schedule your examination at the Admissions Office, Alangilan Campus.
- Get the examination permit.
- Pay the examination fee.

B. Enrollment Procedure

- Present result of WIS college entrance exam at window 7.
- Present all other documents.
 - Form 137
 - Form 138
 - Certificate of Good Moral
 - NSO Birth Certificate
 - Medical Certificate(Chest X-ray, Fecalalysis, Urinalysis & Blood Type)
 - 2x2 colored photo(4 pcs)
- Get student forms.
- Fill-out forms completely. Refer to bulletin boards for subjects and schedules.
- Submit forms to window 3 Or 4.

WESTMEAD INTERNATIONAL SCHOOL

Proceed to cashier 2. Wait for your name to be called.
 Proceed to window 1 for uniforms payments.
 Proceed to window 6 for class cards.
 Submit Registrar's Copy and Dean's Copy.
 Proceed to window 8 for ID picture taking.

3.2 Freshman Application Procedure (Foreign Applicants)

A. Taking the WIS Interview and College Entrance Test

- Secure Interview Slip at the Registrar's Office
 - Interview with the Registrar
 - Secure Payment Slip/Test Permit
 - Pay Testing Fee
 - Present the Official Receipt and Language Proficiency Test Permit
- Take the Language Test as scheduled
- Confirm the Schedule of Release of Test Result

Note: FAILED: Take Intensive Language Proficiency Program as scheduled

PASSED: Take Conversational English as scheduled

B. Enrollment Procedure

- Present result of WIS college entrance exam at window 7.
- Present all other documents.

Non-Immigrant	VISA Type								Dual Citizen <u>without</u> Identification / Certificate of Recognition as Filipino
	9 (a) below 18 yrs old	9(f)	9(e)	9(g)	47(a) (2)	PRA/ SRRV	SIRV	SSP	
Requirements									
ACR I-Card * (Photocopy front & back)		√		√					√
Passport Validity (Photo-data page & visa stamp)	√	√	√	√	√	√	√	√	√
Annual Report Receipt	√	√	√	√	√		√		√
PRA / SRRV / SIRV Card						√	√		
Visa Extension * (if applicable)	√	√	√		√	√	√	√	
Visa Copy* (first issuance with ORDER) / SSP	√	√	√	√	√	√	√	√	√
IS Personal Data Sheet	√	√	√	√	√	√	√	√	√

WESTMEAD INTERNATIONAL SCHOOL

4. Then, the student goes to the cashier to settle the fees and goes back to the Registrar's Office to present the official proof of payment/receipt.
5. The clerk in-charge issues a slip that indicates the release date of the document/record requested.

Section 10 SCHOLARSHIPS AND FINANCIAL GRANTS

In fulfillment of its mission , WIS extends financial assistance to deserving undergraduate students.

SCHOLARSHIP PROGRAMS

1. Ernesto M. De Chavez scholarship Program
2. Gawad Kabataan Scholarship Program
3. Chair and President Iluminada L. De Chavez Scholarship Program
4. Local Government Executive Scholarship Program
5. Member of the AFP/PNP and Dependent
6. Elisa Marasigan Educational Foundation
7. Punong Barangay Scholarship Program
8. Sanguniang Barangay Scholarship Program (SK)
9. Assured 4-year/5-year College Financial Grant
10. Government Employees and their children
11. Athletic and Cultural Scholarship Program

For more information, visit the Scholarship Office for details of each of the scholarship programs

SECTION 11 STUDENT RULES AND REGULATIONS

11.1 Each student of the school is expected to act as mature citizens at all times. Whether on or off campus, showing respect for proper authority, for the right of fellow students and for the good name of the school. To ensure an atmosphere conducive to the formation of excellent academic individuals, the school strives to maintain an order necessary for the common good of the school.

11.2 The School Discipline Board

The Board may be convened to hear, deliberate, and decide cases on appeals submitted by student, and on cases referred by the Discipline Officer.

The Discipline Board is composed of the:

1. Dean of the Student Affairs as Chair. In his absence, the other members of the Board may elect from among themselves a temporary chair.
2. Collegiate dean who will represent the administration
3. Student Council president or his representative
4. Faculty representative

Section 9 RETENTION POLICY

The WIS Retention Policy is summarized as follows:

9.1 A student who accumulates 24 academic units of failures at the end of the semester of any school year is considered ineligible to enroll in the succeeding semester.

9.2 No student shall be recommended for graduation unless s/he has complied with all the requirements and other prerequisites prescribed for graduation, that is:

- a. He/she has passed all the subjects specified in the curriculum of his/her degree program;
- b. Passed the written comprehensive examination for the course;
- c. Passed the pre-board exam for board courses and the pre-civil service exam for non-board courses;
- d. Completed and passed the career orientation program;
- e. Passed and completed particular program requirements (i.e. international and domestic tours for Tourism students);
- f. Finished the required On-the-Job training hours;
- g. Successfully defended an undergraduate paper among a panel of examiners; and
- h. He/she has formally applied for graduation.

