



STUDENT HANDBOOK

COLLEGE

2024 EDITION

FOREWORD

Butuan City Colleges, Inc., in its continuing mission of developing the youth regardless of tribe, culture, and beliefs, strives to establish harmonious learning-conducive atmosphere within its community.

To realize this foremost objective, Butuan City Colleges Inc. has come up with this handbook to serve as guide for all students, faculty, and parents. Knowledge of the school objectives and policies can help pave the way towards achieving the common goal of “a happy, harmonious, teaching-learning second home of the students.” This purpose can be achieved if students are aware of their responsibilities and obligations with the able loving guidance of their parents who both understand the role of the administration and the faculty in their quest for knowledge.

This handbook, therefore, serves as the light that can lead the students, with their parents, teachers, and administration towards success in their endeavor.

HISTORY OF BUTUAN CITY COLLEGES

The late Captain Jose Arceo Martinez founded Agusan Institute in 1950. It was then located at Concepcion Street, Butuan City. In 1953, the administrators were able to acquire a lot along Montilla Boulevard and constructed a ten-room building.

In 1957, due to the demands of times on the technical and vocational fields, the administration expanded its programs and introduced Automotive Mechanic Servicing, Electronics Servicing, Air-conditioning Servicing, Practical Electricity Installation, and Maintenance and RadioOTelephone Operator.

Being the only school which offered technical and vocational courses, the then Agusan Institute steadfastly increased its enrolment and revenues. Inspired by this success, the administration then ventured to offer collegiate courses, such as Liberal Arts, Education, Commerce, and Engineering in 1960, and consequently changed its name to Butuan City Colleges on January 17, 1966.

To house its expanding family, the administration constructed a three-story building with twenty-four rooms of wooden structure from its earnings. Unfortunately, the school building was razed to the ground by fire on May 1, 1981. Nevertheless, this catastrophe did not stop the school operation. The Board of Trustees rented the 2nd floor of Almont Hotel located along E. Luna Street from June 1981 to March 1983 while constructing a new three-story building in Montilla Boulevard.

Then on October 4, 2022, days before the calamity struck, the name Butuan City Colleges was changed to Butuan City Colleges, Inc., as decided by the members of the Board of Trustees. Just as it was starting to enjoy its new name, with the plans of the board to make some improvements for the school, another calamity in the form of fire again struck and destroyed the school building on October 17, 2022, along with its facilities, equipment, books, and some records. This happened on the wee hours in the morning so nothing was salvaged, except for those in the first floor where commercial centers could be found occupying the area.

However, this calamity did not deter us from pursuing our mission and vision to provide quality education to our students for them to be globally competent and competitive. Classes went on as usual

via online distance learning modalities while face-to-face classes had been temporarily suspended until further notice. The administration first contacted some owners to use their facilities while looking for some other means for the school to rise and shine again. The Noodl Internet Café for the BSIT students, PNPTA Main Gym for PE and NSTP classes, Barangay Tandang Sora covered courts in Zacor and Burgos Streets were rented for classes to continue.

The administration, in its search for a building for the various academic needs of the school, made a contract of agreement with the owner of Jedal Building situated at Lopez Jaena Extension, Butuan City. It was the building vacated by the National Statistics Office (NSO) and was vacant for several months. The administration rented the 1st and 2nd floors of the building for classes of the high school and college departments, computer laboratory, audio-visual room (AVR), school library, and the different offices. The teachers and students continued their face-to-face classes despite the havoc that disrupted their lives for a few weeks, more challenged and encouraged to continue their studies to show their allegiance and respect to their Alma Mater.

Then on December, 2023, the owner of Jedal Building suddenly announced that the contract would not be renewed so the administration had to look for another building to continue its mission, vision, and goals. Luckily, the Chou Building located at Montilla Boulevard which is adjacent to Solid Mark Enterprises was vacant and was open for negotiation. It was a better and bigger location with its four-story building, so starting on the first week of January, 2024, the building was renovated to be ready for occupancy of the different offices and classrooms for BCCI constituents. For the meantime, the classes went on asynchronously until the building was finally open for the different offices, various departments, and classrooms.

