



**TANAUAN INSTITUTE  
COLLEGE STUDENT  
HANDBOOK**

## **Brief History**

In the early 20's, Batangas had only one public high school. This was located in the Provincial Capital, consequently very few could afford to obtain high school education. This situation spurred some prominent citizens of Tanauan to establish a private high school to meet the needs of the graduates from the elementary schools of Tanauan and neighboring towns. A corporation was formed and Dr. Jose P. Laurel was elected President of the Board of Trustees with Dr. Gaudencio Garcia, Dr. Francisco Oñate, Dr. Juan V. Pagaspas, and Deputy Collector of Internal Revenue Alfredo L. Yatco as members. Dr. Pagaspas was appointed Director of the school. The new school, which was named Tanauan Institute, offered the first year and second year of secondary education on June 02, 1924. Subsequently, the Institute received full recognition to offer a complete high school course. It held its first commencement exercises on April 09, 1927.

World War II broke and the school was temporarily closed. By 1945, the American liberation forces arrived in Batangas Bay. The Japanese retreated by massacred civilian caught in their path. Dr. and Mrs. Pagaspas were among the unfortunate victims of the February 10, massacre. After liberation, the corporation was organized with Mr. Vicente Sabalvaro as the President of the Board of Trustees and Mr. Apolonio Magsino, Dr. Sabalvador Laurena, Dr. Apolonio Lirio and Dr. Jose Panganiban as members. Amnesty was granted to Dr. Laurel and once more he assumed the Presidency of the Board of Trustees. Upon his suggestion the site was bought and a concrete structure was erected. Beginning with the School Year 1951-1952, classes had been held in this building. Mr. Apolonio Magsino was elected President of the Board of Trustees in January 1960 after the death of Dr Laurel on November 06, 1959.

Motivated by the same objectives, which prompted the founders of Tanauan Institute, the 1967 Board of Trustees made a forward step when it established the Collegiate Department beginning year 1967-

1968. The Institute offered the following courses: Bachelor of Science in Commerce and Diploma in Secretarial Science. It was hoped that with the establishment of the Collegiate Department, the Tanauan Institute would be instrumental in providing equal education opportunity for all.

In 1988, upon the assumption of Mr. Andy I. Macasaet as Chairman of the Board of Trustees, the school expanded its program by offering Nursery, Kindergarten, Grades I-IV, under the Pre-Elementary and Elementary Departments. Technical Vocational courses such as Automotive and Electronics were offered. Short term Computer courses like Basic Computer System, Word Processing, Basic Programming, Lotus 1-2-3, Dbase III, and Pascal were also opened.

In 1990, the Elementary Department has completed its course offerings with the addition of Grade VI while Bachelor of Elementary Education and Graduate in Midwifery had been added to College programs. Further expansion of the physical facilities was also made during the year, adding another floor to the main building.

The most significant expansion was achieved in 1991 when the school was granted by the Department of Education, Culture and Sports the Authority to offer Master of Arts with English and Filipino as areas of specialization.

In 2003, Tanauan Institute relocated to a much larger campus with five fully equipped school buildings, a gymnasium and a swimming pool facility, under the leadership of Dr. Nelson P. Collantes. The progress of Tanauan Institute is marked by this historical move into the modern era, while keeping the traditional goals and enduring spirit of Tanauan Institute alive.

## ARTICLE I

### Vision, Mission and Objectives

#### Section 1 Mission

TANAUAN INSTITUTE seeks to establish a culture of intellectual competence, environmental awareness and socio-civic responsibility. TANAUAN INSTITUTE commits itself to the formation of disciplined and enlightened minds. TANAUAN INSTITUTE aims to help build a nation of great men and women, who shall be accomplished and decorated in their fields.

#### Section 2 Vision

TANAUAN INSTITUTE envisions itself to be a world class institution dedicated to higher learning and modern research. It hopes to contribute to the humane and holistic development of the Filipino youth through top tier quality education. TANAUAN INSTITUTE strives to produce socially and morally upright individuals in globally competitive environment.

#### Section 3 Objectives

1. To develop the student's inherent competence, intelligence and discipline.
2. To instill in them strong moral values and convictions for their total personality development.
3. To search for knowledge in various areas of specialization which, eventually contributes to the

socio—cultural and economic progress in the community.

Section 4 The College Seal



**ARTICLE II**

**Programs Objectives**

Section 5 Teacher Education Program

Section 6	Accountancy Program
Section 8	Criminology Program
Section 9	Business Administration Program
Section 10	Computer Science Program
Section 11	Computer Secretarial Program
Section 12	Master Program

## **ARTICLE III**

### **General Directives**

- Section 13      The general directives of the student manual are as follows:
- a. All college students shall be familiar with the contents of this handbook. Ignorance of the contents shall not excuse any student from the policies, rules and regulations contained herein.
  - b. Students shall have the responsibility to read announcements especially those posted by the offices of the Dean, the Registrar, the Treasurer, Student and Cultural Affairs and the Accounting Department.
  - c. All official communications from students shall be in a formal letter and shall include his/ her name, student number, and course.