9.3 Students who have maintained the required academic standards may be recommended by the Honors and Awards Committee for graduation with honors.

9.4 For non-degree courses, graduating students who meet the requirements are given the following honors:

Honors	GPA
With Excellent Distinction	93 & above
With Distinction	88-92

9.5 A clearance is required of a student who is either graduating or dropping from the course at any school year or semester. The student should be cleared from all financial obligations and administrative accountabilities from the different units of the school before the diploma, transcript of records, certification, honorable dismissal, or other similar document/record is issued to him/her.

9.6 Procedures for securing Student Clearance and Important Documents

1. Student fills out the Student Clearance Form available at the Registrar's Office.
2. The student proceeds to secure the signatures of the unit heads indicated in the form.
3. Once completed, the student presents the clearance to the Registrar's Office so that the amount to be paid for the documents requested may be indicated.

Permanent Resident (Immigrant)	Status					
	Sec. 13 a-g	NB	47(b)	Eo 324/ 226 / RA8756	RA 7919	DUAL CITIZEN
Requirements						
Photocopy ACR I-Card	√	√	√	√	√	
Passport Validity (photo-data page)	√	√	√	√	√	√
Annual Report Receipt	√	√	√	√	√	
Information Sheet	√	√	√	√	√	√
Identification Certificate or Immigrant Certificate of Registration (ICR)	√	√	√	√	√	CERTIFICATE OF RECOGNITION

- Submit forms to window 3 Or 4.
- Proceed to cashier 2. Wait for your name to be called.
- Proceed to window 1 for uniforms payments.
- Proceed to window 6 for class cards.
- Submit Registrar's Copy and Dean's Copy.
- Proceed to window 8 for ID picture taking.

- Legend:** **9(f)** - Student Visa
9(e) - Diplomat Visa
9(g) - Pre-arranged Employment Visa / Missionary Visa
47(a)(2) / SIRV - Special Investor's Resident Visa (SIRV)
PRA/ SRRV - Philippine Retirement Authority or Special Retirees Visa (SRRV)
47(b) - Refugee's Visa
RA 7919 - Alien Social Integration Act
LoI-105 - Balikbayan (should go with 9F or SSP)
EO 324 & 226/RA 8756 - Waiving Passport Requirements/ Omnibus Investment Code
Sec. 13 (a-g) - Permanent Residents under special circumstances
NB - Native Born
DC - Dual Citizen
ACR-I Card - Alien Certificate of Registration Information Card
CRTS - Temporary Certificate of Residence for Students
ICR - Immigrant Certificate of Registration
***SSP** - Special Study Permit; Phil. HS graduate
Information Sheet - pls. bring a 2"x2" colored picture
***photocopy only, present original for verification purposes**

Note: The following documents are needed by WIS for record and maintenance purposes. Once admitted and enrolled, the international student must be responsible for the updating of his/her records on a regular basis. Please update your documents through the REGISTRAR.

3.3 General Enrollment Guidelines

- Each student should maintain a curriculum track record where he records his grades every end of the semester.
- During his college's Pre-Registration period, the updated track record is presented to his adviser or dean to facilitate evaluation of subjects taken and units earned, as well as the subjects to be taken in the ensuing semester.
- Pre-requisite subjects should be taken ahead of higher or major subjects, like for instance, • ENG 101 ahead of all other English subjects.
- All male and female students are required to complete six (6) units of National Service Training Program (NSTP).
- All students are required to complete eight (8) units of Physical Education (PE).
- Regular academic load per semester should not exceed the number of units prescribed in the approved curriculum. During the summer term, the maximum load is 12 units.
- Graduating students may be given an overload not exceeding six (6) units during the last regular semester and three (3) units during the summer term.
- Cross-Enrollment.
 - A student who wishes to cross-enroll in another school seeks the approval of the college dean.
 - The Registrar endorses the cross-enrollment and releases the permit.
 - A student is allowed to cross-enroll in another school only on the following conditions:
 - The student is graduating during the current semester or summer term.
 - The subject to be cross-enrolled is not offered at WIS and has the same description and number of units as that offered in another school.

Section 4 ENROLLMENT MATTERS

4.1 Enrollment / Payment of Fees

- a. A student may pay in full or in instalment.
- b. If payment will be made in installment, see updated announcements at the cashier's Office.
- c. A student is considered enrolled if he paid at least the down payment during enrollment.
- d. A student may pay in cash or in dated check. However, a student will no longer be allowed to pay in check if it was returned by the bank for any reason and a penalty will be imposed for the returned check.
- e. Penalty for late enrollment starts on specific dates announced by the cashier's office.
- f. Notices and announcements are posted on bulletin boards.