PHILOSOPHY OF THE SCHOOL

Butuan City Colleges, Inc. is committed to the tasks of educating the youth towards the development of well-rounded personalities. It has envisioned and geared its commitment to train the minds of the youth to respond effectively to the growing challenges of the times. The intellectual development of the learners, being the cynosure of the objectives of the college, has the greatest emphasis in its educational program. But this phase of its goal could only be achieved if the cognitive, affective, and psychomotor development of the child is likewise being given due concern and emphasis.

To this end, the college has provided the impressionable learner the atmosphere conducive to his physical growth and health, for potent and effective mind must rest in a healthy and strong body.

Butuan City Colleges, Inc., in pursuing the constitutional mandate of inculcating in the child's mind and "love of country, duties of citizenship, moral character, personal discipline, and scientific technological and vocational efficiency" has provided the studentry the wide opportunities of assimilating these much-desired traits.

Cognizant of the fact that the good moral fiber of the youth is the foundation of an upright and a just and humane society, the school has placed greater stress on its program for child development.

VISION

Butuan City Colleges, Inc. envisions as a leading academic institute in Butuan City in producing young professionals from all walks of life that are responsive to the demands of the country and be globally competitive.

MISSION

Butuan City Colleges, Inc. lives with its continuing mission to provide access to quality education that is globally competitive regardless of tribe, culture, beliefs, and social status, provide adequate facilities and equipment for learning, work and play; produce individuals who are God-loving, values-oriented, and concerned about their fellowmen; and provide for the development of necessary skills to make an individual productive so that he can contribute his share in the world of work and the community where he lives in.

SPECIFIC OBJECTIVES

With the above vision and mission, therefore, the following objectives are set and adopted so that the students will be able to:

Personal Objectives:

1. Develop critical, constructive, clear and cheerful perception of life;
2. Cultivate the ability to appreciate the world with its beauty, and be inspired to develop with a purpose the habits of creativity, resourcefulness, and industry for an abundant, happy, meaningful life;
3. Be open-minded, have tolerance and graceful personality to be able to successfully live and work harmoniously with others; and
4. Develop sound mind and body through active involvement and participation in recreation, sports, and physical activities.

Spiritual/Moral Objectives:

1. Cultivate a sense of spirituality in consonance with nature and respond to God's unwavering faith;
2. Develop moral character, personal discipline, and civic conscience and attitudes which strengthen moral and ethical standards; and
3. Cultivate the virtue of wisdom to discern truth and justice for peace.

Academic Objectives

1. Enjoy the opportunity of a well-balanced education that demands the best faculty performances for students' achievements;
2. Be able to attain success and consequently contribute to the improvement of life; and
3. Appreciate with insight the achievements of the pioneers who funded many things of fine dimensions, such as literature, music, sports, sciences, and human relations, knowledge and wisdom which are ingredients of a truly educated personality.

Civic Objectives:

1. Be alert and responsible citizens who actively participate and be involved in service-oriented human affairs;
2. Develop courage and ability to give constructive criticisms about social and political issues in all aspects; and
3. Promote nationalistic outlook for nation-building in a democracy.

Social Objectives:

1. Be aware that man is a social being who can be truly happy while living harmoniously with others;
2. Develop keen perception to understand that much greater achievements are borne out of joint efforts of people who learn to help one another; and
3. Realize that men are ethical beings with collective goal to co-exist in brotherhood and survive in a socially diversified and unstable society.