## **ARTICLE IV**

### **Admission Policies**

Section 14

Tanauan Institute is an institution that encourages all individuals to pursue their dreams and cultivate their abilities and skills to become a better person and productive citizen. All shall be given a chance to earn a degree and no one shall be deprived and discriminated to pursue their dreams at the Institute.

***Note: Teacher Education, Accountancy and Criminology Programs, however, have another set of admission and retention criteria.***

## Section 15 Incoming Freshmen: Undergraduate Programs

- a. All graduates from reputable Secondary Schools may be admitted at the Institute upon taking the required entrance examinations.
- b. Students are also required to submit the following:
  1. Application Form
  2. Form 138 – High School Card – Original
  3. 1x1 picture (4 copies)
  4. Birth Certificate – photocopy
  5. If married, Marriage Contract – photocopy
  6. Good Moral Character
  7. 2 pcs. Long brown envelope

## Section 16 Transfer Students

Transfer students may be admitted after taking the required entrance examination. These students must also present the following:

1. Honorable Dismissal
2. Copy of Grades
3. Birth Certificate – photocopy
4. If married, Marriage Contract – photocopy
5. Good Moral Character

6. 1x1 Picture (4 copies)
7. 2 pcs long brown envelope

## Section 17 Students in the Master Program

Students may be admitted after the Baccalaureate degree has been evaluated by the Registrar. These students must also present the following:

1. Original Transcript of Records
2. Birth Certificate – photocopy
3. If married, Marriage Contract – photocopy
4. 1x1 Recent Picture (4 copies)
5. 2 pcs long brown envelope

## Section 18 Re-admission

Returning students (those not enrolled during the immediate preceding semester) should first secure written permission from the Dean before getting their admission slip.

## Section 19 Students dismissed from other higher education institution

Students dismissed from other higher education institution may be admitted at the Institute provided that the cause of dismissal is not life threatening, drug use and other dangerous acts. Admission may also depend on the availability of slots of the program. Further, students must also take the entrance examination and should provide the following:

1. Copy of Grades
2. Birth Certificate – photocopy
3. If married, Marriage Contract – photocopy
4. Good Moral Character

5. Honorable Dismissal

Section 20 Applications for Second Degrees

- a. College graduates from other institutions applying for second degree may be admitted after taking the entrance examination. These students must also present the following:
  1. Application Form
  2. Transcript of records
  3. 1x1 Picture (4 copies)
  4. Birth Certificate – photocopy
  5. If married, Marriage Contract – photocopy
  6. Good Moral Character
  7. 2 pcs long brown envelope
- b. Graduates of the Institute, however, who wish to take a second degree, must file an application at the Registrar’s Office.

**ARTICLE V**

Enrollment Policies

Section 21 Students are officially enrolled only upon payment, acceptance and validation of their initial school fees. The initial school fees shall include all or part of tuition, miscellaneous and other fees.

*The enrollment requirements and procedures shall be as follows:*

1. Students shall have an approved and completed clearance (old students)

2. Secure registration form at the Office of the Registrar
3. Fill up the Registration form properly and clearly (no erasures)
4. Look for the courses offered for the semester at the bulletin board (College Building).

First Floor – BEEd / BSE

Third Floor – BSBA / ACS

Second Floor – BSCS / BSA

Fourth Floor – BSCrim

5. Proceed to the Dean’s Office for checking and approval.
6. Go back to the Registrar’s Office for validation and approval.
7. Pay necessary fees at the Cashier.
8. Have the Registration Form stamped “ENROLLED” at the Registrar’s Office.
9. Have ID validated (for old students)

***NOTE: Last day of enrollment for regular semester will be accommodated until two weeks after the first day of classes only.***

## Section 22 Cross registration

### 22.1 Cross registration: Students from other institution

Students may be allowed to cross register provided that the Program Adviser/ Chair and Dean will allow such. Students must also secure permit which also shows the courses / subjects allowed to take in the Institute.

## ARTICLE VI

### Financial Information

## Section 23 General Guidelines

1. Fees may be paid in cash or installment basis.
2. Installment basis shall strictly observed the following payment schedule:
  - a. Down Payment and ID fee (ID fee for new students only)
  - b. Three Installments – Remaining balance shall be divided into three (3) and shall be paid before the Preliminary, Midterm, and Semi-Final Examinations. Non-compliance would mean the student will not be allowed to take the scheduled examinations.
  - c. The “No Permit, No Exam Policy” will be strictly implemented.

## Section 24 Refund of Fees

- 24.1 If a student upon payment until the first week of the regular class schedule decides to withdraw from the school, 100% of payment can be refunded. One hundred pesos (Php100.00) for the processing fee shall be deducted.
- 24.2 If a student upon payment decides to withdraw a week after the regular class schedule or until before the Prelim exams, 50% of payment may be refunded. One hundred pesos (Php100.00) for the processing fee shall be deducted.
- 24.3 If a student upon payment decides to withdraw after the Prelim exams, no refund will be given.
- 24.4 If a student is declared unofficially dropped, remaining balance should be paid before the transcript can be released.

