



Malayan Colleges Laguna
A MAPÚA SCHOOL



STUDENT HANDBOOK

A.Y. 2021-2022 (REVISED EDITION)



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Table of Contents

The Mission of Malayan Colleges Laguna	1
The Vision of Malayan Colleges Laguna	
Our Motto	
Our Logo	
Our Core Values	2
Our Quality Policy	
History of Malayan Colleges Laguna	
The Academic Departments	3
Administrators and Officers	5
Organizational Chart	9
Admission of Applicants for Degree Programs	10
Application Requirements for Freshmen	
Enrollment Requirements for Freshmen	
Application Requirements for Non-Freshmen	11
Enrollment Requirements for Non-Freshmen	12
Student Enrollment General Guidelines	
Registration in a Course	13
Maximum Course Load	
Pre-requisite Course Regulation	
Co-requisite Course Regulation	
Revision of Course Load	14
Abolition of Sections and Conversions to Tutorial Sections	
Offering of Petition Courses	
Attendance	15
Official Dropping of Courses	
MCL Grading System	16
Guidelines for Shifting to Another Program	18
Status Review (For Baccalaureate Programs)	19
Guidelines for Readmission to Another Program Due to Disqualification	
Maximum Residency Rule	
The Final Grade Report	20
Dean's List Awards	
President's List Awards	21
Cancellation of Enrollment	
Leave of Absence	22
Graduation	
Request for Diploma	23
Request for Transcript of Records	
Requirements For CHED Certification, Authentication And Verification (For Baccalaureate Programs)	
Requirements For Diploma/Transcript of Records Authentication (Local)	24
Mailing of Transcript of Records to Other Entities Other Than the Student Abroad	
Transfer Credentials (Honorable Dismissal)	

Certifications	25
Awards and Honors for Baccalaureate Programs	
Jose Rizal Award for Excellence and Virtue in Community Service	
General Information	26
Refund of Fees	
Student Affairs Office	
Center for Student Activities and Discipline	27
Center for Guidance and Counseling	28
Center for Scholarships and Financial Assistance	
Scholarships	29
Center for Student Advising	
Center for Learning and Information Resources	30
Center for Health Services and Wellness	
Registrar's Office	31
Learning Environments and Innovations Office	
Center for Service-Learning and Community Engagement	
Social and Ethical Responsibility or Values Embodiment (SERVE)	33
National Service Training Program (NSTP)	
Office for Human Resources and Administrative Services	34
Office for Quality Management	
Office for Corporate Communications	35
Office for Strategic Partnerships and Global Engagements	
Instructional Facilities Office	
Security Services	36
Blue and Silver Bookshop	
Food Services (Cafeteria)	37
Campus Development and Maintenance Office	
Information Technology Services Office	
Radio Frequency (RF) Identification System	
The MCL Website	
Microsoft 365	
Wi-Fi Access Anytime and Anywhere	38
Overview of Student Rules and Regulations	
Rights and Responsibilities in the Class	39
MCL Students Code of Conduct and Discipline	
The Prefect of Discipline	40
Types of Disciplinary Actions	41
Types of Misconduct	
Table of Offenses and Corresponding Disciplinary Actions	42
MCL Student Discipline Supplemental Guidelines for Fully Online Learning Mode	48
Administration of Student Discipline	52
Standard Attire on Campus	
Conduct of Student Activities	53
Policies Governing Student Organizations	55
Appendix	63

THE MISSION OF MALAYAN COLLEGES LAGUNA

1. To provide the learning environment that would transform our students into globally competitive professionals;
2. To produce social wealth from the generation of new knowledge;
3. To contribute to the solution of industry's and society's problems by the expert application of knowledge.

THE VISION OF MALAYAN COLLEGES LAGUNA

Being true to its nature, MCL has to contend with other schools even as it collaborates with them in the advancement of common interests. Its stance shall be differentiation in the level of its services. It goes for the attainment of the highest quality educational standards.

In today's world, it makes sense to aim for global standards. The market for graduates is global. The market of students is global. There is no reason why the market for research and consultancy cannot be global.

Thus the vision statement:

Malayan Colleges Laguna shall be a global steeple of excellence in professional education and research.

OUR MOTTO

"Excellence and Virtue"

OUR LOGO



The College Seal

The globe represents the school's aspiration to be ultimately international in character, standard and reach. The letter "M" is for Malayan and is formed by a single helix representing a strand of DNA at the time of its replication. It represents life to the betterment to which the school commits itself

The iconic figures stand for all the great minds that the faculty and students interact within the confines of the school: Albert Einstein representing science and technology, William Shakespeare representing the other realms of thought and expression, and Dr. Jose Rizal, Son of Laguna and "Pride of the Malay Race" representing the force of the Filipino intellect and will to change the world.



Malayan Colleges Laguna's logo was redesigned to represent the level of excellence that MCL is striving to make itself known for. The goal was to make it scholastic, iconic and modern.

- The coat of arms or shield is a symbol of achievement, protection and identification.
- The single helix "M" is a symbol of the excellence embedded in our DNA.

OUR CORE VALUES

Excellence, Loyalty, Teamwork, Discipline, and Urgency

OUR QUALITY POLICY

We commit to continually improve our management system to attain our student outcomes and program educational objectives.

HISTORY OF MALAYAN COLLEGES LAGUNA

When the ownership of the Mapúa Institute of Technology was transferred to the Yuchengco Group of Companies (YGC) under the stewardship of the honorable Ambassador Alfonso T. Yuchengco in the year 1999, a great amount of effort was put into improving the academic programs and facilities of the institution, thus raising Mapúa's level to be at par with international standards.

Through the years, new programs such as Computer Science, Information Technology, Material Science and Engineering, Biotechnology, Nursing, Psychology, Accountancy, and Hotel and Restaurant Management have been added to Mapúa's offering of Engineering and Architecture programs.

The expansion did not stop there, however. In fulfillment of the long-term development plan of Mapúa, a six-hectare land was acquired for its expansion and presence in Laguna, which stands as one of CALABARZON's industrial and commercial hubs.

Groundwork started in late 2005, and on January 23, 2006, Malayan Colleges Laguna (MCL) acquired its corporate personality following its registration with the Securities and Exchange Commission.

This paved the way for the creation of an interim group geared to ensure the ultimate achievement of MCL's vision and mission statements. Under the leadership of Dr. Reynaldo B. Veal, Mapúa President and CEO, and concurrently the MCL President and CEO were the following members from Mapúa, namely: Milagros V. Reyes, former Mapúa Executive Vice President for Administration and Chief Operating Officer; Engr. Dodjie S. Maestrecampo, then Executive Vice President for Academic Affairs; Engr. Dennis H. Tablante, Dean of the School of EE-ECE-CoE; Engr. Christopher F. dela Rosa, Director of Mapúa's Development Office for Information Technology; and Raoul A.

Villegas, Controller of the Mapúa IT Center.

In November 2006, the Commission on Higher Education (CHED) gave the approval for MCL to offer eight (8) programs of study in Engineering, Information Technology, and Business. This was after MCL's satisfactory compliance with the standards of the CHED's Regional Quality Assurance Team.

MCL started with over 860 freshmen students during its first year of operations. Its first two buildings were named after two significant personalities: Dr. Jose P. Rizal and Enrique T. Yuchengco.

Three (3) colleges were initially established under MCL: the Mapúa Institute of Technology at Laguna (MITL), the E.T. Yuchengco College of Business (ETYCB), and the College of Information Technology, which was later renamed as the College of Computer and Information Science (CCIS). The College of Arts and Science (CAS) and the Mapúa-PTC College of Maritime Education and Training (Mapúa-PTC CMET) were eventually added, followed by the Institute for Excellence in Continuing Education and Lifelong Learning (I-ExCELL).

To shelter the institution's growing community, the Albert Einstein Building was recently constructed in 2015, named after the scientist who, in his lifetime's work, exuded MCL's motto: Excellence and Virtue.

MCL's most recent undertaking is the establishment and opening of MCL Senior High School in 2016, its response to the implementation of K-12 in basic education.

Today, MCL offers a total of twenty-one (21) college programs catering to the fields of engineering, architecture, business, information technology, communication, multimedia arts, hospitality management, tourism management, and maritime education; and one (1) diploma program in culinary arts. Recent additions to these are four (4) strands under the Academic, and Technical-Vocational-Livelihood Tracks of MCL Senior High School.

THE ACADEMIC DEPARTMENTS

COLLEGE OF ARTS AND SCIENCE (CAS)

The College of Arts and Science offers the following programs:

- Bachelor of Multimedia Arts
- Bachelor of Arts in Communication
- Bachelor of Science in Psychology

COLLEGE OF COMPUTER AND INFORMATION SCIENCE (CCIS)

The College of Computer and Information Science offers the following programs:

- Bachelor of Science in Computer Science
- Bachelor of Science in Information Technology
- Bachelor of Science in Information Systems

E.T. YUCHENGCO COLLEGE OF BUSINESS (ETYCB)

The E. T. Yuchengco College of Business offers the following programs:

- Bachelor of Science in Accountancy
- Bachelor of Science in Business Management
- Bachelor of Science in Tourism Management

MAPÚA INSTITUTE OF TECHNOLOGY AT LAGUNA (MITL)

The Mapúa Institute of Technology at Laguna offers the following programs:

- Bachelor of Science in Architecture
- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Industrial Engineering
- Bachelor of Science in Mechanical Engineering

MAPÚA-PTC COLLEGE OF MARITIME EDUCATION AND TRAINING (MAPÚA-PTC CMET)

The Mapúa-PTC College of Maritime Education and Training offers the following programs:

- Bachelor of Science in Engineering
- Bachelor of Science in Marine Transportation

INSTITUTE FOR EXCELLENCE IN CONTINUING EDUCATION AND LIFELONG LEARNING (I-ExCELL)

The Institute for Excellence in Continuing Education and Lifelong Learning offers the following programs:

Microsoft Office Specialization-Associate Certification

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook

MCL SENIOR HIGH SCHOOL DEPARTMENT

The MCL Senior High School Department offers the following tracks/strands:

Academic Track

- Accountancy, Business and Management
- Humanities and Social Sciences
- Science, Technology, Engineering and Mathematics

Technical-Vocational-Livelihood Track

- Information and Communications Technology

ADMINISTRATORS AND OFFICERS OF MALAYAN COLLEGES LAGUNA

BOARD OF TRUSTEES

The Board of Trustees is the primary governing body of Malayan Colleges Laguna. It is composed of a Chairman, and several members that are elected at large during a regular meeting of the collegial body. Administration and operations of MCL are directed by the decisions of the board. Which is the highest policy-making body of the Institution within the framework of the organization and its corporate governance.

The Board has the power to create and abolish the management committee; ratify appointments of MCL's officers, issue authorization of MCL's top management officers for specific capacities, and mission; as well as confirming statutes of the Academic Council such as but not limited to declaration of graduates, conferment of awards and other resolutions that need the concurrence of the Board.

MANAGEMENT COMMITTEE

The Management Committee (ManCom) is a permanent body created by the Board of Trustees to oversee the operations and management of MCL to ensure that it serves its mission, vision, and interests of its stakeholders. Membership to this committee is directed by the Chairman of the Board of Trustees from the top management officers of MCL specifically the Chief Executive Officer, Chief Finance Officer, Chief Operating Officer, Chief Administration Officer; and representatives of MCL's subsidiaries particularly the Mapúa University and the House of Investments.

OFFICE OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER

This office handles the institutional decision-making and overall development plan of MCL. The President is the Chief Executive Officer who is responsible for the efficient and effective administration of MCL towards the realization of its goals and objectives. The President oversees school administration, supervision, and implementation of governing board policies. Therefore, all the details and specific arrangements in carrying out the policies and general plans of the institution as worked out by the President should have the necessary financial and material aid and moral support of the Board.

OFFICE OF THE EXECUTIVE VICE PRESIDENT AND CHIEF OPERATING OFFICER

This office handles the overall supervision and administration of MCL to ensure the alignment and consistent implementation of policies, procedures, and strategies, and the effective delivery of functional support and services. The Executive Vice President (EVP) is the Chief Operating Officer of MCL. The EVP is appointed by the President to manage, direct, and control the operations of the entire institution. He/she is responsible for its efficient, effective, and orderly operations. As part of the top management, and as a member of the Executive Committee, the EVP participates in formulating major policy decisions for MCL. The EVP assists the President in all matters affecting the general policies of the entire institution.

OFFICE OF THE VICE PRESIDENT FOR FINANCE / CHIEF FINANCE OFFICER

This office is responsible for the management of the budget, finance, and accounting and financial analysis concerns of MCL to ensure that the institution is maximizing its resources. The Chief Finance Officer (CFO) is the custodian of the funds of MCL and is responsible for all money and property under his charge.

The CFO keeps full and accurate records and accounts of all receipts, disbursements, assets, liabilities, and general financial transactions of MCL.

The key offices under the Office of Vice President for Finance are Accounting Office (ACO), Blue and Silver Bookshop, Purchasing Office (PO), and the Treasurer's Office (TO).

OFFICE OF THE SENIOR VICE PRESIDENT FOR ADMINISTRATION AND LEGAL / CHIEF ADMINISTRATIVE OFFICE AND LEGAL

This office handles the overall supervision non-academic services and operations inside MCL. The Senior Vice President for Administration (SVPA) ensures a productive and healthy work environment among the members of the MCL community. The SVP devises organized work systems and sustains a conducive workplace to uphold total performance efficiency of MCL employees. The office also handles legal matters pertaining to the administration of MCL.

The key offices under the office of the SVPA are the: Office of the Assistant Vice President for Human Resources and Administrative Services (OHRAS); Instructional Facilities Office (IFO); Information Technology Services Office (ITSO); and the Purchasing Office (PO). Under OHRAS are the: Human Resources and Management Office (HRMO); Center for Health Services and Wellness (CHSW); and Campus Development and Maintenance Office (CDMO).

DATA PROTECTION OFFICE

The Data Protection Office (DPO) ensures MCL's compliance as Personal Information Controller with the Data Privacy Act of 2012, its Implementing Rules and Regulation (IRR), issuances by the National Privacy Commission (NPC), and other applicable laws and regulations relating to data privacy and data protection.

OFFICE FOR CORPORATE COMMUNICATIONS

The Office for Corporate Communications is responsible in upholding the positive image of MCL by maintaining and developing its reputable brand through the composition of promotional materials in forms of graphic design, articles, and digital media for internal and external communications.

OFFICE FOR STRATEGIC PARTNERSHIPS AND GLOBAL ENGAGEMENT

The Office for Strategic Partnerships and Global Engagement (OSPGE) is the academic institutions that share the same vision and value for collaboration and mutual cooperation, government agencies and instrumentalities, non-government organizations, and private groups.

OFFICE FOR RISK MANAGEMENT AND BUSINESS CONTINUITY

The Office for Risk Management and Business Continuity (ORMBC) is the institutionalized administrative center whose main thrust is to implement policies

and strategies aimed at strengthening the ability of MCL to respond and recover from an emergency or disaster.