SECTION 1: GENERAL DIRECTIVES

1. Every BCCI student is regarded as an extension and reflection of the college. Hence, whether in or off campus, he is expected to be a model of the highest norms of behavior befitting a student, a future professional and a respectable citizen.
2. He is expected to know the **history, vision, and mission** of the college, and to know and sing by heart the BCC Hymn, the **Alma Mater Song**.
3. He shall observe and respect the laws of the land, the standards of organized society, and the code of conduct, rules and regulations of the College.
4. He shall observe the guidelines on the use of official identification (ID) and registration cards.
 - a. He must always bring his ID and Registration Cards.
 - b. He shall wear his ID conspicuously at all times while inside the campus.
 - c. A student who has been proven to have violated the foregoing rule shall be subject to disciplinary measures. A student who has forgotten to bring his school ID shall present at the Security Post his current registration card that bears his picture.
 - d. A student who fails to bring both his ID and registration cards shall be subject to disciplinary measures.
 - e. In no case shall an ID be confiscated from the student unless ordered by the Head of Student Affairs (HSA).
 - f. In the implementation of the foregoing guidelines on the use of ID/Registration cards, utmost courtesy is expected at all times.

5. No students shall be allowed to stay inside the school campus after 10:00pm. They may, however, be allowed to stay beyond 10:00pm provided they secure written permission at least three days before the intended time extension from the Head of the Student Affairs, or his duly authorized representative.
6. Every student is encouraged to attend BCCI sponsored activities.
7. When Typhoon Signal No. 2 is raised, classes are automatically suspended for the High School Department; and if Typhoon Signal No. 3 is raised, classes in all levels are automatically suspended. Classes may be suspended by the administration in cases of emergencies, or as precautionary measure in abnormal conditions.

SECTION 2: SOCIAL NORMS

To ensure an atmosphere conducive to the pursuit of academic excellence and the formation of responsible and productive Pilipino citizens, as well as, to maintain the order necessary for the common good, BCCI prescribes the following norms:

1. Every student is given the liberty to dress up according to his individual taste every Wednesday, but he is urged to adhere to the convention of proper grooming.
2. Every student shall, in word and in deed, observe the usual norms of courtesy and etiquette in all areas of interpersonal relationships with any member of the school community.
3. Every student is expected to show respect and deference to all visitors in the school campus.
4. Every student is expected to cooperate in ordinary classroom procedures, as well as to help in keeping the classrooms and corridors clean, bearing in mind that:
 - a. decent, clean and orderly classroom is conducive to learning;
 - b. chalkboard and pieces of chalk are for instructional purposes and should not be used anywhere outside the classroom;
 - c. the feet should be kept off furniture and walls; and
 - d. pieces of equipment are to be handled with responsible care and should be properly stored after use.
5. Every student shall refrain from boisterous conduct, unbecoming behavior and actions which tend to disrupt the teaching-learning process. He should pass through corridors with minimum noise so as not to distract students in an ongoing class.
6. Students are prohibited to smoke anywhere inside the school campus at all times.
7. Students are encouraged to use the school facilities for their meetings, seminars, conferences, cultural presentations, athletic activities, and the like, but with prior permits from the authorities concerned.
8. Any student who wishes to participate in any activity outside the school campus as a representative must first secure written permit from the school administration, otherwise such participation shall be considered unofficial.

9. A student may release to the press or similar channels of public communication notices and other announcements about or in behalf of the College after securing a written clearance from the Head of the Student Affairs or his duly authorized representative who shall be furnished a copy of such notices or announcements.
10. Students who invite guests from outside (e.g. guest lecturers, speakers, seminar participants, viewers of exhibits) are required to obtain prior approval from the Head of the Student Affairs, and to submit the Visitors' List indicating the name/names of visitors, purpose of visit, and their expected time of arrival. This will be forwarded to the Security-on-detail for proper information.

SECTION 3: ADMISSION REQUIREMENTS

All incoming freshmen are required to take the Entrance Examination/assessment which is free of charge to be administered by the Guidance Counselor or his duly authorized representative.