4.2 Examination Permits

- a. Examination permits are issued at least one (1) week before the scheduled examination period. Students who have paid the required instalment amount will be given their permits.

7.7 All college subjects enrolled and corresponding grades obtained by the student at WIS or any postsecondary school shall be reflected in the official transcript of records. All grades shall be considered in the computation of the overall GPA.

7.8 If a student's grade is not entered in the grading sheets submitted by the professor/instructor to the Registrar's Office because the student failed to take the final examination and/or accomplish other work/task prescribed for the course, his/her grade automatically becomes 0.00 four (4) weeks after the last day of the final special examination schedule.

7.9 In the computation of semestral/graduation honors, all grades including PE, NSTP and Foreign Language are considered. Grades in these subjects must all be PASSED.

7.10 Midterm grades shall be distributed by the faculty members two (2) weeks after the major examination.

7.11 Semestral report of grades shall be distributed to students on a specified date, time and room schedule as determined by the Registrar's Office. In case there is a discrepancy between the grade recorded on the grading sheet and the grade reported to the student, the grade reflected in the grading sheet shall be considered official and final.

Section 8 HONORS LIST AND GRADUATING WITH HONORS

8.1 To qualify for the Honors List or graduating with honors, a student should meet the following criteria:

- a. A minimum academic load as prescribed in the curriculum during the semester *i.e.*, must not drop any subject prescribed in the curriculum
- b. No grade below 88-90 in any subject;
- c. Must have passed NSTP subjects; and
- d. Must not have been found guilty of having committed a minor/major offense.

8.2 Students who have the required residence*, with the following weighted average, computed on the units and must not have a grade lower than the following in this school or elsewhere shall graduate with honors.

	Must Have	Not lower than
Cum Laude	- 91-93	85
Magna Cum Laude	- 94-95	88
Summa Cum Laude	- 96-97	91

**Students who are candidates for graduation with honors must have completed in this school at least 75% of the total number of academic units or hours required by the school for graduation and must have been in residence for at least 2 years immediately prior to graduation.*

6.4 If the student still failed to take the special examination on time, the professor/instructor may compute his/her grade with a 0.0 grade for the missed examination component.

Section 7 CREDIT AND GRADING SYSTEM

1.00	98-100	2.75	79-81
1.25	96-97	3.00	75-78
1.50	94-95	4.00 / Conditional	INC
1.75	91-93	Below 74	Fail
2.00	88-90	Dropped	DRP
2.25	85-87	Unofficially Dropped	UD
2.50	82-84		

7.1 A student is marked Officially Dropped (O.D.) if s/he followed the dropping procedure prescribed by the Registrar's Office. A student is given Unofficially Dropped (UD) if his/her name appears in the class list but s/he failed to show up in class.

7.2 A grade of 0.00 (Failed) is given for the following reasons:

- Inability to satisfy the minimum requirements of the subject/s
- Excessive absences
- Cheating

7.3 The approved form for dropping a subject should be presented by the student to his/her professor/instructor before the first day of the midterm examinations. Otherwise, the student shall be given a grade of 0.00/FAIL.

7.4 Change of Grade

A change of grade by the teacher may be allowed only if there was a mistake in the computation of the final grade. However, the change must be substantiated by necessary documents namely, the class record, the final examination paper, and other related documents.

7.5 The semestral Grade Point Average (GPA) refers to the average of grades in all subjects taken at in a given semester whereas the cumulative GPA refers to the weighted average of grades from the first semester to the recently completed semester.

7.6 The GPA may be obtained through the following procedures:

- Multiply the credit for each course by the corresponding grade point to get the equivalent points;
- Add all the equivalent points to get the total; and
- Divide the total equivalent points by the total number of credit units during the semester up to three decimal places, then, round off to two decimal places.

- All fees should be settled by semi-final examinations.
- Students who paid their fees on the second day of each/any of the major exams will be given a late charge.
- Examination permits are required of all students when taking the preliminary, midterm, and final examination. Such permits are to be presented to the test faculty proctor before the start of each of the examinations.
- The final exam permit must be presented when claiming the class cards and before enrolling for the following semester.
- The registration form is required when claiming the examination permit.