OFFICE FOR QUALITY MANAGEMENT

To uphold MCL's Quality Policy and support its mission and vision, the Office for Quality Management (OQM) ensures that necessary processes that comprise MCL's Quality Management System (QMS) are adequately defined, effectively implemented, and continually improved.

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

This office handles the overall supervision and development of programs of all the colleges and other academic departments. As the chief academic officer, the Vice President for Academic Affairs provides leadership in all academic programs and supports the missions of respective Colleges, Institute, and the Senior High School Department to ensure overall academic excellence.

The key offices under the OVPAA are the Office of the Assistant Vice President for Academic Services (OAS), Research Promotion and Coordination Office (RPCO); Student Affairs Office (SAO); Learning Environments and Innovations Office (LEIO); Athletics and Physical Education Office (APEO); and the Center for Service-Learning and Community Engagement (CSCE). Under OAS are: Registrar's Office (RO); Center for Learning and Information Resources (CLIR); Office for Strategic Partnerships and Global Engagement (OSPGE); and Alumni Center.

ACADEMIC COUNCIL

The Academic Council is composed of key officers throughout the Institution who meet to discuss and decide on issues and promulgations that have an overall effect on the entire organization or its major components thereof. It is responsible for the quality of academic performance. It evaluates curriculum and faculty academic performance, recommends academic policies, plans programs, sets standards, and reviews guidelines for implementation by the different colleges and concerned offices. The members of the Academic Council are the Vice President for Academic Affairs, Executive Vice President, Deans, Program Chairs, and Directors of the different academic offices.

COLLEGE DEAN

The College Dean is the senior officer responsible for the operation of an academic program, the enforcement of rules and regulations and the supervision of all activities of his college. The Dean is responsible for the academic operations and the selection of faculty members, the quality of instruction, and the academic budget.

PROGRAM CHAIR / COORDINATOR

The Program Chair is responsible for providing professional support and assistance in the implementation of academic programs and enforcing approved academic and administrative policies, procedures and rules and regulations involving his academic program. He or she exercises educational leadership among his or her faculty members and cooperates in activities towards the attainment of the program educational objectives.

CLUSTER COORDINATOR

The Cluster Coordinator assists the College Dean in coordinating the activities and functions of a designated cluster to ensure that goals and objectives specified for general education and other relevant courses are accomplished in accordance with established priorities. The Cluster Coordinator also provides academic leadership among the faculty members under the cluster.

SENIOR HIGH SCHOOL PRINCIPAL

The Senior High School Principal is a member of the faculty of the Senior High School Department who is appointed to perform administrative, academic, and instructional leadership functions of the department. The principal is directly reporting to the Vice-President for Academic Affairs and Chief Academic Officer. As department head, the principal has direct control and supervisory functions over the Assistant Principal, and Course Coordinators including positions that may be appointed to serve and perform specific responsibilities for its management and operations.

The principal is a permanent member of the Academic Council Core Group and also chairs any sub-committee or ad hoc body that may be formed relevant to SHS's administration, and management.

DIRECTOR / ACADEMIC OFFICER

Directors are the heads of offices and centers that serve to support Academic departments of MCL. Generally, directors are classified as non-teaching administrator except for instance where they are assigned with auxiliary academic functions and responsibilities. For offices whose main function has no directly link to students, "manager" is used as the official appointment of its department head.

As of this publication, Directors head the following officers/ centers of MCL:

1. Admissions Office
2. Center for Learning and Information Resources
3. Center for Service-Learning and Community Engagement
4. Information Technology Services Office
5. Learning Environments and Innovation Office
6. Office for Corporate Communications
7. Office for Quality Management
8. Office for Strategic Partnerships and Global Engagement
9. Research Promotion and Coordination Office
10. Student Affairs Office

ACADEMIC POLICIES AND STUDENT SERVICES

ADMISSION OF APPLICANTS FOR DEGREE PROGRAMS

MCL categorizes applicants for degree programs as either a freshman, a transferee, or a degree holder. Appropriate admission examination and/or its equivalent is administered to qualified applicants based on the degree of their acquired knowledge and proficiency.

For AY 2021-2022, Malayan Colleges Laguna shall however temporarily adopt an open admission policy in view of the current COVID-19 pandemic situation. Hence, the undergoing of the MCL Entrance Examination (MCLEE) by college freshman applicants is temporarily waived.

Nonetheless, the same college freshman application requirements for the MCLEE are still required to be submitted via the announced online facility.

APPLICATION REQUIREMENTS FOR FRESHMEN

The following documents are to be submitted by college freshman applicants who were approved for admission to enroll in college:

1. Duly accomplished application form
2. Photocopy of any of the following:
 - Grade 12 report card
 - Certificate of candidacy for graduation
 - Grade 12 School ID
 - Bureau of Alternative Learning System (BALS) or Philippine Educational Placement Test Certificate of Passing
3. Photocopy of NSO/PSA birth certificate
4. Two(2)pieces 1.5" x 1.5" recent identical pictures with plain white background.

Additional for graduates of high school for the previous year(s):

1. Photocopy of high school report card; and
2. Certificate of available Form 137-A

NOTES:

- MCL-SHS graduates do not need to take the entrance exam.
- A foreign applicant who is a non-native speaker of English has to submit TOEFL/IELTS examination results. If the applicant has not taken the TOEFL or IELTS or failed the exam upon application, the student is requested to take an English course in MCL as an Audit Course prior to admission as freshman.
- Application and examination results are valid for one (1) academic year.
- Applicants who lost their report card must submit a Certificate of Eligibility to Transfer to College / Tertiary Education, and Notarized Affidavit of Loss.
- Maritime applicants must pass the recommended medical examination administered by an MCL accredited clinic or otherwise submit a duly filled out CMET Conditional Enrollment Letter.

ENROLLMENT REQUIREMENTS FOR FRESHMEN

The following documents are to be submitted by college freshman applicants who were approved for admission to enroll in college:

1. Original Grade 12 report card duly signed by the Senior High School Principal showing the applicant's eligibility for admission to college and Learner Reference Number.
 - b. The principal/adviser must countersign the report card if it has erasures or alteration.
 - c. The applicant must submit a certificate of the school's numerical equivalent if the report card contains alpha grades.
 - d. The applicant must submit an authenticated report card if he graduated from an international school.
 - e. The applicant must submit an original certificate from the High School Principal stating that the Form 137-A is still in the school file and has not been forwarded to any colleges or universities if the applicant graduated in previous years.
2. Certificate of Good Moral Character from the Senior High School Principal (with the issued year of graduation and school seal)
3. Photocopy of NSO/PSA birth certificate (original must be presented for verification)
 - a. If the applicant is not a Filipino citizen, submit:
 - original and photocopy of passport with remaining validity of at least 6 months
 - Alien Certificate of Registration (ACR)
 - Student visa or student study permit
 - b. If the applicant has dual citizenship, submit
 - Certificate of recognition as a Filipino citizen or Philippine Passport;
 - Authenticated birth certificate
4. Two (2) pieces 1.5" x 1.5" recent identical pictures with plain background and signature at the back).
5. Medical Clearance Form from CHSW or CMET Conditional Enrollment Form for Maritime enrollees.
6. One (1) big brown envelope (Kraft/Legal Size) to contain all of the above.

APPLICATION REQUIREMENTS FOR NON-FRESHMEN

The following are the requirements to be submitted by non-freshman applicants to be able to take the MCL Qualifying Examination:

1. Duly accomplished admission form
2. Original and photocopy of Transcript of Records (TOR) or of Photo-copy of Certified True Copy of Grades.
3. Two (2) pieces 1.5" x 1.5" recent identical pictures with plain background.
4. Certified True copy of course description (for course crediting purposes).

NOTES:

- A Mapúa transferee with good academic standing must take the profiling examination. If passed, then the applicant will proceed with the Pre-enrollment procedures. If failed, an interview with the Center for Guidance and Counseling will be set.
- A Mapúa transferee under probationary status or disqualified from the

current Mapúa program must take the qualifying examination. If passed, an interview with the Center for Guidance and Counseling will be conducted. Otherwise, the applicant will not be permitted to enroll.

- An applicant's previous program should be CHED accredited in order for the courses to be credited.
- For an applicant who has been absent / inactive for more than 5 years from the previous college or university, a recommendation letter (employer, barangay) shall be submitted in lieu of the good moral character certificate. 12 STUDENT HANDBOOK Revised SY 2018-2019
- A foreign applicant who is a non-native speaker of English has to submit TOEFL/IELTS examination results. If the applicant has not taken the TOEFL or IELTS or failed the exam upon application, the student is requested to take an English course in MCL as an Audit Course prior to admission as transferee.
- Application and examination results are valid for one (1) academic year.
- Admission of non-freshmen is allowed during regular terms only.

ENROLMENT REQUIREMENTS FOR NON-FRESHMEN

The following documents are to be submitted by those non-freshmen who passed the MCL Qualifying Examination to enroll in college:

1. Original copy of one of the following:
 - Transfer Credential Certificate;
 - Honorable Dismissal Certificate;
 - Clearance to Transfer Certificate;
 - Certificate of Graduation (for degree holders)
2. Original Transcript of Record (TOR). This should be authenticated by the Philippine Embassy from country of origin if the applicant is a graduate from an international school.
3. Original or certified True copy of course/subject description
4. Original Good Moral Character Certificate
5. Two (2) original recommendation letter (for degree holders)
6. Photocopy of NSO/PSA birth certificate (original to be presented for verification)
 - a. If the applicant is not a Filipino citizen, submit:
 - original and photocopy of passport with remaining validity of at least 6 months;
 - Alien Certificate of Registration (ACR);
 - Student visa or student study permit.
 - b. If the applicant has dual citizenship, submit
 - Certificate of recognition as a Filipino citizen or Philippine Passport;
 - Authenticated birth certificate
7. Two (2) pieces 1.5" x 1.5" recent identical pictures with plain background.
8. Medical Clearance Form from CHSW or CMET Conditional Enrollment letter for Maritime enrollees.

STUDENT ENROLLMENT GENERAL GUIDELINES

MCL students are expected to pursue their studies on a full-time basis and to self-manage their registration of courses each term. For each MCL degree program, there is an approved course of study that meets college and institute requirements.

Undergraduate degree programs require full-time enrolment which are defined by the

student's program curriculum. Unless permission is granted by the college enrolled graduate students must maintain his total course load within the prescribed limits.

A certificate of matriculation is electronically accessible to student upon successful registration of his courses each term. Amendments to a student's course load may be allowed within the prescribed period. These include but are not limited to revision of course load and dropping of courses. Withdrawal of enrollment is allowed within the prescribed period and subject to approval of the authorities concerned.

Students who cannot enroll in a regular term must seek a Leave of Absence (LOA) approval within the prescribed period. Students who seek to be re-admitted after his Leave of Absence (LOA) must request for reactivation of his status.

REGISTRATION IN A COURSE

A student is considered registered and enrolled upon issuance of the Certificate of Matriculation (CM) made available online. Subsequently, his name shall appear in the Official Class Lists of all his instructors.

The following are the types of courses that may be enrolled:

- **REGULAR** - a course listed in the respective curriculum of the program of study and is currently offered.
- **PETITION** - a course listed in the respective curriculum of the program of study which is not offered during the current term but was requested by less than the required number of students.
- **AUDIT** - a course enrolled by a student that is outside his current program curriculum. It is meant to provide deeper course appreciation but will not earn course credit units to the current student's program curriculum.

Students enlist their preferred courses and assigned sections during course enlistment and course sectioning period, respectively, through the online enrollment system using their MCL accounts.

A student must go to his program chair for enrollment advising in case he has concerns with his course load. Enrollment Advising Slip is filled out by the program chair and forwarded to the Office of the College Registrar for enrollment processing.

MAXIMUM COURSE LOAD

Under the Trimester Plus system of Malayan Colleges Laguna, the regular academic calendar consists of three (3) regular terms of twelve (12) weeks each.

A midyear term consisting of six (6) weeks is also being offered.

The maximum student load per regular term is as prescribed by the curriculum of the student and nine (9) units for the midyear term.

PRE-REQUISITE COURSE REGULATION

As prescribed by the Commission on Higher Education, courses taken and completed without satisfying the prescribed pre-requisites shall not be given credit.

A student who receives a grade of INC (Incomplete) in a pre-requisite course shall not

be allowed to take its advanced courses. The student must first complete/pass the pre-requisite course before he is allowed to take any of its advance courses.

CO-REQUISITE COURSE REGULATION

A co-requisite is a course which must be completed before or enrolled concurrently with, the course for which it is prescribed.

REVISION OF COURSE LOAD

A student who has paid his fees during enrollment but who wishes to apply for revision due to erroneous course load may do so at the Registrar's Office during the "Revision of Load" period. Students must fill out the request form available at the Registrar's Office.

Failure to revise the course load within the prescribed period shall mean payment of fees for dropped courses.

A student enrolled in abolished classes shall be issued a refund provided he formally applies for a revision of his course load at the Registrar's Office during the prescribed period. Failure to revise the load shall be construed as a waiver of the right to any refund of fees paid by the student.

No student shall be allowed to add courses to her current load after the revision period.

Revision of course load should not violate the following:

- the pre-requisite course regulation
- the co-requisite course regulation

ABOLITION OF SECTIONS AND CONVERSION TO TUTORIAL SECTIONS

- If the number of students enlisted in a class / section (of a course that is not a regular offering for the term) is below the minimum set by MCL, then the course shall be abolished. The said class / section, however, may be converted into a tutorial class.
- The College offering the course shall post a list of "Abolished Classes," which is set on the last day of the first week of classes.
- An abolished class / section may be converted to a tutorial class section on the following grounds:
 - a. A request emanating from the students has been filed with the college.
 - b. There is a faculty member available to handle the class/section.
 - c. There are facilities available.

OFFERING OF PETITION COURSES

Students may request the opening of a petition course to their respective colleges on or before the schedule set by the Registrar's Office.

Students proceed to Registrar's Office for enrollment of the approved petition course. No students shall be allowed to enroll a petition course after the schedule.

Students who do not proceed with enrollment of the petitioned course will be subject

to disciplinary action upon the initiative of the Registrar's Office. Revision of enrolled tutorial course shall not be allowed.

An Integrative course is exempted from being offered as a petition course. A petition course may be requested as a tutorial class if a student will be:

- a. further delayed due to phased out courses or seasonally offered courses.
- b. in his penultimate term or a candidate for graduation.

Requests for creation of tutorial classes must be submitted to the Deans not later than the deadline set by the Registrar's Office.

ATTENDANCE

No student shall be given credit in any course unless he is enrolled in the course and attends his classes regularly.

Based on the ruling of the Commission on Higher Education (CHED) a student who accumulates absences of more than 20% of the prescribe number of meetings in one (1) term may be given a final grade of "5.00" or "F" (FAILED).