### **Financial Assistance**

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

Section 25      **Academic Scholarship** - provides an opportunity for the academically outstanding students to pursue their education.

25.1 Eligibility: Only freshmen students are eligible to apply

25.2 Criteria/ Qualifications: To qualify, the student-applicant shall:

- a. Belong to the top 20% of the graduating batch certified by the Principal
- b. Pass the qualifying examinations and interview

25.3 Benefits/ Privileges

- a. Full scholarship on tuition

25.4 Retention Policy

- a. Maintain general weighted average (GWA) of 95 with no grade lower than 87.
- b. Not have been subjected to any disciplinary action.

Section 26      **President's Scholarship** - provides an opportunity for the financially challenged students

26.1 Eligibility: Individuals who are financially challenged.

26.2 Criteria/ Qualifications

- a. Family income is below the minimum wage.
- b. Pass the qualifying examinations and interview

26.3 Benefits/ Privileges

- a. Full scholarship on tuition fees

26.4 Retention Policy

- a. Maintain a general weighted average (GWA) of 85 with no grade lower than 80.
- b. Not have been subjected to any disciplinary action

Section 27

**Student Aid** - provides an opportunity for the financially challenged but does not qualify to the President's Scholarship Criteria

27.1 Criteria/ Qualifications - Pass the qualifying examinations

27.2 Benefits/ Privileges - Full scholarship on tuition fees

27.3 Retention Policy

- a. Maintain a general weighted average (GWA) of 83 with no grade lower than 80.
- b. Not have been subjected to any disciplinary action

Section 28

**Head of Household** - provides an opportunity for the financially challenged but does not qualify to any scholarship stated above

28.1 Criteria/ Qualifications

- a. Is the eldest or stands as the head of the family

- b. Pass the qualifying examinations and interview

28.2 Benefits/ Privileges - Full scholarship on tuition fees

28.3 Retention Policy

- a. Maintain a general weighted average (GWA) of 80 with no failing grade
- b. Not have been subjected to any disciplinary action

## **ARTICLE VIII**

### **Academic Information**

Section 29      School Calendar

The academic calendar is divided into two semesters. Each school year is composed of at least thirty-six (36) weeks, or eighteen (18) weeks per semester, or normally six (6) school days each week, exclusive of special holidays and days for special activities.

Section 30      Schedule of Classes

- A. College Level  
Classes are held usually Mondays to Saturdays 7:00 AM to 7:00 PM
- B. Master Program  
Classes are held usually Saturday 8:00 AM to 5:00 PM

Section 31      Medium of Instruction

The medium of instruction is English. However, Filipino is used in Filipino subjects.

## Section 32 Classification of Students

Students at Tanauan Institute are classified as follows:

- a. First Year or Freshman – students who are enrolled and carrying at least 15 units
- b. Second Year or Sophomore – students who are in their third semester and have at least earned 30 units
- c. Third Year or Junior - students who are in their fifth semester and have at least earned 60 units
- d. Fourth Year or Senior - students who are in their seventh semester and have at least earned 102 units
- e. Regular Student – students following the prescribed units per semester
- f. Irregular Student - students carrying less than 15 units per semester
- g. Master Student - students carrying the prescribed units per semester in Master’s Program

## Section 33 Class Size

The class size shall be determined by the number of students who enrolled in a particular course. The maximum number of students enrolled in the class should not be more than forty five (45) and not less than ten (10).

## Section 34 Course Numbering / Code

The course numbering/code determines the subject to be taken by a student in each course. The course code and its description are found in the prospectus for reference.

## Section 35 Course Credit

Credit for a course is determined by the number and length of class meetings per week per semester. A class meeting of three hours a week for one semester is equivalent to three units of credit. Some courses designated as laboratory require two or three hours a week for one semester equivalent to one unit credit. Variations on these ruling are indicated in the Course Catalogue.

## Section 36 Course Load

Students shall conform to the course load and sequence contained in their curriculum. As a general rule, students shall complete the general education courses before taking major or professional courses. No course shall be taken unless the pre-requisite courses have been taken and passed.

### 36.1 Full Load

A full load means the number of units prescribed in the approved curriculum is being taken for the particular semester.

### 36.2 Overload

1. A graduating student may be permitted, upon the discretion of the Dean or his/her college an additional course load of 6 units over the normal load specified in the curriculum or particular term.
2. Any student applying for an extra load shall seek approval from the Dean. The overload permit maybe given only once to a graduating student.
3. Applications for overload shall be filed at the Registrar's Office during the enrollment period.

### 36.3 Summer Class

- A. A student enrolled in courses with Summer Classes need to enroll in the said program.
- B. If a student does not take the assigned summer classes s/he is not allowed to take them on a regular semester even if it is being offered. The said subject/s should be taken during summer schedule.
- C. Enrollment for summer class is only until the first week when summer classes officially start.

Section 37      **Appealed Courses**

- 1. A group of students shall file a petition at the Dean's Office to open additional courses.
- 2. Appeals may only be permitted if:
  - a. At least 10 students requested for the additional and/or opening of a course
  - b. The Chief Operating Officer shall approve the opening of the appealed courses upon the recommendation of the Registrar and the College Dean.
  - c. Shall be granted subject to room, time and faculty availability.