4.3 Withdrawal, Leave of Absence or Dropping of Subjects with Refund

Claims for refunds are made according to the memorandum from the DepEd, CHED states that:

"When a student registers in a school, it is understood that he is enrolling for the entire school year for elementary and secondary courses, and for the entire semester for collegiate school year for elementary and secondary courses, and for the entire semester for collegiate courses. Within two weeks after the beginning of classes, anyone who has already paid pertinent tuition and other fees in full or for any length of time longer than one month may be charged ten per cent of the total amount due for the term if he withdraws within the first week of classes regardless of whether or not he has actually attended classes. The student may be charged all the 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 will be charged the pertinent fees only up to and including the last month of attendance." (Also refer to the Manual of Regulations for Private Schools Art. 13 Student Admissions, Sec. 66)

A. The student (no scholarship) will be charged based on the total assessment using the following rates:

- 10% If the student drops during the 1st week of classes
- 20% If the student drops during the 2nd week of classes
- 100% If the student drops after the 2nd week of classes

B. Students enjoying any scholarship by WIS (refer to WIS Scholarship list), are not entitled to the refund of the scholarship registration fee, if paid in full. If paid in instalment, the student has to settle the full amount if he drops after the 2nd week of classes.

4.4 Students' Refund

WIS follows a no refund policy. Refund for excess payment for the semester will be processed only upon request of a student already transferring to another school. Otherwise, the excess amount will be credited to the account of the student for the next semester.

The following are the documents to be submitted at the student accounts counter: Original registration form, Original official receipts, clearance and exit interview form.

Section 5 ATTENDANCE

5.1 The maximum allowable number of absences of a student per semester is Six(6) for a classes met 3x a week; and three (3) for classes met 2x a week.

5.2 A student shall be given a grade of FAIL if s/he incurs absences more than the allowable percentage of class hours.

5.3 A student is considered absent if s/he arrived after the:

- a. first 15 minutes for a one hour class
- b. first 25 minutes for a one and a half-hour class
- c. first 30 minutes for a two-hour class
- d. first 45 minutes for a three-hour class

5.4 A student who comes late for class receives one-half absence if s/he arrived in class within the time schedule described above. A one-half absence may be added to another half absence to make a full absence.

5.5 Faculty members arriving late within the time schedule may mark absent students who leave their classes earlier than the prescribed time.

Students should not be marked absent during make-up classes. No academic requirements shall be imposed upon students on make-up class day.

5.6 Absences incurred by students for enrolling late due to valid reasons, such as sickness, accidents, conflict in schedule, and late subject offering should not be counted against them.

5.7 Approved absences. An approved absence is an absence not credited against the student and that no grade deduction is made. The following are considered approved absences:

- a. When a student represents his/her college in institutional or collegiate academic activities inside the school as recommended by the Chair or unit head and approved by the college dean; and
- b. When a student is asked to represent the school in any activity, endorsement for approved absences must be made by the concerned unit head or college dean and approved by the dean of Student Affairs.

5.8 Absences due to sickness duly certified by a doctor are considered approved absences. However, the faculty member should give special consideration on absences due to sickness before giving the student a grade of FAIL.

Students presenting excuse letters from parents and guardians for whatever reason/s are not considered excused absences. Teachers and the Dean may sign/note the letter but merely for information purposes only.

5.9 A student is held responsible for all lessons and assignments that s/he missed during his/her absence.

5.10 Leave of Absence

A student who, for any reason cannot enroll at any semester, should file a Leave of Absence (LOA) at the office of the college dean. Such leave of absence is good for a maximum of one year. If the student failed to enrol within the allowable period, his/her slot will be given to a student who wishes to be in the program.

A student may file a leave of absence (LOA) even after the deadline for dropping a course if the absence is due to serious illness, serious or debilitating accident, pregnancy, or serious financial losses of the family.

Section 6 EXAMINATIONS

6.1 Major examinations during the semester include the prelims, midterms, Semi-finals and finals. Physical Education, National Service Training Program (NSTP), and Laboratory examinations can be administered the week before the regular examination week.

6.2 Examination permits are required in every major examination. Such permits are secured from the Accounting Office.

6.3 Students who failed to take any of the major examinations may apply for a special examination which faculty members usually administer at the end of the semester and may cover the whole syllabus or only the section missed.

In applying for special examination, the students are advised to adhere to the following procedures:

- a. The special examination has to be taken at the most two (2) days before the deadline for submission of grades.
- b. In case of conflict in special examination schedules, examination in General Education (GE) subjects takes priority over major subjects.
- c. The student requests a special examination from his/her professor/instructor. He fills out a Request Form for Special Examination obtained from the Dean's Office.
- d. The accomplished form together with the supporting documents (medical certificate, affidavit, etc.) is submitted to the professor/instructor concerned for notation.
- e. The student then brings the form with the attached document/s to the dean of the college where s/he belongs for approval.
- f. Once approved by the college dean, s/he then proceeds to the Accounting Office to settle the special examination fee.
- g. The student goes back to his/her professor/instructor and submits the accomplished form together with the official receipt.
- h. The professor/instructor prepares the special examination and administers the same on a scheduled date and time.