NO. OF UNITS PER COURSE (Lecture or LFD*)	NO. OF ABSENCES
1	3 absences
2	5 absences
3	7 absences
4	9 absences
5	11 absences

** LFD stands for Laboratory, Field, Design or Drawing courses*

In cases of excused absences, the student concerned must present a written explanation duly approved by the Prefect of Students.

A student is considered excused if he officially represents:

- MCL in external activities; and/or
- his college in inter-collegiate activities.

The Prefect of Students may endorse a student to be given due consideration by the faculty for valid causes (e.g. sickness) other than the above-mentioned. Such consideration may be in the form of but not limited to giving the opportunity to take missed assessment or graded activities.

NOTE: Under our current fully online mode of course delivery, the above attendance policies are temporarily waived subject to such guidelines that may be issued by the Office of the Vice President for Academic Affairs (OVPA) covering synchronous and asynchronous learning engagements.

OFFICIAL DROPPING OF COURSES

A student desiring to drop a course must do so not later than the deadline set by the Registrar's Office. Any student who is allowed by the Registrar to drop the course for justifiable reasons shall be given a grade of "DRP".

A student wishing to drop a course must fill out the Application for Official Dropping of Course at the Registrar's Office and must do so not later than the 10th week of classes. Dropping of all courses is not allowed.

A student caught cheating during the examination shall not be allowed to drop a course; he must be reported to the Prefect of Discipline at the Center for Student Activities and Discipline (CSAD).

Students who intend to drop a course shall obtain clearance from the CSAD and the Registrar's Office.

Request to drop a course should not violate the pre-requisite course regulation.

Dropping a course that is a co-requisite of another course constitutes dropping of both courses.

In cases wherein the student fails to officially drop a course, the faculty member shall be guided by the following:

- The student shall be given a final grade of "5.00" or "F" (Failed); or,
- The student shall be given a final grade of "5.00" or "F" (Failed) if they failed to show up.

The grade of "DRP" can neither be removed nor completed. It has no bearing on the rules regarding refunds or payments made as stipulated in a memorandum from the Commission on Higher Education (CHED).

THE MCL GRADING SYSTEM

MCL will follow the numerical or letter grades for all courses under baccalaureate and certificate programs as indicated in the table below:

Numeric grades will be used for **all academic and PE courses**.

Grade	Baccalaureate Programs	Certificate Programs
1.00	Excellent	-
1.25	Superior	-
1.50	Very Good	-
1.75	Good	-
2.00	Meritorious	-
2.25	Very Satisfactory	-
2.50	Satisfactory	-

2.75	Fairly Satisfactory	-
3.00	Passed	-
5.00	Failed	-
INC	Incomplete	Incomplete
DRP	Dropped	Dropped
P	Passed	Passed
C	Continuing	Continuing
F	Failed	Failed
AUD	Audit	Audit
IP	In Progress	-

Letter grades will be used in **non-academic, correlation and major integrative courses**. The grades obtained from these courses are excluded in the computation of the student's general weighted average.

Grade	Baccalaureate Programs	Certificate Programs
DRP	Dropped	Dropped
P	Passed	Passed
C	Continuing	Continuing
F	Failed	Failed
AUD	Audit	Audit
IP	In Progress	-

A grade of 5.00 or F will be given to a student who: failed to meet the minimum final grade; incurred absences as enrolled in the course but has not attended in any session; unofficially dropped; or has a proven case of academic dishonesty.

A faculty member is given the discretion to give a passing mark to a student who has obtained a passing final grade despite having excessive absences that are beyond the maximum allowable.

A grade of "INC" will be given to a student who fails to take the final examination or complete other course requirements due to illness or other valid reasons, provided that the projected completion results of the deficient final course requirement/s will merit a passing grade when integrated in the final computation of the grade.

The grade of "INC" must be completed within the succeeding term; otherwise, the grade of "INC" lapses and the student shall be given a grade of "5.00" or "F".

A grade of "C" will be given to a student who is enrolled in major integrative courses and is unable to finish the required coursework. A corresponding final grade is given when the deficiency has been completed and evaluated within the period determined by the instructor concerned.

The grade of "C" must be completed within one year from the time the "C" was

obtained; otherwise the grade of "C" lapses and the student shall be given a grade of "5.00" or "F".

Students who obtained a grade of "INC" and "C" in a course shall observe the following procedure within the first week of the succeeding term:

1. The student must secure and submit the accomplished Request to Complete Course Form to the Registrar's Office.
2. Student proceeds to arrange the completion schedule with the professor concerned.
3. Student pays for the corresponding fee at the Treasurer's Office.
4. Student submits duly filled out Request to Complete Course form to Registrar's Office.
5. Student proceeds to do the completion work.
6. Faculty member secures the Completion Grade Form from the Registrar's Office.
7. Once the grade has been decided on, the Faculty member submits the accomplished Completion Grade form to the Office of the Dean for approval.
8. The Office of the Dean, forwards the form to the Registrar's Office.
9. The Registrar's Office personnel reflects the grade to the personal record of the student.
10. Student claims his copy of the Completion Grade form from the Registrar's Office.

A grade of "DRP" will be given to a student who officially dropped the course within the prescribed period.

The grade "AUD" is given to a student who is enrolled in audit courses.

The grade "IP" is given to a student enrolled in a course which is designed to be taken for more than one term.

GUIDELINES FOR SHIFTING TO ANOTHER PROGRAM

SHIFTING is the voluntary transfer from one program to another program. A student may be permitted to shift from one program to another if his readmission status is "OK".

A student may shift several times from one program to another upon approval of his shifting application.

Shifting to another program shall take effect on the succeeding term after the request to shift has been approved.

STATUS REVIEW (FOR BACCALAUREATE PROGRAMS)

MCL reviews the academic status of a student enrolled in a baccalaureate program at the end of every academic year.

The basis for identifying the academic status of a student is the General Weighted Average (GWA) which is the weighted average of all academic courses included in the program of study of the student taken with numerical grades. It is computed at the end of the third term of the academic year.

The table below shows the academic status of the student given his GWA and/or certain conditions:

Academic Status	Condition/s
OK	$1.00 \leq \text{GWA} \leq 3.50$
Probationary	$3.50 \leq \text{GWA} \leq 4.50$
Out of the Program	Any of the following conditions: a. $4.50 < \text{GWA} \leq 5.00$ b. Two (consecutive years classified under Probationary Status; and c. While under probationary status, a student failed for the third time any course stipulated in the first two years of his curriculum including PE, NSTP, and Values Education

A student with probationary status will be subjected to appropriate academic advising and/or intervention program.

A student disqualified to continue in the program may apply for readmission to another program where he may be qualified (see Guidelines for Readmission to Another Program Due To Disqualification). Otherwise, he must secure Transfer Credentials from the Registrar's Office.

GUIDELINES FOR READMISSION TO ANOTHER PROGRAM DUE TO DISQUALIFICATION

A student disqualified from one program due to failure to comply with the academic requirements may request for transfer to another program. Upon approval of his transfer, he shall not be allowed to return to the program where he was disqualified, regardless of an improved academic standing.

A student disqualified from an engineering program under the Mapúa Institute of Technology at Laguna cannot transfer to any other engineering program. Acceptance to the new program is at the discretion of the Dean.

MAXIMUM RESIDENCY RULE

The Maximum Residency which is the prescribed period of residency in a program is equivalent to twice the number of years based on the curriculum.

A student must complete all requirements of the degree program within the maximum prescribed period which will be inclusive of all Leaves of Absence (LOA) whether official or unofficial.

A student who failed to complete all requirements of his degree program within the prescribed period will not be allowed to register further in that college. The Program Chair may recommend courses of action for approval by the Dean once the student exceeds the maximum residency prescribed by the program of study.

THE FINAL GRADE REPORT

At the end of each term, the student's official Final Grade Report (FGR) may be accessed and viewed through the MCL student account. The FGR contains the following information about the achievement of the student:

- Student Name
- Student Number
- Academic Year and Term
- All courses officially enrolled including the number of units
- Term Weighted Average (TWA)
- General Weighted Average (GWA) (every third term of the academic year)
- Date accessed / generated

DEAN'S LIST AWARDS

Every end of each regular term, the Dean's List will be announced for each academic program. The Dean's List Candidates will be provided by the Registrar's Office to the offices of the College Deans and the Student Affairs Office.

A student must satisfy the following requirements to be included in the Dean's List in a particular term:

- Has no failed course grades (F, 5.00), in any course.
- Has no course grade of INC (Incomplete) or C (Continuing) for the term.
- Has a running General Weighted Average (GWA) of 2.00 to 1.00.
- Has a Term Weighted Average (TWA) of 1.75 to 1.00.
- Enrolled in curricular number of units for the term.
- Has not been academically dismissed (out of the program) from a previous program.
- Has not received a course grade of DRP (Dropping of Course) for the term.
- Has been cleared by the Prefect of Discipline from any record of commission of a major offense.

For non-numeric grades, the following should be considered:

1. A student who has obtained any of the following grades qualifies for the Dean's List provided the total number of units, including the course with such grade, is not less than the curricular number of units required for the quarter.
 - a. P (Passed)
 - b. AUD (Audit)
4. A student who has obtained NR (No Report) should inform his/her instructor. To be considered in the Dean's List Award, NR must be changed to a passing mark within two weeks after the deadline of submission of final grades. Failure to do so disqualifies the student to the Dean's List Award.

All students in the Dean's List will be given a Certification of Award by the Dean of the College.

PRESIDENT’S LIST AWARDS

Every end of each regular term, the President’s List will be announced for each academic program. They will be identified by the Deans and the Student Affairs Director from the students officially included in the Dean’s List.

Students in the Dean’s List who belong to the top spot/spots for each program will be included in the President’s List. The number of top spots for each program that will be included in the President’s List will be determined based on the total number of students in a program which are as follows:

Total Number of Students in the Program	Number of Top Spots in the President’s List for the Program			
	1st Year Level	2nd Year Level	3rd Year Level	Total
1-110	1	1	1	3
111-185	2	2	2	6
186-260	3	3	3	9
261-335	4	4	4	12
336-410	5	5	5	15
411-485	8	6	6	18
486-560	7	7	7	21
561-635	8	8	8	24
636-710	9	9	9	27

All students in the President’s List will be given a Certification of Award by the President of Malayan Colleges Laguna, A Mapúa School. Moreover, only students in the President’s List will be qualified for Academic Scholarship for the succeeding term.

All students in the President’s List with a TWA of 1.50 to 1.00 will be given FULL Academic Scholarship (100% tuition fee and L/F/D fee discount).

All students in the President’s List with a TWA of 1.75 to 1.51 will be given HALF Academic Scholarship (50% tuition fee and L/F/D fee discount).

CANCELLATION OF ENROLLMENT

Any student who wishes to discontinue his studies during the term must notify the Registrar’s Office in writing not later than the 10th week of the term. The cancellation shall take effect only upon receipt of his application for cancellation by the Registrar. A student who filed for cancellation of enrollment within two (2) weeks from the beginning of classes is eligible for refund in accordance with Section 100 of the 2008 Manual of Regulations for Private Schools (MORPHE) that states:

“Unless otherwise provided by institutional policies, rules and regulations, a student who transfers or withdraws, in writing, within two (2) weeks after the beginning of

classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged twenty-five percent (25%) of the total amount due for the school term if he withdraws within the first week of classes, or fifty percent (50%) if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged for all the school fees in full if he withdraws any time after the second week of classes.”

Non-compliance with two-week cancellation period shall result in the forfeiture of the student’s right to any refund of fees paid by him.

A student shall not be allowed to cancel his enrollment without the written consent of his parents or guardian. Together with the Application for Cancellation of Enrollment, the following documents must be submitted to the Office of the Registrar on or before the deadline set by the Registrar’s Office:

1. A copy of certificate of matriculation (downloadable from MCL student account).
2. A request letter from the student, if of legal age, or parents or guardian if not.
3. A clearance from the Treasurer’s Office.

A student who wishes to return in the following term after his cancellation of enrollment need not apply for reactivation.

LEAVE OF ABSENCE

A student who needs to go on leave of absence (LOA) for a period of more than one term should file a written petition to the Dean. The petition should state the reason for the leave and should specify the duration of the leave.

The college, through the Dean or his duly authorized representative, shall inform the College Registrar of every student granted the leave of absence indicating the reasons for such leave. No leave of absence shall be granted later than two weeks before the last day of classes during the term it was filed. Failure to file for an LOA shall impinge on scholarships, awards, and honors that a student may enjoy as it affects the student’s residency.

PRACTICUM

MCL provides a comprehensive practicum program to institutionalize the conduct and implementation of practicum courses for all academic programs. The program includes qualifying guidelines for companies and institutions that would participate as hosts for the practicum program and would foster an industry-based learning environment.

In coordination with the host company, MCL shall:

1. Establish the terms and conditions of the practicum program, which the student must agree with to be able to realize the conduct of the course and its objectives.
2. Monitor the performance, attendance, and accomplishments of the students during their practicum.
3. Invoke the evaluation of the practicum supervisor from the host company in assessing the performance of the student.

4. Evaluate the learning environment of the host company based on the student's feedback to provide a more efficient administration of the practicum program.

NOTE:

BS Marine Transportation and BS Marine Engineering students who have completed the classroom instruction for Onboard Training (OBT) will undergo such training as their practicum in accordance with pertinent government regulations for this specialized training. Students who opt not to pursue or undertake the required OBT are required to execute and submit to the OBT officer a duly notarized Affidavit of Undertaking.

GRADUATION

Upon satisfactory compliance with all requirements as prescribed in the program, a student may be granted a degree subject to the recommendation of the Dean and the faculty members of the College under the following conditions:

1. The candidate must have completed the prescribed program, provided that at least 60 units shall have been taken in Malayan Colleges Laguna.
2. All requirements of the program shall have been submitted on or before the deadline set by the Registrar's Office.
3. The candidate must have settled all financial obligations with Malayan Colleges Laguna.
4. The candidate must not have any pending disciplinary case, or current suspension, exclusion, or expulsion penalty with the Center for Student Activities and Discipline.

A student who is expecting to complete the coursework of his degree program within the next two terms has to file his candidacy for graduation, accompanied by the appropriate fee, by the deadline set by the Registrar's Office. Students who apply for graduation and who do not complete the degree requirements within the prescribed deadline may reapply for graduation and pay the corresponding fee on the succeeding term.

Eligible graduating student will be endorsed by his college and will be subject to the approval of the Academic Council, President, and the Board of Trustees. MCL will confer the academic degrees and certificates through the conduct of a commencement exercise.

Students eligible to graduate may opt to defer their graduation by informing MCL in writing. The maximum period of deferral is until the next graduation ceremony.

Students eligible to graduate may choose to graduate in absentia. Students who elect to graduate 'in absentia' are not permitted to participate in any future ceremony as recipient of the same certificate or degree.

REQUEST FOR DIPLOMA

A graduate from Malayan Colleges Laguna is eligible for the issuance of a Diploma.

The diploma is issued only once. For a duplicate copy, a letter addressed to the Registrar stating the reason for the request must be submitted.

A letter of authorization to request for or to claim the diploma must be presented if the applicant is not able to do so.