Section 38      **Pre-requisite Course**

Students are not allowed to enroll and earn credits in advance subjects unless s/he has passed the required pre-requisite/s courses.

## Section 39 Examinations

Four written examinations are conducted during the semester: preliminary, midterm, semi-final and final exams and three long quizzes and one long exam during the grading period.

Exemptions of students to take the final examinations maybe given based on the sound discretion of the instructor concerned. When a student qualifies and elect to avail himself of this privilege, his final grade will be based on the quizzes for the period and the semi-final test.

***Examination is scheduled every first (1<sup>st</sup>) week of the month except for the final examination which will be held on the last week of the semester.***

Special examinations may be given after the major examination schedule, but only for strong and valid reasons. Students who missed a major examination are given one week to comply with the requirement otherwise a failing grade will be given. Failure to take the two consecutive required examinations as scheduled will be considered dropped.

*NOTE: A Comprehensive Examination is given to graduating students under the following courses to ensure the passing rate in their respective board examinations: Bachelor of Secondary Education, Bachelor of Elementary Education, Bachelor of Science in Accountancy, and Bachelor of Science in Criminology.*

## Section 40 Changing, Adding and Dropping of Course

Changing, adding and dropping of courses must be done within one week of the classes with the approval of the Registrar. A corresponding fee shall be charged for each changed, added or dropped courses. The student may acquire the form from the Registrar.

## Section 41 Withdrawal and Transfer

A student who intends to withdraw must notify the Dean, Registrar, Accounting Office, before the preliminary examination of the semester. Any withdrawal will not be considered official unless the said authorities are properly notified through a validated withdrawal form.

A student requesting for transfer credentials should first secure the clearance from the Dean's Office and accomplish it in duplicate. The Office of the Registrar will issue the credentials within two weeks after the application.

## Section 42 Shifting of Courses

1. Students who wish to shift to another course shall secure a shifting form at the Registrar's Office
2. Application shall be approved by the Program Chair
3. Students can only apply for shifting during the first semester
4. No application for shifting shall be approved if the student has exceeded the number of failures allowed under institutional retention policies.

**ARTICLE IX**

**Grading System**

Section 43 **A. College Level**

There shall be four (4) grading periods in each term and the averaging grading system is followed.

Base 40 shall be adopted in all subjects, wherein 0=40, the passing grade is 75 and the highest possible grade is upon the discretion of the teacher. Final rating will be the summary of the grades of the following:

(Sample computation)

Preliminary Grade	-	85%
Midterm Grade	-	83%
Semi-Final Grade	-	89%
Final Grade	-	81%
Class Standing	-	85%

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**FINAL RATING - 84.6 (85%)**

*(Note: Class Standing includes character, recitation, attendance, project and other requirement set by the instructor.)*

**B. Master Program**

There shall be four (4) grading periods in each term and the averaging grading system is followed.

For the purpose of evaluating grades of students at the end of this program, this system is adopted:

Numerical Equivalent	Percentage Equivalent
1.00	97-100
1.25	94-96
1.50	91-93
1.75	88-90
2.00	85-87
3.00	Passing
5.00	Failed
INC	Incomplete

Section 44      Removal examination for completion

An incomplete grade is given for failure to take the examination as scheduled, and/or to submit a required term paper or report.

**NOTE:**

1. Completion / compliance with the specific requirement will only be accommodated one week after the scheduled examination. Otherwise the grade shall be 40% automatically unless grant of delay is given.
2. If the final grade is INC., student must complete/comply with the specific requirements one week after the distribution of grades. Otherwise the grade shall be 40% automatically unless grant of delay is given.

**ARTICLE X**

**Honors**

## Section 45 College Level

Students who excel in their academics shall be awarded.

### Dean's List

Superior scholastic achievements are required through the Publication of the Dean's List at every semester and will be given a certificate of achievement.

45.1 To qualify, student should have no grade lower than 88 % and with a General Weighted Average of 90%. Students will be ranked as follows:

First Honor	- 97 % - 100 %
Second Honor	- 94% - 96.99%
Third Honor	- 90% - 93.99%

45.2 Be enrolled in at least 18 units.

## Section 46 Academic Honors

The following are the academic honors granted:

46.1 Summa Cum Laude – students, who have earned a general weighted average of at least 98% without a grade lower than 90% in any course, provided further, that all units have been earned in Tanauan Institute.

46.2 Magna Cum Laude – students, who have earned a general weighted average of at least 96% without a grade lower than 88% in any course and with a minimum residence of three academic years (90 Units) immediately preceding graduation; provided further, that they have not

received any grade lower than 88% in any course taken elsewhere.

46.3 Cum Laude - students, who have earned a general weighted average of at least 94% without a grade lower than 88% in any course and with a minimum residence of two academic years (60 Units) immediately preceding graduation; provided further, that they have not received any grade lower than 86% in any course taken elsewhere.