A. Incoming Freshmen

The following documents must be submitted upon enrolment:

1. Report Card or Form 138
2. Certificate of Good Moral Character
3. NSO Birth Certificate (Photocopy)
4. Signed contract with the BCC administration
5. Long transparent envelope

B. Transferees

The following documents are required for submission upon enrolment:

1. Honorable Dismissal
2. NSO Birth Certificate (original & photocopy)
3. Result of the interview with a designated officer
4. Long brown envelope

C. Old Students

Before a student is re-enrolled/re-admitted to the next semester of school year, he should have met or complied with the following conditions:

1. Academic requirements as written in Section 13 of this handbook.
2. Full payment of the school charges of the previous term.
3. No violation of the school rules and regulations. The school, being an educational institution, cannot tolerate students who cannot abide with its rules and regulations.
4. Physical and mentally capable. The school can deny the re-enrolment of a student whose disease or sickness could be worsen due to the pressures of the school work or when he is afflicted by a highly contagious disease, that his continued presence may pose threat to the safety of the other members of the school community.

Student Classification According to Admission Status:

A. Regular Student

A student who carries the full-term load as prescribed in the curriculum is considered regular student.

B. Irregular Student

A student who does not carry the full-term load as prescribed in the curriculum either due to advance or back subject/s is an irregular student.

C. Cross-enrollee

This status is given to special student who is permitted to enroll in BCC for the purpose of completing a degree in other schools. He is required to submit a written permit specifying the subject code and description with its corresponding units.

D. Second Courser

This status refers to a special student who is allowed to enroll in BCC for the purpose of earning units/completion of another course.

Admission Policy

No student shall be denied admission to this Institution by reason of age, sex, nationality, religious belief, or political affiliations.

Any person seeking admission into any of the program offering of this Institution, such as DepEd Basic Education, BTVTED, BSIT, BSCRIM, BSBA must satisfy the minimum admission requirements specified in the program applied for. Relevant working experience may be considered in lieu of the minimum admission requirements by the Program Admission Committee.

The minimum requirements for admission to any program are the Form 138 (Report Card) for high school/Honorable Dismissal/TOR for transferees/college students, PSA, and Good Moral Certificate.

Since this Institution has opted for the “Open Admission Policy,” no entrance examination is required to be administered to the enrollees.

SECTION 4 : SCHOOL FEES AND PAYMENTS

Printed copies of information concerning tuition and other fees are given out during the enrolment period. Parents can select what mode of payment they prefer, either ONE-TIME PAYMENT or MONTHLY INSTALLMENT BASIS.

1. Entrance and miscellaneous fees are payable in full upon enrolment and is not refundable.

2. SSG elected President is granted the full privilege of free tuition fees, and will only pay the entrance and miscellaneous fees.
3. A 5% discount on tuition fees will be given if the student pays the fees of the entire term.
4. Monthly installments must be paid a week before the day of the examination.
5. Students must keep their receipts for reference in case of need.

The following **Scholarship Grants** are offered by this school:

1. **CAPT. JOSE MARTINEZ SCHOLARSHIP**

- Valedictorian graduate is given 100% discount in tuition fees.
- Salutatorian graduate gets 50% discount in tuition fees.
- Student with Honorable Mention award is given 25% discount in tuition fees.

2. **SPECIAL PRIVILEGES**

- SSG President elect gets 100% discount in tuition fees
- Self-supporting student gets 50% discount
- BCCI Alumni Grant of 50% discount in tuition fees is given to their immediate children or siblings
- Children of Barangay Captains get 50% discount in tuition fees.
- City/Municipal Mayors Scholars/Congressional Scholars or Barangay Scholars get 50-100% discount in tuition fees, depending on the result of the qualifying examination.

3. **FAMILY PACKAGE**

- The family who enrolls **five (5)** children simultaneously in a school year is granted 100% discount to the youngest sibling.
- The family who enrolls **three (3)** children simultaneously in a school year is granted 50% discount for the youngest sibling
- The family who enrolls **two (2)** children simultaneously in a school year is granted 25% discount to the youngest sibling.

4. **FRIENDS PACKAGE**

- Barkadahan or peers of **four (4)** or more can avail of 50% discount each.
- **Three (3)** or trio barkadas are given 30% discount each.
- Best friends **(2)** are given 25% discount each.