REQUEST FOR TRANSCRIPT OF RECORDS

Any student may request for an official Transcript of Records at the Registrar's Office.

The Transcript of Records shall be issued only to the student or to his authorized representative and/or the college or university where the student transferred. Please note that an Official Request Form from the college or university is required together with the Return Slip of The Transfer Credentials prior to the release of the Transcript of Records.

The following are required prior to the release of the transcript of records:

1. Duly accomplished Request for Transcript of Records;
2. Official Receipt of payment of Transcript Fee issued by the Treasurer's Office.

REQUIREMENTS FOR CHED CERTIFICATION, AUTHENTICATION AND VERIFICATION (FOR BACCALAUREATE PROGRAMS)

A student requesting for CHED Certification, Authentication and Verification (CAV) must submit the following documents to the Registrar's Office:

1. Duly accomplished Request for Various Documents
2. A clear duplicate copy of the Official Transcript of Records
3. A clear duplicate copy of the Diploma
4. A Certification of Enrollment (for undergraduates only)
5. A letter of authorization to transact and/or to claim (if the student is not available)
6. Official Receipt of payment of CAV from of the Treasurer's Office

REQUIREMENTS FOR DIPLOMA/TRANSCRIPT OF RECORDS AUTHENTICATION (LOCAL)

A student requesting for Certification of Diploma/Transcript of Records for local use must submit the following documents to the Registrar's Office:

1. A clear duplicate copy of the Diploma and /or Transcript of Records.
2. A letter of authorization to transact and/or to claim (if the student is not available)
3. Official Receipt of payment of Diploma/TOR Certification from of the Treasurer's Office

MAILING OF TRANSCRIPT OF RECORDS TO OTHER ENTITIES OTHER THAN THE STUDENT ABROAD

A student may request for the Official Transcript of Records of a student of Malayan Colleges Laguna and release the document either through facsimile, electronic mail or postal mail services. The student must follow the requirements for Request for Transcript of Records with a letter containing the details of the addressee (Contact Person and Designation, Name of Organization, Complete Address).

The Official Transcript of Records shall be sent to the addressee within twenty one (21) working days from receipt of request and payment of transcript and mailing fees.

The Certification shall be available for release one (1) week from the time of submission of complete documents.

TRANSFER CREDENTIALS (HONORABLE DISMISSAL)

All inactive students/graduates who shall transfer to another Higher Educational Institution should apply for her Transfer Credentials (Honorable Dismissal).

The student must submit the following documents to the Registrar's Office:

1. Duly accomplished Request for Transfer Credentials
2. Official Receipt of payment of Transfer Credentials Fee from the Treasurer's Office

Upon request for the transfer credentials, a student may also apply for the following'

1. Certified True Copy of Grades
2. Certification of Course Description
3. Certified Copy of F-137a and/or F-138
4. Certificate of Attendance/Number of Units Earned

CERTIFICATIONS

Other academic record-related certifications may be issued upon request of the student from the Registrar's Office.

AWARDS AND HONORS FOR BACCALAUREATE PROGRAMS

Graduating students in each baccalaureate program are entitled to Latin Honors. The Latin Honors are awarded to members of the graduating class who have satisfied the following requirements:

- a. Must have completed a minimum of 80% of the required academic units for a degree in MCL.
- b. Must have finished the program within the length of time prescribed by his curriculum or program of study.
- c. Must not have obtained any grade of "5.00", "FA", or "F" in all courses prescribed in his curriculum or program of study.
- d. The credit grade average shall be based on grades in the student's program only and only resident units will be considered. This includes courses that are qualified as electives as well as courses that were officially filed as equivalent courses. Courses filed for credit only will not be included in the computation.
- e. Must be of good moral character and must not have a record of any disciplinary action meted out to him during his stay in MCL.

The following Latin Honors shall apply:

LATIN HONOR	GWA
Summa Cum Laude	1.00 <= GWA <= 1.25
Magna Cum Laude	1.25 <= GWA <= 1.50
Cum Laude	1.50 <= GWA <= 1.75

JOSE RIZAL AWARD FOR EXCELLENCE AND VIRTUE IN COMMUNITY SERVICE

Center for Service-Learning and Community Engagement's (CSCE) mission is to provide integrated learning opportunities for MCL students through community service to foster civic responsibility toward the pursuit of academic excellence. CSCE's mission can be supported by giving the Jose Rizal Award for Excellence and Virtue in Community Service (JRAEVCS) to the student during the commencement exercises of the academic institution. It is an institutional award granted by the Malayan Colleges Laguna to deserving students who exemplify civic responsibility through excellence, and virtue in extending voluntary services for community organizing and development.

The following are the qualifications for eligibility:

- Graduating MCL students;
- Must have led or currently in a program, project, advocacy campaign related to community organizing and development;
- Must have good academic standing (GWA 2.50 or better); and
- Must have no derogatory records against standard ethical practices and procedures set by the academic institution and mandatory laws or policies set by the local government.

TUITION FEES AND OTHER CHARGES

GENERAL INFORMATION

Matriculation Fees and other charges prescribed by Malayan Colleges Laguna are with approval from the Commission on Higher Education. All fees are itemized and posted on bulletin boards. Notice of any increase in fees is announced in advance.

All fees are payable upon admission of the student to Malayan Colleges Laguna. For the convenience of the students, procedures have been formulated by the administration allowing payments in full or under the installment plan. All such fees must be paid in full whether the student completes his studies or not during a given term.

A student, upon enrollment, is considered enrolled for the whole term, and therefore, fees paid in full or under the installment plan are not refundable, except in specified cases.

No deposit fees are required for the use of laboratory facilities, instruments or materials. However, students shall be held responsible for their loss or damage due to unreasonable wear and tear and shall be required to replace them.

REFUND OF FEES

Refund of fees follows Section 100 of the 2008 Manual of Regulations for Private Schools (MORPHE) to wit:

“Unless otherwise provided by institutional policies, rules and regulations, a student who transfer or withdraws, in writing, within two (2) weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month, may be charged twenty-five percent (25%) of the total amount due for the school term if he withdraws within the first week of classes, or fifty percent (50%) if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged for all the school fees in full if he withdraws any time after the second week of classes.”

STUDENT SERVICES

Student Affairs Office

The Student Affairs Office (SAO) serves as a conduit between the students and the various student services of Malayan Colleges Laguna.

The SAO shall be the vanguard of student rights and at the same time the enforcer of student discipline. Its objectives are as follows:

- To support the vision and mission of MCL by providing high quality services to students;
- To enhance and deepen the students' commitment to positive values by inculcating in them a strong sense of honesty, compassion, personal responsibility and respect for others;
- To actively partner with the faculty members in conducting student enrichment activities; and
- To use all resources available in providing comprehensive programs and services integral to the educational process.

The following are the responsibilities of the SAO:

- Help create a campus environment that is conducive to the learning process;
- Identify, monitor and act upon the specific needs of students through its programs and projects
- Provide an atmosphere for a wholesome student life and development;
- Safeguard the welfare of students;
- Establish and maintain a productive communication among students, faculty members, personnel and the administration; and
- Inform students about MCL's vision and mission, its core values, and relevant policies and procedures.

Centers under the SAO are the following:

- Center for Student Activities and Discipline (CSAD)
- Center for Guidance and Counseling (CGC)
- Center for Scholarships and Financial Assistance (CSFA)
- Center for Student Advising (CSA)

Center for Student Activities and Discipline

The Center for Student Activities and Discipline (CSAD) promotes student empowerment by encouraging and supporting activities that cater to the diverse needs and interests of students/student organizations and breed a sense of social responsibility, spirited citizenship, leadership skills, creativity and true self-expression among the studentry.

CSAD is also responsible for monitoring the discipline of all students and for handling student related complaints, cases and investigations.

Functions and responsibilities of CSAD:

On Student Activities:

- Facilitates the establishment and development of student organizations through a rationalized system of recognition and accreditation.
- Organizes various activities for students/student organizations in coordination with the other centers;
- Supervises, regulates, and facilitates the co-curricular and extra-curricular activities of accredited/recognized student organizations and student councils; and
- Ensures access to auxiliary facilities as meeting places for recognized student organizations, and student lounges where they can interact and socialize.

On Student Discipline:

- Informs students of their rights and responsibilities;
- Appraises students of the rules/codes on student discipline, and proper decorum and behavior in their association with fellow students, teaching and non-teaching employees and administrative and academic officers;
- Informs students of the proper decorum inside the campus;
- Orients students of the MCL dress code and the No ID, No Entry Policy.
- Monitors student infractions and implement their penalties; and
- Executes procedures on student discipline, and monitors progress and compliance of students with sanctions.

Center for Guidance and Counseling

The Center for Guidance and Counseling (CGC) aims to assist and guide students in the process of self-evaluation, maintaining a balanced and healthy personality, achieving academic efficiency and enhancing fundamental life skills needed to be well adjusted and highly functional persons.

CGC offers the following Guidance Services and Mental Health Support:

- **COUNSELING** - In keeping with the development in the profession, the term, "counseling", to the layman, is considered synonymous to, and interchangeable with, guidance and counseling, but to professional counselors, it is a face-to-face helping relationship. It is a mission of service (Sec. 3 RA. 9258). CGC now offers Online Counseling for students and employees that provide therapeutic intervention to address mental health issues. Online counseling is done through video conferences, online calls, chats and e-mails.
- **CONSULTATION** - May occur when significant others such as parents, faculty, administrators and community would request for CGC personnel's

expertise in responding to the needs of the students. Consultation or online consultation maybe in a form of personal advising, giving talks, seminars/workshops, webinars and acting as a resource person.

- **GUIDANCE AND COUNSELING INFORMATION** - Activities where descriptive materials are organized and disseminated to the students through individual counseling or planned group activities to help the students make informed and appropriate decisions with their academic, personal/social and career life. Mental Health Awareness will be part of the guidance and counseling information.
- **ASSESSMENT AND EVALUATION** - Assessment refers to the administration, scoring and interpretation of standardized psychological tests to determine objectively the specific characteristics of individuals while evaluation according to Villar (2014) is done to discover whether guidance programs, services or activities attain the goals for which they were implemented.
- **MENTAL HEALTH PROGRAM** - In keeping with RA 11036 or the Mental Health Act, CGC highlights in all its services and activities the mental health and psychosocial support to MCL students including the faculty and non-teaching personnel.

Center for Scholarships and Financial Assistance

The Center for Scholarships and Financial Assistance (CSFA) ensures that scholarships, academic grants, financial aids, and all other services offered by the Center are made available to deserving and needy students.

Functions and responsibilities of CSFA:

- Administers the scholarship and financial assistance programs for students; and
- Coordinates Third Party Scholarship Grants, i.e., scholarships offered by companies, associations, private individuals, government, and other non-MCL entities for the financially challenged yet academically deserving students of MCL.

Scholarships

Scholarship and financial aids are awarded to eligible students to attract and retain academically talented students and to increase accessibility to MCL education through discounts and grants. Scholarship and financial aids awarded to eligible students are classified as follows:

- a. Scholarship - discount on fees or financial support based on student academic achievement or other specified meritorious criteria.
- b. Grant - financial support based on defined criteria by donors and benefactors
- c. Prize - discounts on fees awarded to winners of MCL sponsored competition
- d. Institutional Aids - discounts on fees or financial support based on defined criteria by MCL. This includes aids for athletes, employees and employees' dependents, and assistance based on financial needs of students.

Eligibility applies to students enrolled full-time in degree-granting programs unless otherwise specified in the criteria. Students eligible for multiple MCL-sponsored scholarships or aids will be awarded the one of highest value unless otherwise noted. Should a student be eligible for the MCL-sponsored ones but has been granted non-MCL sponsored scholarships, the latter shall be applied first.

Awarding of scholarship and financial aids are granted only upon presentation of all the required documents duly approved by authorities concerned. It may be discontinued in accordance with specific rules set for disqualification for each of the scholarship.

Qualified students for academic scholarship (President's List) must avail of the scholarship immediately in the succeeding regular term after they are sent e-mail notification by the Center for Scholarships and Financial Assistance.

Should the student decide to take a leave of absence (LOA) in the succeeding regular term, he/she may apply his/her scholarship upon his/her return, provided his/her availing of the academic scholarship falls within two succeeding regular terms. A clearance from the Registrar's Office and a Letter of Consideration addressed to the Student Affairs Office Director should be presented by the academic scholar prior to his/her scholarship validation. A student who goes on leave for two (2) successive regular terms shall waive his/her right to avail of the academic scholarship.

In cases when a student files for a grade correction request which might qualify him/her for scholarship, the granting of academic scholarship for his/her academic program shall be held in abeyance until an Academic Council final resolution of the grade correction request shall have been issued.

Students who are in the Dean's List but failed to be included in the President's List may apply for need-based academic scholarship depending on the announced availability of slots if their conditions are deemed qualified for financial assistance. These additional slots will be based on the financial position and need of the qualified applicant. The Student Affairs Office will release the guidelines for this need-based academic scholarship.

Center for Student Advising

The Center for Student Advising (CSA) of the Student Affairs Office (SAO) ensures the provision of an integrated advising experience for all students in the MCL learning environment. It works collaboratively with academic and non-academic departments in providing students with relevant information to successfully cope with the transitional and developmental experiences, and in creating an enabling environment for academic success and satisfaction.

CSA is tasked with the implementation of Integrated Advising for Student-Centered Enrichment and Development (I-ASCEND) program which helps students develop and attain their goals (i.e. personal, academic and career) in line with the program educational objectives and student outcomes.

The following are the functions and responsibilities of CSA:

- To provide general advising services in furtherance of students' knowledge and understanding of themselves in relation to MCL core values, administrative system, academic processes, and quality standards;
- To monitor, review and evaluate the implementation of I-ASCEND program from course to institutional level; and
- To coordinate the advising and mentoring of identified student groups, particularly those under the MCL sports and athletics program.

Center for Learning and Information Resources

The MCL Center for Learning and Information Resources (CLIR) exists in support of the teaching, research and extension functions of MCL. It serves the needs of the academic community, specifically the students and the faculty members through equitable access to high quality information resources and services.

Guided by the goals and objectives of MCL, CLIR affirms itself to be the resource center of excellence in information, especially in the field of technology through the following objectives:

Procure, organize and provide a well-balanced collection to complement the academic programs of MCL;

- Provide and maintain appropriate facilities and equipment that shall enable users to fully utilize the center's resources;
- Produce skilled researchers by providing timely and instant access to various formats of information in any part of the country and of the world;
- Create an environment that encourages learning through quality services; and,
- Develop an efficient staff that shall guide students and other researchers in their quest for learning.

The center is open to all MCL students, academic and administrative officers, teaching and non-teaching employees, and outside researchers with referral letters from their respective colleges/universities.

Related information on CLIR services and facilities, and policies and regulations can be found at CLIR Website (<http://clir.mcl.edu.ph/>).