46.4 Outstanding - students, who have earned a general weighted average of at least 92% without a grade lower than 88% in any course and with a minimum residence of two academic years (80 Units) immediately preceding graduation; provided further, that they have not received any grade lower than 85% in any course taken elsewhere.

A student who has a grade lower than 85% in any subject prescribed in the curriculum whether that subject was taken by him/her in the Tanauan Institute or elsewhere will not be entitled to graduate with honors.

Section 47      Loyalty Award – is given to students who have completed their Elementary, High School, and College in Tanauan Institute.

Section 48      Leadership Award – is given to students who are involved and member of any student organization within the Institution. Students will be ranked as follows:

48.1 Gold Medal – Officer for at least 3 consecutive years with grade not lower than 90

48.2 Silver Medal – Officer for at least 2 years with grade not lower than 88

48.3 Bronze Medal – Officer for at least 2 years with grade not lower than 86

Section 49 Athletic Award – Extra-curricular award given to outstanding graduating student in sports who also showed exemplary performance in his/her academic standing.

## **ARTICLE XI**

### **Graduation and Student Records**

Section 50 Students who have successfully completed all courses in their curriculum shall be eligible for graduation. Students are not allowed to participate in any commencement activity unless all curricular requirements are completed.

Each prospective graduate must secure an Application for Graduation available at the Registrar's Office.

The inclusion of the student's name in the list of candidates for graduation, his/her picture in the Yearbook and his/her participation in the Commencement Exercises do not mean that s/he is already a full-fledged graduate unless s/he has satisfactorily completed all requirements of the course and

his/her graduation has been approved by the Board of Trustees.

Changing and/or dropping in the Final list of graduating students after the scheduled evaluation by the Dean, teachers, and Registrar will not be allowed.

## Section 51 Releasing of Student Records

Student records (including Transcript of Records, assessments and discipline record/portfolio) may only be released by the Registrar. The following policies govern the releasing of student records:

1. Application for release and request for a copy of student records shall be filled at the Office of the Registrar.
2. Necessary fees shall be paid at the Accounting Office.
3. Requested records will be released within 4 weeks from the day of the application.
4. Records will be released to individuals only if there is a written consent / authorization of the student involved.
5. Student's records shall be released to legal authorities or in response to a judicial order or subpoena.

## Section 52 Names of Students in School Records

The name appearing on the submitted original NSO certified birth certificate shall be entered in school records. Request of change/correction of name shall be submitted to the Registrar's Office with the following documents:

1. Original copy of NSO authenticated birth certificate
2. Joint affidavit of two disinterested persons attesting to the fact that the assumed name and the legal name of the student refer to one and the same person

3. For students of legal age, an affidavit explaining and attesting to the need for the use of the assumed name or alias
4. A letter of request for correction of name addressed to the registrar

## **ARTICLE XII**

### **Standards of Conduct**

The goal of the Institute is to establish a community ideally characterized by intellectual honesty, respect for others and openness to constructive change. Tanauan Institute intends to create an enriching environment where all its students and employees can live productively together to achieve academic excellence and personal development. It further aims to mold intellectually matured and responsible citizens.

For these goals to be achieved, all students and employees must be supportive and adhere to proper ethics and good conduct. The expectations of the Institute are high, both in the quality of interpersonal relationship and in academic performance.

Tanauan Institute creates the safest and most equitable rules and guidelines for the protection and well-being of all its students and employees. Students are expected to behave in a mature and responsible manner. The Institute seeks further, to foster among its students and employees a foundation of a responsible and respectful society.

Whenever there are violations of the rules, the Institute will not tolerate and treat it as matters of serious concern. As such, the following sanctions may be given based on the gravity and frequency of the offense:

1: Oral Warning
2: Letter to parents/guardians regarding offense
3: Suspension
3.1 – one day suspension
3.2 – two days suspension
3.3 – three days suspension
3.4 – four days suspension
3.5 – five days suspension
4: Dismissal
5: Expulsion

*(NOTE: Suspension means that the student will not attend classes, but still has to go to school and do extra work depending on the discretion of the Grievance Committee with the consent of the parents/guardians)*

CATEGORIES	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>Category 1</b>			
1. Not wearing the prescribed uniform and ID	1	2	3
2. Borrowing, lending and defacing of ID	1	2	3
3. Not following the prescribed haircut	1	2	3
4. Using cellphones, earphones and other gadgets inside/outside the classroom	2	3.1	3.5
5. Unexcused tardiness / absences	2	3.1	3.3
6. Cutting classes & leaving school campus without permission/gate pass	2	3.1	3.3
7. Using vulgar and indecent language	1	2	3