Center for Health Services and Wellness

In accordance with the present policy of the government requiring a yearly medical examination of all students enrolled in all private schools, colleges and universities, continuing students shall undergo annual medical examination supervised by the MCL Center for Health Services and Wellness (CHSW) for that purpose. The services of a medical director and a staff of physicians together with a staff of nurses have been engaged by MCL to take charge of the protection health maintenance of the MCL population especially the students.

Functions and Responsibilities:

- Administers physical examination of incoming freshmen which includes chest x-ray, urine, and dental check-up;
- Provides first aid treatment of walk-in patients with wounds, fever, headaches, sore eyes, colds, cough, diarrhea, asthma, sprain and other minor illnesses;
- Refers cases requiring medical specialist/s for further evaluation and management;
- Provides emergency care in case of serious illness or injury;
- Maintains medical health records.

Registrar's Office

The Registrar's Office serves as the central repository of all student permanent records. The office is also in-charge with the reproduction of pertinent and relevant documents

related to curriculum and course descriptions, authentication of student related documents, and the issuance of the diploma and transcript of records of students.

Learning Environments and Innovations Office

Primarily tasked with ensuring the promotion and advancement of the learner-centered approach and outcomes-based education (OBE) in the MCL learning environment, the Learning Environments and Innovations Office (LEIO) has been created for the following functions:

1. To aid in the development of physical and virtual environments conducive to learning
2. To support sound educational practices that contribute to the achievement of learner-centered, outcomes-based education; and
3. To promote the use of appropriate technology in the teaching-learning processes

EXTENSION SERVICES

Center for Service-Learning and Community Engagement

Center for Service-Learning and Community Engagement (CSCE) administers the social responsibility programs of Malayan Colleges Laguna. In its mission, MCL commits to help solve industry's and society's problems by the expert application of existing knowledge as it strives for its vision of being 'a global steeple of excellence in professional education and research'. This commitment of MCL is geared to extending its mission not only to the academic community but also to the entire Filipino nation through community service and corporate citizenship that is aligned to help promote the welfare of the Filipino people in these fast-changing times.

Malayan Colleges Laguna (MCL) espouses the principle of Excellence and Virtue through pursuing relevant integrated Service-Learning opportunities and significant community engagement and services aligned with MCL's mission of helping solve industrial and social problems by the expert application of existing knowledge with its desired student outcomes.

Core Advocacies of CSCE:

- Social Responsibility - CSCE encourages initiatives that would inculcate a sense of shared responsibility and nurture the consciousness of MCL students and related stakeholders to actively participate in addressing the current and emerging needs of the society. The department aims to promote social responsibility by supporting initiatives that would allow proponents and participants to act for the benefit of the society as a whole.
- Sustainable Development - CSCE advocates environmental, social, and economic initiatives that would inculcate a sense of sustainability to MCL students and all other active participants. The department aims to promote sustainable development by building and supporting mechanisms that would enable learners and stakeholders to appreciate the value of meeting current needs without compromising future generations.
- Lifelong Learning - acknowledging that learning is a continuous process, CSCE promotes initiatives that aim to further enhance the knowledge, skills, and competencies of the members of the MCL academic community as well as its community partners and other relevant stakeholders.

Core Functions and Responsibilities of the CSCE

1. Support and encourage the MCL community in its active involvement by fostering civic responsibility through integrated Service-Learning opportunities and rendering relevant community engagement and services.
2. Uphold efficient and effective implementation of student-centered initiatives, programs, projects, consultations, and advocacies toward non-profit Service-Learning opportunities and community engagement.
3. Exercise collaborative decision-making in all community engagement activities proposed by the different service drivers from MCL colleges, offices, and student organizations.
4. Spearhead Service-Learning and community engagements in the conduct of classroom-oriented, college or program-oriented and institutional projects, programs, consultations, and advocacies.
5. Accept donations or endowment of any kind that can be used to support related Service-Learning and community engagements.
6. Seek partnerships with government, non-government and other private organizations or individuals to provide Service-Learning and community engagements
7. Ensure MCL's adherence to the government's mandate of the National Service Training Program (NSTP) Act of 2001 otherwise known as Republic Act No. 9163 and therefore shall follow the implementing Rules and Regulations issued by the Commission on Higher Education (CHED).

Other CSCE Functions:

1. Utilize the existing knowledge of the different organizations in the academe in order to bring service to the stakeholders of communities.
2. Organize and conduct services that promote social awareness into actions of positive development for students, faculty members, employees and external linkages.
3. Manage the Center of the National Service Training Program as one of its programs that ensures all activities, services and engagements are aligned with MCL's values and advocacies.

Social and Ethical Responsibility for Values Embodiment (SERVE)

CSCE is also responsible for implementing MCL's Social and Ethical Responsibility for Values Embodiment (SERVE) Program to initiate, promote and implement MCL values education, formation, and development drive for the entire MCL community. This is aligned with the virtue component of the MCL motto.

In relation to SERVE, CSCE is mainly tasked to:

1. Manage all Values Education (VE) course offerings for the students every term including but not limited to organization of courses, enlistment and registration procedures.
2. Maintain proper information dissemination system for all students regarding all VE activities, projects, and requirements;
3. Recruit and organize a cluster of facilitators who will handle VE courses and VE-related initiatives for students and employees.

National Service Training Program (NSTP)

The CSCE is also tasked with implementing National Service Training Program in compliance with the provisions of Republic Act 9163, otherwise known as the NSTP Law of 2001. As such, it has an NSTP unit that functions to service all NSTP courses being taken by the students of different colleges. The unit is under the supervision and control of the CSCE to ensure that NSTP civic engagements are aligned with MCL's social responsibility program.

Functions and Responsibilities:

1. Manage all NSTP course offerings for the students every term including but not limited to organization of courses, enlistment and registration procedures;
2. Maintain proper information dissemination system for all students regarding all NSTP Activities, projects, and requirements;
3. Recruit and organize a cluster of NSTP facilitators who will handle NSTP courses and community service initiatives;
4. Organize and conduct activities that will promote socio-civic awareness and social concern among students;
5. Ensure that NSTP courses provide an exposure for the students to gain knowledge of the needs of communities so in the long run students may develop this social concern and passion to help other through sharing their acquired knowledge;
6. Coordinate with the different Colleges and Departments on activities and matters pertinent to NSTP.
7. Report to the Commission on Higher Education (CHED), school authorities and other administrative bodies on the conduct of NSTP activities, and the progress of the students under the training program.

ADMINISTRATIVE SERVICES

Office for Human Resources and Administrative Services

The administrative services unit of the Office for Human Resources and Administrative Services (OHRAS) is responsible for implementing MCL's administrative policies, strategies, programs and procedures.

Functions and Responsibilities:

1. Provides students, faculty members and employees with the necessary facilities and equipment that shall enable them to effectively discharge their duties and responsibilities
2. Implements rules and procedures defining tasks and activities for the CDMO, Security Department and Janitorial Services;
3. Keeps track on records keeping regarding inventory, maintenance and repair of MCL equipment/furniture, infrastructure projects and housekeeping services in coordination with the CDMO;
4. Interacts with unit heads and staff of various departments to provide support for each department's requirement concerning logistics, room reservations, equipment / furniture transfer, and other matters concerning operations;
5. Implements and controls the efficient and effective flow of dispatching MCL Company Service Vehicles between the point of origin and destination and vice versa, in order to meet each department's needs;
6. Coordinates with the CDMO in overseeing the safe and secure operation and maintenance of all MCL assets in a cost-effective manner aimed at long-term

- preservation of the asset value;
- 7. Supervises the Security Department in providing physical security for MCL officers, employees, staff, students, visitors, personnel, buildings, property and installations; and
- 8. Supervises the Janitorial Services for the cleanliness and overall housekeeping of buildings and grounds;

Office for Quality Management

To uphold MCL's Quality Policy and support its mission and vision, the Office for Quality Management (OQM) ensures that necessary processes that comprise MCL's Quality Management System (QMS) are adequately defined, effectively implemented, and continually improved.

Functions and Responsibilities:

1. Coordinate efforts and lead concerned colleges, institute and support departments in the acquisition of program certifications, recognitions and accreditations both locally and internationally;
2. Conduct regular internal audits of the MCL QMS to maintain its processes' compliance with relevant standards;
3. Conduct assessment activities that produce data which help the MCL Administration make informed decisions; and
4. Assist MCL Administration in the performance evaluation of its personnel through monitoring of the effectiveness of preventive and corrective actions taken in curbing relevant audit findings.

Office for Corporate Communications

The Office for Corporate Communications (OCC) is responsible for handling the creation of materials for MCL's internal and external communications. OCC also handles the official documentation of school events and activities.

Functions and Responsibilities:

1. Conceptualizes and designs creative materials for the release of information to internal and external audiences;
2. Handles the documentation of school events and activities;
3. Provides creative communications support to the various departments and colleges.

Office for Strategic Partnerships and Global Engagements

The Office for Strategic Partnerships and Global Engagement (OSPGE) is the gateway to all linkages and collaboration programs of Malayan Colleges Laguna. It is under the Office of the Executive Vice-President and Chief Operating Officer. OSPGE takes the lead in forging partnerships and linkages with industry leaders, academic institutions that share the same vision and value for collaboration and mutual cooperation, government agencies and instrumentalities, non-government organizations, and private groups.

Essentially, the OSPGE is a support unit for the different colleges and departments that need to have external programs and linkages as part and parcel of the institution's

advocacy for outcomes-based education (OBE) and 21st century teaching and learning.

Specifically, the following are the services offered by the Office:

1. Facilitation of institutional agreements between MCL and partners for student internships, career development programs, faculty immersion activities, collaborative community service and service-learning;
2. Active role and leadership in negotiating for scholarship programs and grants from external agencies;
3. Management of MCL's internationalization programs in support of the academic units;
4. Supervision of the Alumni Center in support of MCL's outcomes-based framework and value chain, and in keeping a strategic partnership with the graduates for possible collaboration;
5. Monitoring, assessment, and evaluation of current and expiring partnerships to ensure that commitments are faithfully fulfilled and complied with.

Instructional Facilities Office

The Instructional Facilities Office (IFO) is the institutionalized administrative center for all instructional facilities (specifically, lecture and laboratory rooms) in Malayan Colleges Laguna. The office has the following objectives:

1. To ensure that all instructional facilities, in collaboration with other administrative departments, are properly managed and utilized in the implementation of the program curricula offered by Malayan Colleges Laguna.
2. To develop, manage and implement policies and procedures that will strengthen the systematic support operations for effective and efficient management of the instructional facilities and their corresponding resources in Malayan Colleges Laguna.
3. To provide safety and security policies that will protect and minimize, if not totally eradicate, the potential health hazards and accidents that laboratory users encounter.
4. To guarantee that laboratory classes are suitably provided with qualified support personnel, equipment and resources as required by and agreed with the concerned department in the fulfillment of the program curricula.

Security Services

The Security Office is entrusted with the responsibility of keeping peace and protecting persons and property within the College, thus:

- Spot and random verification of ID shall be regularly done by MCL security officers.
- Doers of wrongful acts causing physical injuries, damage to property, vandalism, theft and other criminal acts within the MCL compound shall be apprehended and brought to the Center for Student Activities and Discipline (CSAD) for investigation and proper action.
- Violation of other misdemeanors by the student shall also be reported by the apprehending officers to the Prefect and the department where the student belongs.

- Bags, bundles, knapsacks, etc. of students entering the MCL premises shall be inspected by MCL security officers in order to prevent entry of prohibited or dangerous materials within the premises.
- Any unauthorized person, intruder or outsider found or apprehended within the premises must be duly identified; his name recorded in the MCL Security Service Logbook, and brought directly to the nearest police precinct for investigation and proper action.
- Severe disciplinary measures and legal action, if proper, shall be brought against any person or persons participating or involved in hazing.
- Strict prohibitions are enforced against the carrying of firearms or other weapons within the campus. The weapons will be confiscated and may be turned over to the police.

Blue and Silver Bookshop

The Blue and Silver Bookshop is the books and school supplies store of Malayan Colleges Laguna. It is located at the ground floor of E.T. Yuchengco Building. It is open:

- Monday-Friday from 6:30 am until 5:00 pm
- Saturday from 7:00 am until 4:00 pm

The Bookstore offers the following services to students, employees, and outside parties:

- Merchandise Sales - school and office supplies, uniforms, and other apparels; textbooks and manuals
- Services - photocopying; printing; scanning; ring binding; bookbinding
- Other Services - Toga rental

Food Services (Cafeteria)

The MCL cafeteria is located on the ground floor of the E.T. Yuchengco Hall.

Breakfast, lunch and early dinner as well as snacks are served. The cafeteria is open from six in the morning until six in the evening (6:00 AM - 6:00 PM).

Campus Development and Maintenance Office

The Campus Development and Maintenance Office (CDMO) carry out the following functions:

- Maintains a campus environment that is conducive to learning through a regular upkeep of buildings and grounds and all facilities and equipment therein.
- Provides students, faculty members and employees with the necessary facilities and equipment that shall enable them to effectively discharge their duties and responsibilities.
- Implements corrective measures for the improvement of student and personnel services.
- Maintains a clean and safe environment through sanitation and waste management.

Information Technology Services Office

Embarking on the excellent and state of the art Information Technology infrastructure of Malayan Colleges Laguna, students enrolled in Malayan Colleges Laguna enjoy these privileges once enrolled under the administration of the Information Technology Services Office (ITSO).

Radio Frequency (RF) Identification System

Each student is given an identification card (MCL ID) with unique security features based on radio frequencies or contact-less SMART card technology. The MCL ID shall serve as the student's primary badge for access to the main entrance and exit gate of the MCL campus.

The MCL Website

Students, applicants and other interested parties may visit the official website of Malayan Colleges Laguna for the latest news articles, announcements, and important dates to remember among other relevant and pertinent information pertaining to Malayan Colleges Laguna and all its colleges. The site's URL is www.mcl.edu.ph.

Microsoft 365

Microsoft 365 is a suite of productivity applications that help you stay connected and get things done. Each student is provided with a Microsoft 365 license which can be used online or installed up to 5 devices. Aside from Microsoft apps like Word, Excel, PowerPoint and Outlook, students may also take advantage of new apps such as Teams, SharePoint, OneDrive, Yammer, etc.

Wi-Fi Access Anytime and Anywhere

Anywhere in the campus, be it in the cafeteria, student lounges, the Center for Learning and Information Resources, Auditorium, the gardens, or at the Track Oval, student can access the Internet using their personal laptop computers and other IT gadgets.

STUDENT RULES AND REGULATIONS

OVERVIEW

For MCL to achieve its educational goals, it is imperative that its entire academic community is committed not only to the fundamental principles that govern the provision of a safe, supportive, and effective learning environment, but also to the development of moral character expected of enlightened members of its community.

The authority of MCL to instill discipline is based on the Manual of Regulations for Private Higher Education (MORPHE) which states the following:

"Every higher education institution shall maintain discipline inside its campus as well as within the immediate surroundings of the school premises." (Article XXI, Section 102)

"Every higher education institution shall have the right to promulgate reasonable norms, rules, and regulations it may deem necessary and consistent with the provisions of this Manual (MORPHE) for the maintenance of school discipline and class attendance."