8. Disrupting classes in any form	2	3.1	3.3
9. Violation of off-limit premises	2	3.1	3.3
10. Roaming or loitering around corridors or vacant rooms	2	3.1	3.3
11. Entering faculty rooms without permission from the teachers	1	2	3
12. Littering anywhere on campus	1	2	3
13. Misbehavior during classes free periods and other school related activities	2	3.1	3.3
14. Showing disrespect to teachers and/or person in authority	2	3.1	3.3
15. Climbing over the fence (in and out)	2	3.1	3.3
16. Willful insubordination	2	3.1	3.3
17. Inciting fellow students not to attend classes or disobey school regulations	2	3.1	3.3
18. Going outside the campus during recess time	2	3.1	3.3
<b>Category 2</b>			
1. Cheating during quizzes and major exams	2	3.5	4
2. Forging of signatures of teachers, personnel and parents	3.3	3.5	4
3. Stealing	3.3	3.5	4
4. Vandalism or destruction of school properties	3.1	3.5	4
5. Advances of physical assault on others; bringing to school outsiders for purposes of fighting	3.1	3.5	4
6. Instigating, leading or participation in concerned activities leading to disruption of school of school activities	2	3.3	4
7. Possession, consumption or being under the influence of alcoholic drinks	3.5	4	
8. Possession of cigarette or smoking in campus	3.3	4	
9. Advances of physical assault on others;	3.5	5	

bringing to school outsiders for purposes of fighting			
10. Provoking fights	2	3.5	4
11. Threatening fellow students/bullying (cyber bullying)or in any form	2	3.3	4
12. Engaging in verbal quarrels/or thru text	3.1	3.5	4
13. Engaging in violent fights	2	3.5	4
14. Plagiarism	2	4	
<b>Category 3</b>			
1. Possession or use of illegal drugs	5		
2. Theft / extortion	5		
3. Pushing of dangerous drugs	5		
4. Carrying or causing to bring within the campus any kind of lethal weapon	3.5	4	
5. Immoral conduct committed within the school, in appropriate cases within the limits of the school premises	3.3	4	
6. Tampering of school records or credentials/ Changing of grades without consent of the teacher	4		
7. Gambling in any form even without betting	3.5	4	
8. Joining in, recruitment for, involving in fraternities, sororities and other unauthorized organizations	5		
9. Hazing in any form committed in connection with any student	5		
10. Physical assault of fellow student (slight injury) within or outside the campus	3.5	4	
11. Physical assault of fellow student (serious injury) within or outside the campus	3.5	4	
12. Verbal assault of fellow students	3.1	3.5	4
13. Assaulting fellow students in writing	3.2	3.3	3.5
14. Physical assault to teachers or persons	5		

in authority within or outside the campus			
15. Verbal assault to teachers or persons in authority	3.3	3.5	4
16. Assaulting teachers or persons in authority in writing	3.3	3.5	4
17. Involvement in examination leakages	5		

Section 54 Discipline / Grievance Procedures

1. The person-in authority (Adviser) shall inform the student of the offense/s s/he committed.
2. In cases wherein sanction is called for, the erring student shall be informed in writing.
3. The Office of the Dean shall submit a formal complaint to the Guidance Office.
4. The Guidance Counselor shall call for a dialogue with the erring student and his/her parents and/or guardian.
5. If in case the conflict is not resolved, the Guidance Counselor shall convene the Board of Discipline (Dean, Student Affairs Head and Program Chairs) to act on the complaint.
6. If the recommendation is expulsion, the recommendation shall be forwarded to the President.
7. The President shall deliberate and investigate on the evidence presented and prepares a recommendation.
8. The Guidance Office shall give copies of the decision and Notice of Disciplinary Sanction to the erring student for implementation.

Section 55 Appeal

Student/s who is/are not satisfied with the decision of the Disciplinary Board, may file an appeal signed by the concerned and their parents/guardian. The appeal must be in a form of writing addressed to the Officer in Charge or the President.

### **ARTICLE XIII**

#### **Attendance**

Section 56      Student shall only be allowed to attend a class if his/her name is in the official class list. S/he is required to attend all scheduled meetings of his/her classes and to take all examinations.

Specified group, selected students, or in some cases all students, required to attend convocations and seminars as part of their extra-curricular activities are exempted in their scheduled classes, provided that they will be responsible for what they have missed (e.g. Lecture, exam, quizzes)

Section 57      If the student is absent because of illness or any valid reasons s/he is required to present to the Dean a written request for readmission, duly certified by the parents, guardian or attending physician upon his/her return to class. All students are responsible for work taken up during their absence even if excused.

In case of absence from preliminary, midterm, semi-final and final examinations, the student concerned shall be given a grade of incomplete which may be only be removed by taking the completion examination as scheduled. If a student has three absences, s/he will be considered

dropped on the fourth time and will be advised to ***Withdraw / Drop the subject (definitely a failing grade).***

Before such case, the teacher of the concerned student must inform him/her of this case during the first absence.

Section 58

A student shall be considered late if s/he arrives fifteen minutes after the official time of class. Three instances of tardiness are equivalent to one absence. A student shall be marked absent if he reports beyond fifteen minutes of the official time. However, the student may still attend the class.

Students shall wait for their professor in the classroom for at least 15 minutes if there is no announcement by the professor that classes will be cancelled for that day. If the professor fail to arrive within the allotted grace period students may leave the room.