MCL students, therefore, are expected to conduct themselves as responsible members of the academic community. Students who commit misconduct as defined by MCL in accordance with its rules and regulation will be subject to disciplinary action, provided such conduct takes place on or outside of MCL premises, its vicinity, during an MCL-sponsored or MCL-supervised activity, or on online platforms.

Hence, conduct may be subject to necessary disciplinary action by MCL if that conduct:

1. Seriously violated school policies, rules, and regulations;
2. Is grossly immoral and would negatively reflect upon the student's character and fitness as a member of the student body;
3. Constitutes a serious violation of local and national laws; and
4. Besmirches the good name or reputation of MCL.

Compliance with rules and regulations is not the sole responsibility of the student but also of the parents. Hence, the refusal of parents to follow the rules and regulations of MCL may be a legal ground for denying a student's readmission.

All students are enjoined to abide by and observe the rules and regulations herein set forth. They are urged to refrain from committing any offense which is detrimental to the good of the students and the whole academic community in general.

The set of rules and regulations herein applies to all current MCL college students regardless of year of entry to MCL.

RIGHTS AND RESPONSIBILITIES IN THE CLASS

A. Freedom of Expression

Each faculty member has the responsibility to provide a learning atmosphere that is conducive to freedom of expression by encouraging discussion and permitting exception to the views he/she has presented. Moreover, it is the responsibility of the faculty member to guide and direct such discussion and inquiry in a scholarly manner and it is in his/her authority to determine the scope and duration of discussion for the purpose of attaining learning outcomes.

Students have the right of expression in the classroom and the responsibility to learn from the course of study based on the standards of performance established by the faculty. Student behavior and performance in the classroom should contribute to the learning process.

B. Instructional, Assessment, and Grading Procedures

The faculty determines the character of the courses which includes content, instructional, assessment and grading procedures. Students should be informed of these matters during the course orientation meeting.

Each student has the right to a course grade based upon an objective basis of assessment and evaluation of his/her performance and the specified grading procedure. A student has the right to ask for clarification of the basis for his/ her grade.

C. Faculty-Student Consultation

Faculty members should make themselves available on a regular basis for consultation with students. Students may request to discuss their class standing during the progress of the course. If a student conveys information of a confidential nature to a member of the faculty, his/her confidence should be respected.

MCL STUDENTS CODE OF CONDUCT AND DISCIPLINE

RATIONALE

The right of MCL to impose sanctions against improper student conduct is derived from, and is inherent in its primary obligation to:

- a. exemplify moral values, ethics, and ideals;
- b. protect its property and the property of the members of the community;
- c. protect the health of persons in the academic community and ensure their safety;
- d. preserve peace and ensure orderly procedures;
- e. protect its good name as an educational institution;
- f. respect human rights;
- g. maintain and strengthen student morale

The students of MCL shall always abide by all the laws of the land, all memoranda issued by the Commission on Higher Education (CHED) and all rules and regulations of MCL.

THE PREFECT OF DISCIPLINE

The Prefect of Discipline (POD) is a concurrent position of the Head of the Center for Student Activities and Discipline. As such, he is the chief student discipline officer of MCL and thus, has authority over disciplinary cases. His authority to implement disciplinary measures depends on the gravity and complexity of the case.

Key Functions and Responsibilities:

1. The POD has the authority to decide and impose sanctions on minor offenses. He has the same authority with respect to major offenses where the corresponding sanction is probation.
2. The POD shall secure the prior written approval of the OVPAA as endorsed by the Student Affairs Director for the disposition of cases involving major offenses where the corresponding sanction is suspension of one (1) term.
3. The POD shall convene a Committee on Decorum (COD) for cases involving major offenses where the corresponding sanction is heavier than probation as defined in the MCL Student Rules and Regulations. The COD shall then have authority to handle cases involving major offenses as defined in this Student Rules and Regulations.

The COD is ideally composed of, but not limited to, the following:

- a. Prefect of Discipline
- b. Student Affairs Director
- c. Legal Counsel

- d. Faculty Member
- e. Non-teaching Employee
- f. Student Council Officer or student leader

TYPES OF DISCIPLINARY ACTIONS

Acts of misconduct are meted with any or combination of the following disciplinary actions:

Ref. No.	Disciplinary Action (DA)
1.	Notice of Warning
1.a	Verbal Notice of Warning
1.b	Written Notice of Warning
2.	Disciplinary Sanctions
2.a	Probation - written reprimand with probationary discipline status. An erring student must not commit the same misconduct again for a designated period of time.
2.b	Suspension - separation of the student from MCL for a definite period of time. After serving the suspension, he is eligible to return. Conditions for return may be specified.
2.b.0	• Suspension for less than one term
2.b.1	• Suspension for one term
2.b.2	• Suspension for two or more terms
2.c	Dismissal - immediate exclusion or dropping of the name of the erring student from the roll of students upon promulgation of sanction.
2.d	Expulsion - as defined in MORPHE
3.	Academic Sanctions (for academic offenses only)
3.a	Zero on the Graded Activity
3.b	Failure in the course
4.	Supplemental Sanctions - any of community service, academic integrity seminar, service-learning, CSAD engagements, restitution, etc.

Erring students meted with Disciplinary Sanctions shall be referred by the Prefect to the Center for Guidance and Counseling (CGC) for proper counseling needed for them to understand the implications of their errant behavior.

TYPES OF MISCONDUCT

- 1. Major Offenses** - gross misconduct or grave immorality that initially require at least a Disciplinary Sanction.
- 2. Minor Offenses** - errant behaviors that initially require at most a Notice of Warning.

TABLE OF OFFENSES AND CORRESPONDING DISCIPLINARY ACTIONS

Major Offense		Occurrence and Disciplinary Actions			
		1 st	2 nd	3 rd	4 th
1.	Academic Dishonesty Offenses such as but not limited to the following:				
1.1	Any form of cheating in assessment activities or graded course works whether in-class or off-class for the purpose of improving one's academic standing.	Probation; Zero on the graded activity or failure in the course; supplemental sanction	Suspension for one term; failure in the course; supplemental sanction	Suspension for two or more terms; failure in the course; supplemental sanction	Dismissal
1.2	Student Co-Responsibility through unauthorized assisting or receiving assistance in assessment activities or graded course works.				
1.3	Plagiarism or the act of presenting ideas, words, or organization of a source material as one's own.				
1.4	Misuse or actual or attempted falsification, theft, misrepresentation, or alteration of any official academic record of MCL.	Suspension for one term; failure in the course; supplemental sanction	Suspension for two or more terms; failure in the course; supplemental sanction	Dismissal	
2.	Offenses Related to Person(s) in the MCL Academic Community such as but not limited to:				
2.1	Threatens to physically assault/injure or actual physical assault/injury committed against any member or visitors of the MCL academic community.	Suspension for two or more terms or Dismissal or expulsion; supplemental sanction	Dismissal or expulsion		
2.2	Defamation, abusive behavior, or gross discourtesy committed against any member of the MCL academic community or his authorized representative.	Probation; supplemental sanction	Suspension for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal
2.3	Hazing or the infliction of any physical or mental harm or ordeal, which act injures, degrades, or disgraces or that tends to injure, degrade, or disgrace any fellow student or member of the MCL academic community.	Dismissal or expulsion			
2.4	Engaging in lewd, obscene, or immoral conduct within MCL premises and its vicinity.	Dismissal			

2.5	Public display of intimacy which offends the sensibilities of the academic community, and which may be deemed or perceived as vulgar or repulsive.	Suspension for less than one term; 4	Suspension for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal
3.	Offenses Related to Property such as but not limited to:				
3.1	Stealing or attempting to steal; knowingly and without consent or authorization has in his or her possession or control an MCL property or that of its members.	Suspension for less than one term or for one term; supplemental sanction	Suspension for two or more terms or dismissal; supplemental sanction	Dismissal	
3.2	Intentionally or negligently damages, destroys, defaces, or vandalizes property owned or in the possession of another person in MCL.	Probation or Suspension for less than one term; supplemental sanction	Suspension for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal
3.3	Forcible entry into MCL				
3.4	Unauthorized use of MCL property and facilities.				
3.5	Embezzlement of funds of a student organization and/or student council.	Suspension for two or more terms; supplemental sanction	Dismissal		
4.	Offenses Related to MCL Operations such as but not limited to:				
4.1	Lending or borrowing of the official MCL ID, Official Receipt, Certificate of Matriculation, or other official documents and presenting another person's documents as one's own;	Suspension for less than one term; supplemental sanction	Suspension for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal
4.2	Tampering of the official ID and using it to enter MCL.				
4.3	Falsification, alteration or misuse of school documents, records, or credentials; knowingly furnishing false or fraudulent information and/or documents to MCL in connection with official matters.	Suspension for two or more terms; supplemental sanction	Dismissal or expulsion		
4.4	Making, publishing, or circulating false information about the administration, its officials, employees, or students.	Suspension for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal or expulsion	

4.5	Unauthorized collection or exaction of money, checks, or other instruments of monetary equivalent in connection with matters pertaining to MCL.	Suspension for two or more terms; supplemental sanction	Dismissal		
4.6	Organizing, participating in and/or supporting any activity inside the campus, without any written permit from the Center for Student Activities and Discipline.	Probation or Suspension for less than one term; supplemental sanction	Suspension for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal
4.7	Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes.	Suspension for two or more terms; supplemental sanction	Dismissal		
4.8	Posting and/or distributing literature, pamphlets, pictures, news items or any announcement whatsoever without any written permit from the Center for Student Activities and Discipline	Probation or Suspension for less than one term; supplemental sanction	Suspension for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal
4.9	Willful failure to comply with summons or notices issued for purposes of investigation conducted in connection with discipline related offenses.				
4.10	Obstructs or interferes with the reprimand, discipline, or apprehension of another person who is involved in the commission of an offense under the MCL Student Rules and Regulations.				
4.11	Lying under oath or presenting false documents in administrative proceedings.	Suspension for two or more terms; supplemental sanction	Dismissal or expulsion		
5.	Offenses Related to Health, Welfare, Safety and Security such as but not limited to:				
5.1	Possession, use, sale, disposal, or distribution of prohibited drugs or chemicals or other banned substances in any form, or any paraphernalia which can be demonstrated to be linked to drug activity within the premises or immediate vicinity of MCL.	Either suspension for two or more terms and supplemental sanction or dismissal	Dismissal or expulsion		

5.2	Possession or consumption of alcoholic or intoxicating beverages within MCL premises or, done outside MCL premises in connection with an official school activity approved by the Center for Student Activities and Discipline; or entering the MCL campus under the influence of alcohol.	Suspension for less than one term or for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal	
5.3	Smoking at any time within MCL premises and its immediate vicinity.	Suspension for less than one term; supplemental sanction	Suspension for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal
5.4	Illegal possession or use of firearms, explosives, incendiary devices, deadly weapons, or other dangerous articles or substances injurious to person or property.	Dismissal or expulsion			
5.5	Engaging in any form of gambling within MCL premises.	Probation or Suspension for less than one term; supplemental sanction	Suspension for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal
5.6	Engaging in disruptive actions such as protests, whether individual or collective, whose distinctive characteristics are physical force, violence, threat, and intimidation within MCL premises and its immediate vicinity.	Dismissal or expulsion			
5.7	Forming and/or joining any surreptitious, clandestine, or illegal organization, not officially recognized by MCL.	Dismissal			
6.	Offenses Related to MCL Information Technology such as but not limited to: Abuse of I.T. resources and privileges in violation of rules and regulations on the use of I.T. resources such as but not limited to:				
6.1	Lending or borrowing of user accounts;	Probation or Suspension for less than one term; supplemental sanction	Suspension for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal
6.2	Unauthorized copying of files;				

6.3	Installation and/or use of unlicensed software (such as application software and games);	Suspension for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal	
6.4	Alteration of computer configuration and settings;				
6.5	Unauthorized use of computer terminals and other I.T. related equipment (e.g., LCD projectors, printers, speakers);	Probation or Suspension for less than one term; supplemental sanction	Suspension for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal
6.6	Unauthorized access to network resources and facilities;	Suspension for one term; supplemental sanction	Suspension for two or more terms; supplemental sanction	Dismissal	
6.7	Breach of network security through any means (e.g., denial of service, malicious attacks, installation of Trojans and worms, hacking);	Dismissal or expulsion			
6.8	Extraction of protected, copyrighted and/ or confidential information by any electronic means using the vast MCL I.T. infrastructure.	Suspension for two or more terms; supplemental sanction	Dismissal		
7.	Offenses Related to Penal or Criminal Violations such as but not limited to:				
7.1	Violation of any penal statute or of rules and regulations promulgated by the Commission on Higher Education, of the policies and regulations of MCL or of any valid order by proper authorities.	Suspension for two or more terms; supplemental sanction	Dismissal or expulsion		
7.2	Conviction before any court for a criminal offense involving moral turpitude against persons or property other than through reckless imprudence.	Dismissal or expulsion			

MINOR OFFENSES such as but not limited to:		Occurrence and Disciplinary Actions			
		1 st	2 nd	3 rd	4 th
1.	Disrupting or disturbing classes or making excessive noise within MCL premises.	Verbal notice of warning	Written notice of warning	Probation	Dismissal
2.	Not wearing the official MCL ID while in campus; losing or forgetting one's ID				
3.	Spitting, or littering;				
4.	Loitering in corridors during class sessions;				
5.	Disruptive use of mobile phones or other similar communication devices during classes				
6.	Wearing of inappropriate campus attire				
7.	Violation of parking regulations;				
8.	Activating the fire alarm without valid reason.	Written notice of warning	Probation	Suspension	Suspension
9.	Misbehavior during school programs, activities, or competitions;				
10.	Improper use of restrooms, lavatories, and washrooms.				
11.	Eating and/or drinking inside the classrooms, laboratories, or other non-eating/drinking areas.				
12.	Disrespect for MCL symbols or national symbols;				

MCL STUDENT DISCIPLINE SUPPLEMENTAL GUIDELINES FOR FULLY ONLINE LEARNING MODE

The MCL Student Code of Conduct and Discipline as set forth in the Student Rules and Regulations provided for in the current MCL Student Handbook remains in force and effect as learning delivery and campus life shift to full online mode. Furthermore, student conduct off campus and online may be subject to necessary disciplinary action by MCL if such conduct:

1. Seriously violates school policies, rules and regulations;
2. Exemplifies grossly immoral acts and would negatively reflect upon the student's character and fitness as a member of the student body;
3. Constitutes a serious violation of local and national laws (including alcohol and drug violations); and
4. Besmirches the good name or reputation of MCL.

Guidelines on Online Academic Integrity:

It shall be the student's responsibility to refrain from all forms of misconduct in violation of online academic integrity which include but are not limited to the following:

1. Outright commission of academic dishonesty;
2. Conduct that may lead to suspicion of academic dishonesty;
3. Conduct that may aid others to commit academic dishonesty.

Guidelines on Online Decorum as an MCL Community Member:

It shall be the student's responsibility to refrain from all forms of online misconduct contrary to MCL's avowed motto of Excellence and Virtue to which every member of the MCL Community must abide. They include but are not limited to the following:

1. Online profanity, vulgarity and indecency.
2. Online defamation, threatening, or bullying whether against members or non-members of the MCL community.
3. Online dissemination of false information about the MCL community.

Guidelines on the Conduct of Online Student Activities:

It shall be the responsibility of course-section students and student organizations and their members to be subject to the guidance, supervision and authority of their respective faculty-in-charge (for course sections) or advisers (for student organizations) for the conduct of their online student activities.

The following guidelines shall be strictly observed:

For Online Curricular Student Activities:

1. All online curricular activities must be for the purpose of demonstrating and achieving learning and course outcomes as provided for in the course syllabus.
2. No online curricular activity may be conducted without the expressed approval of their course-section faculty-in-charge through verifiable online communication.

- Students cannot invoke absolute freedom of expression in the conduct of online curricular activities.

For Online Co-Curricular and Non-Curricular Student Activities:

- Only duly registered and recognized student organizations may conduct online student activities.
- All online co-curricular and non-curricular activities must be for the purpose of demonstrating and achieving the avowed mission and objectives of the student organizations.
- No online student activity may be conducted by any student organization without the expressed prior approval of the organization adviser and the Head of the Center for Student Activities and Discipline (CSAD). Online co-curricular student activity must also have the approval of the Program Chair or Dean.
- The period of approval commences with the submission of duly accomplished Student Activity MS Form to the Center for Student Activities and Discipline (CSAD), at least seven (7) days prior to the conduct of the activity.
- Student organizations must abide by the online mechanisms provided by the CSAD for the application process to conduct online student activities.
- All online student activities conducted shall undergo evaluation by its participants and target beneficiaries through an online evaluation mechanism provided by CSAD.
- Students cannot invoke absolute freedom of expression in the conduct of online cocurricular and non-curricular activities.
- The conduct of student activities shall be subject to the Guidelines on Online Decorum as an MCL Community Member.

Table of Offenses and Disciplinary Sanctions:

For Online Academic Integrity:

OFFENSE		Occurrence and Disciplinary Actions			
		1 st	2 nd	3 rd	4 th
1.	Using another MCL Live Account e-mail address to log in to any platform (such as BlackBoard Learn, OnEMCL, and Coursera) with or without permission.	Failed mark in the course; Suspension for a period of one term with community service.	Failed mark in the course; Suspension for a period of not less than two terms with community service.	Failed mark in the course; Suspension for a period of not less than three terms with community service.	Dismissal from MCL.
2.	Asking, commissioning, or hiring someone else to do their online exams, homework, Coursera course, papers, projects, or other academic requirements. This includes consulting with another person during online exams and other course assessments that are required to test the knowledge of the student at that moment.	Failed mark in the course; Suspension for a period of one term with community service.	Failed mark in the course; Suspension for a period of not less than two terms with community service.	Failed mark in the course; Suspension for a period of not less than three terms with community service.	Dismissal from MCL.

3.	Recording and saving copies of graded course assessment (quiz or exam) questions or answers, or answer keys for distribution.	Failed mark in the course; Suspension for a period of one term with community service.	Failed mark in the course; Suspension for a period of not less than two terms with community service.	Failed mark in the course; Suspension for a period of not less than three terms with community service.	Dismissal from MCL.
4.	Receiving copies of grade course assessment questions or answers, or answer keys to an exam from someone who has already taken it.	Failed mark in the course; Suspension for a period of one term with community service.	Failed mark in the course; Suspension for a period of not less than two terms with community service.	Failed mark in the course; Suspension for a period of not less than three terms with community service.	Dismissal from MCL.
5.	Plagiarism, or the unethical act of stealing the thoughts of another without proper citation or reference, acquiring information from the Internet without acknowledging the author, copying from another student's work without permission and submitting it as one's own work.	Failed mark in the course; Suspension for a period of one term with community service.	Failed mark in the course; Suspension for a period of not less than two terms with community service.	Failed mark in the course; Suspension for a period of not less than three terms with community service.	Dismissal from MCL.
6.	Massive, premeditated, organized online cheating using instant messaging / email during any online course assessment.	Failed mark in the course; Suspension for a period of not less than two terms with community service.	Failed mark in the course; Suspension for a period of not less than three terms with community service.	Dismissal from MCL.	
7.	Any form of dishonesty in assignments and similar required submissions, particularly peer-reviewed or graded submissions.	Failed mark in the course; Suspension for a period of one term with community service.	Failed mark in the course; Suspension for a period of not less than two terms with community service.	Failed mark in the course; Suspension for a period of not less than three terms with community service.	Dismissal from MCL.
8.	Engaging in any activities that will dishonestly improve grade results (i.e., without any action deserving merit or extra credit), or dishonestly improve or damage the grade results of others.	Failed mark in the course; Suspension for a period of one term with community service.	Failed mark in the course; Suspension for a period of not less than two terms with community service.	Failed mark in the course; Suspension for a period of not less than three terms with community service.	Dismissal from MCL.

9.	Any other lesser form of dishonesty or cheating in any assessment or course requirement	Failed mark in the course with Disciplinary Probation	Suspension for a period of not less than one term, with community service.	Suspension for a period of not less than two terms with community service	Suspension for a period of not less than three terms with community service, or dismissal from MCL.
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For Online Decorum as an MCL Community Member

OFFENSE		Occurrence and Disciplinary Actions			
		1 st	2 nd	3 rd	4 th
1.	Online profanity, vulgarity and indecency.	Disciplinary Probation with community service.	Suspension for a period of not less than one term, with community service.	Suspension for a period of not less than two terms, with community service.	Suspension for a period of not less than three terms with community service, or dismissal from MCL.
2.	Online defamation, threatening, or bullying whether against members or non-members of the MCL community.				
3.	Online dissemination of false information on matters related to the MCL community.				

For Online Student Activities:

OFFENSE		Occurrence and Disciplinary Actions			
		1 st	2 nd	3 rd	4 th
1.	Violation of Guideline Nos. 1, 2, 3, 5, 9 and 10 as specified.	Written Reprimand	Disciplinary Probation with community service.	Suspension for a period of not less than one term with community service.	Suspension for a period of not less than two terms with community service.
2.	Violation of Guideline No. 7 as specified.	Non-approval of the activity	Non-approval of the activity	Non-approval of the activity	Non-approval of the activity
3.	Violation of Guideline Nos. 4, 6, 8, and 11 as specified.	Disciplinary Probation with community service.	Suspension for a period of not less than one term with community service.	Suspension for a period of not less than two terms with community service.	Suspension for a period of not less than three terms with community service, or dismissal from MCL

ADMINISTRATION OF STUDENT DISCIPLINE

DISCIPLINE PROCEDURE

1. The concerned MCL community member reports an incident of student infraction through a written incident report, backed-up by verifiable evidence. The incident report is addressed and submitted to the Prefect of Discipline. Faculty members have the authority to censure and advise students for less serious misconduct committed inside the classroom. For serious misconduct, a formal complaint through an incident report should be filed by the concerned faculty at the Center for Student Activities and
2. Discipline (CSAD) for appropriate action.
3. The Prefect of Discipline summons the student (Respondent) reported to have committed the infraction and issues him a Student Infraction Notice wherein he is required to explain in writing why he should not be sanctioned/penalized.
4. The Respondent submits his letter of explanation. If he admits to the infraction, the Prefect of Discipline shall give the corresponding disciplinary action as specified in the Student Catalogue.
5. If the Respondent does not admit to the infraction, the Prefect of Discipline either:
 - a. Investigates, conducts hearings to validate facts gathered, and decides the case; or
 - b. Convenes a Committee on Decorum (COD), if corresponding sanction for offense is heavier than probation, to investigate, conduct hearings to validate facts gathered, and make a consensus decision on the case. The COD shall include a legal counsel if offense is punishable with two terms suspension or higher.
6. If the Respondent is in default, the Prefect of Discipline decides the case solely based on the incident report and verifiable evidence submitted by the concerned MCL community member.
7. The Prefect of Discipline or COD secures the approval of the Vice President for Academic Affairs if the sanction decided is equivalent to suspension of 1 term or higher.
8. The Prefect of Discipline implements the sanction meted in the decision if the respondent is found guilty. He removes the case from the respondent's record if the latter is found not guilty and informs the parents of the decision.
9. The Respondent may appeal the decision to the Executive Vice President (EVP) within five (5) working days from the receipt of the decision.
10. The EVP renders final decision on the Respondent's appeal.

STANDARD ATTIRE ON CAMPUS

GENERAL CONSIDERATION

Students are enjoined to improve their personal appearance through neatness, simplicity, modesty, and decency. They are expected to wear proper attire within the campus during each of the terms and term breaks.

MCL strongly discourages body piercing or display of tattoos, particularly anything vulgar or obscene; sexual; gang-or-drug-related; denoting membership in a gang; promoting ridicule or disrespect toward any person or group of persons; or featuring the use of weapons or violence. In case of doubt, please be reminded that there

are companies and/or industries that by the nature of their service or industry do not hire applicants with tattoos, whether visible or covered, regardless of the image or nature of the same, and that therefore it might be more prudent to refrain from having permanent tattoos.

MCL understands and recognizes that the students have a right to express themselves through dress and personal appearance; however, MCL also has an obligation to create a learning environment where all members of the academic community are comfortable and not offended by inappropriate clothing. Thus, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom, to the educational process, to the environment, that presents health or safety concerns, or that contains visuals, lettering or symbols that are obscene, depicting violence, or profane. Students who fail to abide by the dress code, when advised by a school authority, shall be considered in violation of the dress code and will be subject to disciplinary action.

Classroom instructors, professors, security officers, admin and staff are considered school authorities and have the right to address violators and/or deny admission to students dressed in any of the prohibited attire. Any student deemed in violation of the student dress code shall be required to change into appropriate clothing. In this case, there shall be no further penalty. Please take note that this applies to both ONLINE and ON-CAMPUS school settings.

CONDUCT OF STUDENT ACTIVITIES

MCL allows students to conduct activities within and outside the campus in support of enriching student learning experiences. Student activities go through an approval process before they can be conducted. Nonetheless, MCL reserves the right to cancel for due cause any authority previously granted to student organizers to conduct an approved activity.

Student activities that may be conducted are curricular, co-curricular or non-curricular and may be in-campus or off-campus.

Curricular activities refer to activities that are stipulated in the syllabus. Co-curricular activities are variety of activities that are attended alongside the standard study curriculum to enrich students' learning experience. Non-curricular activities refer to such activities that students perform outside the realm of the normal curriculum. Activities are considered off-campus if they are undertaken outside the premises of MCL.

Off-campus curricular activities are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time." They are classified as follows: (CMO No. 63, s. 2017)

- a. Educational Tours - refer to off campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of MCL which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.
- b. Field Trips - refer to off campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises

of MCL but is relatively of shorter duration lasting only one (1) day and with fewer places of destination.

- c. Field Study/Experiential Learning/Related Learning Experience - refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery.

Off-campus curricular activities for the entire school year are pre-approved before the start of the school year by the VPAA.

Co-curricular activities, when conducted off-campus, may include but are not limited to technical seminars, program related conferences, conventions, and competitions.

Non-curricular activities are activities performed by students that fall outside the realm of the normal curriculum. These include but are not limited to sports competitions, team building, leadership trainings, outreach programs, cultural shows, prayer meetings, general assemblies, and the like.

The conduct of the off-campus activities must abide by CMO No. 63, s. 2017 as stipulated in the MCL Standard Practice Guide for the Conduct of Student Activities.

Following are the guidelines that must be observed in conducting student activities:

1. Students or student organizations or student councils who wish to conduct an in-campus non-curricular activity must fill out a Student Activity Form.
2. A Student Activity Form must be filed to the CSAD at least seven days (7) before the scheduled activity date. It is important to plan the activity in advance. If the activity is filed in less than a week, the approving office shall have the prerogative to disapprove it.
3. The adviser or student organizers of major student activities shall not finalize any arrangement or contract with the outsiders, e.g., performers, sponsors, guests, speakers, resource persons, off-campus venue providers personnel, plant personnel, factory representatives, transportation company staff, etc., until such arrangement or contract has been reviewed by the Office of the SVP for Administration and Legal and approved by the Office of the Executive Vice President. Violation of this rule shall be ground for the cancellation of the approval the Student Activity.
4. The application form shall be accompanied by the following:
 - a. a detailed agenda or program of the activity
 - b. a financial projection, including individual contributions, ticket sales, donations, sponsorships, etc.
5. The reviewing and approving offices shall have the authority to ask for additional information or documents from the organizer, if necessary, before approving the activity. It shall check and note if the application guidelines are followed.
6. Major student activity pertains to an activity involving 60% or more of the members of the class or organization. Minor student activity pertains to the activities involving less than 60% of the members of the class or organization.
7. For a non-curricular activity that has a fund-raising component (raffle draw, ticket selling, or donation), the activity shall be first discussed with the Office of the Vice President for Finance, endorsed by the Student Affairs Office, and approved by the Office of the Executive Vice President before its

implementation.

8. An off-campus activity shall require an Off Campus Activity Application Form and a Parental Consent Form. The form must be duly signed by the parent or the guardian. A "No Parent's Consent, No Outside Trip" policy shall be implemented.
9. The organizer (adviser or class officer) shall provide the CSAD a duly accomplished Local Off-Campus Activities Report of Compliance Form which complete documentation attachments at least:
 - a. 7 days before the conduct of the activity - for non-educational tours/non-field trips.
 - b. 15 days before the conduct of the activity - for educational tours and field trips

NOTE: A duly notarized Certificate of Compliance shall also be submitted by the organizer to the CHED Regional Office at least 15 days before the conduct of the activity. A photo-copy of the receiving copy of the Certificate of Compliance must be submitted to the CSAD thereafter.

10. The organizer shall conduct a post-evaluation of the activity. The post-event evaluation forms for student activity are available at the CSAD. At least 30% or more of the participants are expected to fill out the evaluation forms.
11. Within three (3) days after holding the activity, the organizer shall submit the evaluation report together with the evaluation forms to:
 - a. the College Dean through the Program Chair, for off-campus curricular and co-curricular activities;
 - b. the Student Affairs Director through the CSAD Head, for off-campus and in-campus non-curricular activities;

NOTE: This evaluation report should include the executive summary of the activity, the participants' evaluation summary, and statement of actual revenue and expenses. The Program Chair / CSAD Head shall verify the evaluation report. Any irregularity or anomaly found shall be a ground for disciplinary action on the organizer or on those directly responsible for the activity and shall be endorsed to the CSAD for appropriate action.

12. The evaluation report shall be used in the planning and in applying improvement measures on future student activities. Before the end of the school year, the evaluation results shall be presented to their respective student organizations, advisers and CSAD.
13. Student activities are not allowed one (1) week before the final examinations and within the final examination week.