Section 59

Leave of Absence

1. Any student may apply for a leave of absence (LOA) in case s/he wishes to temporarily stop his/her studies, provided that the LOA does not exceed one academic year.
2. The Registrar and the Dean of the College must approve the LOA. LOA Forms are available at the Registrar's Office.
3. A student may file for an LOA only once for the duration of his/her residency at the Tanauan Institute.
4. A student who wishes to re-enroll after taking an LOA should inform the Office of the Registrar.

**ARTICLE XIV**

***Scholastic Delinquency***

Section 60 Tanauan Institute is determined to provide its students with the best quality higher education. Hence, students are expected to perform and deliver what is expected of them. The Institute will employ the following measures:

60.1 Warning

A student who fails at 30% of the total units/courses taken in a semester shall be warned through a letter from the Dean.

60.2 Probationary

Probationary status shall be given to students who incurred 50% of the total units/courses taken in a semester. Probationary status shall be granted also to students who failed 30% of the total units/courses for the second time.

The Dean and the Guidance Counselor shall conduct a conference with the parent and/or guardian and the concerned student.

60.3 Dismissal

Dismissal shall be granted if the student fails 60% of the total units/courses taken in a semester. The student, however, may transfer to another program, provided that s/he will pass the necessary requirements.

60.4 Permanent Disqualification

A student who failed 70% of the total units/courses shall be permanently disqualified from the program.

## Section 61 Honorable Dismissal

Honorable dismissal is the voluntary withdrawal from the Institute. Only a student in good standing shall be granted honorable dismissal. The student, however, must provide a written petition signed by the parent or guardian address to the Dean. This shall be approved by the VP for Administrative Affairs, Dean and the Registrar.

## Section 62 Retention Policy

The right of the student to be retained at Tanauan Institute is subject to cumulative number of failures in his/her final semester grades based on the following:

- a. 24 units for the first two years
- b. 36 units for the first three years

62.1 For transferees, failures in his/her previous school shall be treated as failures at Tanauan Institute.

62.2 The maximum number of years over the maximum number of years required to finish his/her program.

## **ARTICLE XV**

### **Proper Uniform**

Section 63 Students who are not in their complete uniform shall not be allowed to enter the campus. The Institute implements the “No ID, No Entry” Policy, thus, students without appropriate school Identification Card will not be allowed to enter the

school premises. IDs shall be worn at all times within the campus.

- a. Validation of I.D. - The validation of student's I.D. is done every semester which shows that a student is enrolled for the said semester. It is then validated at the Disbursing Office.
- b. Students without ID are not allowed to enter the premises, unless they present a permit (valid only for one day) from and signed by the Dean. Hence, a student is allowed to get a permit twice in a semester, otherwise on the 3<sup>rd</sup> time, it is already considered an offense as stated on the Student's Handbook thus appropriate action will be given.

## ARTICLE XVI

### **Student Activities and Organizations**

#### Section 64

Tanauan Institute recognizes the importance of developing creative and responsible student leaders who will eventually assume the mantle of leadership in their chosen field of endeavor. For this purpose, it seeks to encourage the formation of student groups that clearly pursue established common objectives and the initiation of student – directed endeavors set up along professional, social, cultural, religious literary educational or recreational lines.

Supervision of organizational activity shall be the responsibility of the Head of the Office of Student Services. S/he shall regulate the operations as well as the activities of all duly recognized student organizations in cooperation with and or through the student council, by providing guidance for the maximum utilization of students' potentials, resources and efforts toward the attainment of

goals and objectives of the organization as envisioned in their approved constitution and by-laws.

Student Organizations are student-initiated formal associations, duly recognized by the Office of Student Affairs, which organized projects and activities in fulfillment of Tanauan Institute's visions in developing programs which impart professional specialization and expertise, along with a general humanistic culture and a commitment to serve society.

Section 65            The following are recognized student organizations:

1. Student Governing Body
2. Junior Philippine Institute of Accountant – Tanauan Institute Chapter
3. Young Mentors' Society
4. BSC Associations
5. Junior Criminologists' Organization
6. Young Entrepreneurs' Society

## **Co-Curricular Activities**

The Co-Curricular Activities of the students include:

- a. Being elected or appointed officer of a class organization, club or society;
- b. Membership in the Student Governing Body;
- c. Membership in any debating, forensic, or athletic contest or competitions;
- d. Participation in any academic competitions;
- e. Being an official representative of Tanauan Institute to any contest, seminars, and conferences;
- f. Membership in the staff of student publications.

Section 66            Campaign and Election

Campaign and election of all student organization shall be in accordance with the following rules and regulations:

## 66.1 Eligibility

- a. The student must be duly registered student at Tanauan Institute Collegiate Department and be of good standing
- b. S/he must have received no grade lower than 85% in one fourth or more of his/her academic units in the preceding semester
- c. S/he must not have been suspended from classes for three days or more by reason of misconduct or breach of rules.
- d. S/he must not have received a failing grade in the preceding preliminary examinations.
- e. S/he must have satisfactory grades in the preceding semester whether these were taken in other institution or in Tanauan Institute.