POLICIES GOVERNING STUDENT ORGANIZATIONS

Recognition and Accreditation of Student Organizations

Malayan Colleges Laguna (MCL) will encourage and promote the establishment, operation, and development of student organizations with objectives set to create and advance opportunities that will complement students' curricular progress, lead to relevant non-curricular endeavors, and develop and enhance leadership and teamwork.

MCL, through the Center for Student Activities and Discipline (CSAD), shall authorize the establishment of student organizations upon compliance with the requirements set by the institution.

MCL shall have the authority to regulate and supervise the operation as well as activities of all duly recognized student organizations which shall be confined only to scientific, technological, spiritual, cultural, civic, or sports-related objectives and provided further, that these shall previously be approved by the CSAD.

Student organizations shall abide by acceptable/minimum standards of qualifications of their officers set by MCL. Such standards must be integrated in their constitution and by-laws.

The recognition of any student organization that violates or circumvents MCL rules and regulations may be revoked, and its officers and members subjected to individual and collective disciplinary action.

MCL implements a system of graduated levels of accreditation of student organizations based on merit, performance, and achievement to promote membership advancement and organizational development, as well as institutional relevance and significance. The specific guidelines are issued to the student organizations upon approval or renewal of their recognition. Such guidelines are periodically reviewed and revised.

External Affiliations and Affairs of Student Organizations

The following matters related to external affiliations and affairs of student organizations shall require the endorsement of the Student Affairs Director, the recommending approval of the Vice President for Academic Affairs, and final approval of the Executive Vice President:

1. Affiliating with outside or extramural organizations - In the event that a student organization is allowed to affiliate with outside or extramural organizations, the rules, regulations and policies of MCL shall prevail over the rules, regulations and policies of the outside organization.
2. Establishment in MCL of chapters of outside or extramural organizations - Other requirements may be imposed upon such organizations before approval of recognition.
3. Representation of MCL by officers and members of recognized student organizations in activities of existing or proposed national or international youth groups, or their endorsement of the objectives of such groups.

Any violation of this rule will mean the immediate cancellation and withdrawal of the recognition of the organization.

Use of MCL Name and MCL Official Logos

Officially recognized student organizations may use the name Malayan Colleges Laguna or MCL. The name should not, however, be directly or indirectly used in connection with any off-campus activity, without the prior approval of the and the Executive Vice President, as recommended by Vice President for Academic Affairs, upon endorsement of the Student Affairs Director.

No student organization, or group of students or any individual student shall utilize or avail of the use of the name of the Malayan Colleges Laguna, its logo or emblem and/or the name, logo or emblem of any department, office or school in the College in any publication without the expressed approval of the Office for Corporate Communications.

Guidelines on the Registration of Student Organizations

1. Any group of fifteen (15) students of MCL may apply at CSAD to register a student organization for its recognition to operate provided, that for the specific purpose of registration of such student organization, the total membership thereof shall not be less than fifteen (15) students at the time of the issuance of its certificate of registration.
2. Officially recognized student organizations are classified in accordance with the following categories namely:
 - a. Academic Student Organizations - program-based organizations
 - b. Non-Academic Student Organizations - non-program-based organizations. They shall be cultural, civic, spiritual, or sports and recreation in orientation.
3. No student organizations falling under any of the following categories shall be permitted to operate in MCL:
 - a. Organizations with Greek letter names;
 - b. Organizations that are political in nature;
 - c. Organizations that practice religious or racial intolerance.
 - d. Organizations whose policies and practices are not in consonance with the rules and regulations of MCL and the laws of the land.
5. No student organization shall be allowed to operate in MCL without a constitution and by-laws approved by the Committee on Student Organizations. The official purposes and/or objectives of the organization shall be clearly stated in its constitution and by-laws.
6. The application for registration of a proposed student organization shall not be considered if there is already an existing organization with the same or similar name.
7. Officers of student organizations shall possess the following minimum qualifications:

For all officers:

 - a. Must be enrolled in the current term
 - b. Must be of good moral character / have no student discipline record.
 - c. For top 3 officers:
 - d. Must have been enrolled in MCL for at least 3 regular terms.
 - e. Preferably with a GWA of at least 2.50 or better.
8. Upon issuance of the Certificate of Recognition to a new student organization, its interim set of officers automatically becomes its regular set of officers for the entire school year unless otherwise replaced in accordance with its constitution and by-laws.

9. The Committee on Student Organizations is responsible for screening, assessing, evaluating, and recommending the recognition and / or accreditation of student organizations. The Committee consists of the CSAD Head, a faculty, and a non-teaching staff designated by the Student Affairs Director with the approval of the VPAA.
10. Each student organization shall have an adviser who is a full-time MCL faculty member or a regular non-teaching staff chosen by its officers and members. He shall be required to sign a letter of acceptance, signifying her willingness to act in an advisory capacity and to be held responsible to the MCL Administration and to the government authorities for the proper conduct of the organization and its members.
11. The adviser shall exercise supervisory functions over the student organization in close coordination with the CSAD. The specific functions of the adviser are as follows:
 - a. Review, correct, revise and submit for the approval of CSAD all proposed programs, press releases and publications of the organization, and shall see to it that everything contained therein is in accordance with the MCL rules and regulations and that the materials are decent and of good taste.
 - b. Submit all requests for permission to hold meetings and other activities of the organization to the CSAD and to the other concerned departments.
 - c. Certify all official letters and reports of the student organization and copies thereof before they are forwarded to the CSAD and other departments.
 - d. Review the constitution and by-laws of the student organization.
 - e. Check the qualifications of student nominees for elective positions of the organization and inform CSAD accordingly.
 - f. Supervise the election of officers and certify the election results and submit the same to CSAD.
 - g. Supervise all activities of the organization and submit written reports and evaluation results thereof to CSAD.
 - h. Help in promoting and instilling the core values, the mission and the vision of MCL to the officers and members of the student organization.
 - i. Be present in the general meetings and major affairs of the student organization and shall be jointly responsible with the officers for the conduct of such activities.

Guidelines on Recruitment for Membership of Student Organizations

Admission for membership in the student organization shall be in accordance with the provisions of the approved constitution and bylaws of the organization and shall be in compliance with the following:

1. Every organization shall hold an open ceremony (not closed or secret) for admitting new members at least once a year.
2. Every candidate for admission to a student organization shall be informed beforehand of the proposed calendar of events and the estimated total amount of dues and expenses which the applicant will incur during the school year.
3. Only enrolled and bona fide MCL students are eligible for active membership to any student organization. (College & SHS)

4. All applicants for membership below eighteen (18) years of age shall submit a written evidence of parental or guardian consent and duly approved by CSAD.
5. No hazing or initiation in any form shall be allowed.

Guidelines on the Management of Student Organization Funds

DUES, COLLECTIONS, AND FUND RAISING

1. Organization funds may only be sourced from officially approved fees, dues and contributions from own membership fund-raising raising projects or activities.
2. All funds derived from membership shall be correspondingly covered by a receipt issued by the organization Treasurer. Collections and dues shall not exceed the amount officially approved.
3. Fund raising projects/activities of any kind shall be officially endorsed by the Student Affairs Director for recommending approval of the Vice President for Finance, and approval of the Executive Vice President. A Fund Raising Activity Form shall be duly accomplished for this with necessary attachments as evidence of the financial viability of the activity.
4. Within one (1) week after an activity is held, a detailed and duly audited financial report of said activity must be submitted to CSAD.
5. Any amount that may accrue to the student organization, whether from voluntary contributions of the members or otherwise, shall likewise be included and/or accounted for in the financial report and a copy of the report thereof shall be submitted to CSAD.
6. Financial reports of activities shall be posted in a conspicuous place for the information of all concerned. Real time posting of such reports in the organization's social media group sites is highly encouraged.

FINANCIAL RECORD BOOK (BOOK OF ACCOUNTS)

1. A Book of Accounts shall be maintained by each student organization, on which shall be indicated all collections and disbursements of the organization. It must be regularly readied for inspection by the organization adviser and the Head of CSAD.

DISBURSEMENTS

1. Authority for all disbursements from the funds of the student organization shall be effected only upon the previous approval by its officers with the concurrence of the adviser of the organization.
2. The bank withdrawal slip for any amount withdrawn shall carry the signatures of both the President and the Adviser of the organization. Furthermore, if the organization maintains a checking account, all checks shall be signed jointly by the President and the Adviser of the organization.

AUDIT AND REPORT

1. Each student organization shall submit its financial statement on or before the end of term to CSAD and to the Office of the Vice President for Finance (end of school year).

2. The organization's financial statement, containing total receipts and expenditures, shall be prepared by the Treasurer, audited by the Auditor, approved by the President, and duly noted by the adviser of the organization.
3. CSAD may order that the financial statement of each student organization be audited by a competent official of MCL at least once every year, and that whenever there is a finding of misappropriation of the funds of the organization, the officers of the organization shall be held administratively liable jointly and severally without prejudice to criminal prosecution if the evidence so warrants.

Guidelines on the Formal Dissolution of a Student Organization

FORMAL DISSOLUTION

1. When the dissolution of the student organization is through the voluntary action of its members, it shall be the responsibility of its President or governing officers (whichever is applicable), subject to the consultation with the adviser, to formally issue a corresponding written notice to CSAD, who shall record such dissolution in the official list of student organizations of MCL

CERTIFICATE OF CLEARANCE

1. Whether the dissolution of the student organization is voluntary or otherwise the officers of the organization shall be required to secure a certificate of clearance for money, property, civil or criminal liabilities from the adviser and CSAD.
2. Dissolution of an organization does not absolve the organization from liabilities and responsibilities arising from previous activities for which they will still be held liable jointly and severally.

Guidelines on the Establishment and Organization of Student Councils

1. There will be one Supreme Student Council (SSC) composed of Representatives elected by bona fide students of the different academic departments. These Representatives shall elect from among themselves the officers of the SSC in accordance with its Constitution and By-Laws.
2. There will be one student council for each of the existing academic departments whose officers are provided for in its Constitution and By-Laws and are elected at large by bona fide students of each of the academic departments.
3. The duly elected officers of the student councils shall hold office for one academic year.
4. Student councils shall be under the supervision of their respective college deans / principal who shall designate a faculty adviser. The Supreme Student Council shall be under the supervision of the Student Affairs Director who shall likewise designate a faculty adviser.
5. Student Council Elections shall be held not later than the ninth (9th) week of the Third Term of the school year. The winners in the election shall serve their term for the next school year.
6. All student council officers shall have the following minimum qualifications:
 - a. A bona fide student of Malayan Colleges Laguna and must have already been enrolled for at least 3 terms at the time of his/her election.

- b. A person of good moral character and must have no disciplinary action of any kind meted out to him/her.
 - c. No TWA of lower than 3.00 or its equivalent.
 - d. Not occupying any of the top 4 positions of any other MCL student organization.
7. A voters' turnout of at least 50% of the total number of enrolled students for the academic department is necessary for the election of officers to be valid. In the event that the voter's turn out is less than 50%, a failure of election will be declared and re- voting will be conducted the following week. No student council will be recognized for the next school year for an academic department whose re-voting results into another a failure of election. The same academic department likewise have no representation in the Supreme Student Council.
 8. The officers of each of the student councils shall be elected by a majority vote of the voters' turnout. In case where there is only one official candidate for the position, the voters are given the option to vote ABSTAIN. In case the ABSTAIN votes win, the position shall be declared vacant. The position shall be filled through a resolution of the winning officers in accordance with the Constitution and by-laws of the student council.
 9. The incumbency of any officer of a student council shall be terminated for any of the following causes:
 - a. Upon resignation of the officer from the position.
 - b. Upon final approval of a competent authority of his/her application for leave of absence for at least two terms.
 - c. Upon disqualification from re-enrollment during the academic year in his/her program of study.
 - d. Upon illness or other cause which prevents him/her from discharging his/her functions.
 - e. Upon his/her receipt of a written notice of suspension or dismissal issued by the Prefect of Students.

The replacement of such officer shall be carried out through a resolution of the incumbent officers of the concerned student council.

THE ELECTORAL BOARD

There shall be an Electoral Board consisting of a faculty and a non-teaching staff appointed by the Student Affairs Director with the approval of the VPAA. Ex-officio members of the Electoral Board are the outgoing President of the Supreme Student Council, CSAD Head as Deputy Chairman, and the Student Affairs Director as Chairman.

FUNCTIONS OF THE ELECTORAL BOARD

The functions of the Electoral Board are as follows:

- a. To formulate and implement guidelines and procedures, as well as supervise the proper conduct and coordination of elections.
- b. To evaluate the qualifications of candidates.
- c. To investigate and settle protests against the results of the elections.
- d. To disqualify candidates who fail to comply with election requirements.
- e. To canvass and check all election results.
- f. To certify the results of elections and to submit them to the Executive Vice President.

ELECTION CANDIDATES REQUIREMENTS

- a. Filing of application of candidacy certifying that the candidate is qualified and of good academic standing at the Center for Student Activities and Discipline (CSAD).
- b. Submission of Bio-data and photos of candidates.
- c. The certification of candidacy signed by the Dean (or authorized representative)
- d. Submission of party or individual platforms.

NOTE: Failure to satisfy the election requirements shall be sufficient ground for the disqualification of the candidate.

OFFICIAL LIST OF CANDIDATES

- a. The official list of candidates shall be released a day before the election campaign period.
- b. Any protest against the qualifications of the candidates must be filed before Election Day with the Electoral Board.

CAMPAIGN PERIOD

- a. The campaign period shall commence two weeks before and end one day before the date of the election.
- b. Room to room campaign is subject to the approval of the Deans concerned.
- c. An official convocation may be held so that all official candidates can be presented to the electorate.

ELECTION DAY

- a. The elections shall be conducted on-line and held on the last day of the election week (Friday), from 8:00 AM till 5:00 PM.
- b. Campaigning is not allowed during Election Day.
- c. The canvassing of votes shall likewise be on-line.

TIE BREAKER

In case of a tie, the winner shall be decided through a toss coin.

PROCLAMATION OF OFFICIAL RESULTS

The Electoral Board shall proclaim the winning candidates for all positions. The copy of the list of duly elected Student Council officers shall be forwarded to the Deans, Vice President for Academic Affairs (VPAA), and the Executive Vice President (EVP).

APPENDICES

APPENDIX A - Republic Act No. 11053 or the "Anti-Hazing Act of 2018" (Amendment of Republic Act 8049 or the "Anti-Hazing Law of 1995)

APPENDIX B - CHED Memorandum Order No. 4 Series of 1995, "Preventive Measures Against Violence and Sanctions on Fraternities and Other Student Organizations"

APPENDIX C - Republic Act No. 7877 or the "Anti-Sexual Harassment Act of 1995"

APPENDIX D - Republic Act No. 9165 or "Comprehensive Dangerous Drugs Act of 2002"

APPENDIX E - Data Privacy Act of 2012

APPENDIX F - Mental Health Act of 2018