## 66.2 Filing of candidacy and party

- a. Students who intend to run for any position in any organization must first file their candidacy together with their party at the Office of the Student Affairs
- b. All parties must submit a copy of their work plan for the year and motto / campaign slogan
- c. Filing of candidacy is every 1st week of February
- d. Campaign period is from 2nd week of February to 1st week of March

## Section 67

### Election and Announcement of Elected students

- a. An Election Board shall be composed of the Dean, Program Chairs and presiding Officers of the SGB and other organization
- b. The Election Board shall ensure just, fair and transparent system of voting and counting of votes

- c. All students shall cast their votes only in designated rooms

## ARTICLE XVII

### Academic Offices and their Services

Section 68                      Institution's Offices to aid in Student Services

1. **Registrar's Office** - The office is responsible for maintaining the integrity and confidentiality of school records of students, evaluating credentials upon enrollment, academic placement and eligibility for graduation.
2. **Dean of Studies Office** - The office is concerned with the academic needs of all students in the College department.
3. **Office of Student Affairs** - The office is responsible for the initiation of all student activities and organization matters, it also conducts various student-related activities such as symposia and conferences as well as leadership training.
4. **Research and Planning Center** - This center's concern is the development of pertinent papers needed by the school in its planning and development program. It also conducts various research and papers for publication.
5. **Accounting Office** - All matters regarding tuition and special fees may be directed to the Accounting Office.
6. **Guidance and Counseling Services** - Guidance services are integral part of the College Department program with the following programs:
  - a. *Counseling* - individual or group counseling sessions are conducted by qualified counselors to help students know, understand and accept their

- responsibilities as students. It also conducts walk-in counseling.
- b. *Testing* – the Guidance and Counseling Office conducts standardized testing among college students to determine their know-how and skills as well as abilities and inclinations.
  - c. *Information* – this service includes career orientation program.
  - d. *Individual Counseling* – cumulative records for each student are maintained and updated for personalized counseling.
  - e. *Placement and Follow-ups* – this includes follow-ups making results available, surveys securing cooperation of parents and community and conducting research.
7. **Disbursing Office** – this office concerns all the purchasing of all school supplies and properties. It is also responsible for disbursing all employees, faculty, salaries, professional fees, honorary and other relevant school expenses.
  8. **College Library** – located at the College building provides reading and instructional materials used for instruction. Audio-Visual materials are also available.
  9. **Food and Nutrition Services** – available primarily at the school canteen which serves breakfast, lunch, and snacks. School canteen is open from Monday to Saturday.

## Student Services

### Section 69 Health and Safety Services

#### 69.1 Dental Services

- a. Annual Dental Examinations
- b. Dental Consultations and Referrals

## 69.2 Medical Services

- a. First aid treatment
- b. Emergency medical treatment of cases like dizziness, fainting, minor physical injuries and the like during school hours.
- c. In case of major illness, parents/guardians are contacted so that they can fetch their son or daughter.
- d. In case of emergency, the school avails of the services of the nearest hospital.

The school clinic is open from Monday to Friday, 08:00 AM to 05:00 PM.

## Section 70 College Library

The College Library is a venue for students to study, conduct research and study group meeting.

However, students are expected to be silent, behave in an acceptable manner and shall follow the library guidelines in staying, borrowing and returning books.

A student must have a library card (ID) and Borrower's card to be able to fully maximize the use of the school library.

## Section 71 Other Facilities

All students must use other facilities with proper care.

- 71.1 Laboratories
  - a. Computer and Internet Laboratory
  - b. Science Laboratories
  - c. Crime Laboratory
  - d. Comp. Tech. Laboratory
  - e. Typing Laboratory
- 71.2 Gymnasium
- 71.3 Swimming Pool

## **ARTICLE XVIII**

### **Random Drug Testing/Inspection**

Section 72 Pursuant to Republic Act 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, Tanauan Institute adopts the policy of random drug testing. The salient provision of RA 9165 is as follows:

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

## Section 73 Random Drug Testing

To ensure safe and drug free campus, Tanauan Institute will conduct a random drug testing to all college students. The date and time is unannounced. All students, staff, faculty members and officials are obliged to respect and follow such rule.

Section 74 To ensure safety and discipline among the students within and outside the campus, random checking of bags of students will be implemented. The class to be inspected and the inspection date and time shall be unannounced.

**Student Affirmations:**

It is my desire to be part of the student body of Tanauan Institute, Inc. It is my desire to grow in the ways in the Tanauan Institute, Inc. Mission Statement. I affirm that I have read the Student Handbook and understand its contents. I will observe the principles contained in the Student Handbook and will abide by the expectations described.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Year & Section

\_\_\_\_\_  
Date

**Parent Confirmations:**

I have read the Student Handbook College / MAED Department of Tanauan Institute, Inc.. I have discussed the appropriate sections with my son/daughter and I am willing to collaborate with the school in upholding its philosophy. I pledge to do my best to encourage and cooperate with my son/daughter and the school authorities throughout the school year.

\_\_\_\_\_  
Name

*Signature above printed name*

\_\_\_\_\_  
Signature

*Signature above printed name*

\_\_\_\_\_  
Date

**Received by:**

\_\_\_\_\_  
Class Adviser

*Signature above printed name*

\_\_\_\_\_  
Date