A student can enjoy only **one (1)** scholarship privilege of his choice. He cannot enjoy two privileges to give chances to others who need to enjoy a scholarship grant to continue their studies. For example, being a TES grantee, she/he can no longer enjoy the 50% discount as special privilege, or 100% discount as Valedictorian graduate.

Non-Settlement of School Obligations - Students paying in a monthly installment basis must pay their obligations on time. The school reserves the right to suspend any student from the class roll if after two (2) formal notices to the parents, they still fail to settle their accounts within the prescribed time.

Students enjoying special privileges/discounts/grants should pay their school obligations on time. Failure to promptly settle their accounts can be grounds for termination of the privileges/discounts/grants.

In the event that the discounted student will receive any grant from other agencies, the amount will be deducted from the discount given by the school.

SECTION 5 : WITHDRAWAL OF ENROLMENT

When a student is enrolled in BCCI, it is understood that he is enrolling for the entire semester. Withdrawal with a valid reason is allowed. However, if the request to withdraw would be made two (2) weeks after the start of classes, the student will be charged the full amount of all the fees for the whole semester. This also applies to student who does not officially request for withdrawal from BCCI.

Refund of Payments

No refund of the entrance and miscellaneous fees may be allowed when one withdraws any time after registration. However, only payments made exceeding the entrance and miscellaneous fees is subject to refund under the following terms:

1. Seventy percent (70%) of the excess amount if withdrawn within the first week after the start of classes.
2. Forty percent (40%) of the excess amount if withdrawn within the second week after the start of classes.
3. After the second week of classes, no refund is allowed.

SECTION 6: ACADEMIC LOAD, SUBJECT SEQUENCE, ADDING, CHANGING, AND DROPPING OF SUBJECT(S)/SCHEDULE(S)

Academic Load

The academic load of the student must be in accordance with the approved curriculum for each course or discipline.

No undergraduate student shall be allowed to take more than the number of units specified in his curriculum, except for graduating students, but not more than six (6) units and to be approved by the Department Head and duly noted by the Registrar for proper recording.

Subject Sequence

Subjects with prerequisites, like Physical Education and NSTP subjects should be strictly observed. PE 1 should be passed first before taking higher PE subjects which can be taken in any order. NSTP and Practicum can be enrolled when 80% of the curriculum has been taken.

Adding and Changing of Subject(s)

Adding or changing of subject(s) is only allowed within three weeks from the start of classes and upon approval of the Department Head, duly noted by the Registrar for proper recording. Subject(s) changed during this period will not appear in the student's transcript of records.

The steps necessary to approve the request for adding, changing, and/or dropping of subject(s)/schedule(s) are as follows:

1. Accomplishment of the request form (3 copies)
2. Instructor's consent
3. Department Head's endorsement
4. Assessment of fees (if any) as result of the change
5. Validation and official "stamping" of the student's and instructor's copy by the Registrar.

Change of Schedule(s)

Request for a change of schedule(s) will not be considered for the following reasons:

1. Transfer from one teacher to another with the same subject description without prior knowledge of the original teacher.
2. Free up either the after or evening session.
3. Be with friends in the same class.

Dropping of Subject(s)

A student is allowed to drop subject(s) a week before the midterm examinations. The transcript will reflect a grade of "DRP" for the subject, earning zero credit for the student.

SECTION 7 : SUBSTITUTION OF SUBJECT(S)

No substitution shall be allowed for major and mandated subjects prescribed in the curricula in which the student has failed, except when approved by the Head of the Department and the Registrar. Substitution of subjects may be authorized in any of the following cases:

1. A curriculum has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new one. However, in case of curricular revision, the student follows the curriculum he was enrolled in the first year;
2. If there is conflict of schedule between the required subjects;
3. The required subject is not offered during the semester.

SECTION 8 : CROSS-ENROLMENT

A fourth-year student may be allowed to cross-enroll in another school with prior approval of the Registrar if the subject(s) he needs to enroll in during a given term is /are not offered in BCCI.

SECTION 9 : ATTENDANCE AND PUNCTUALITY

1. Students are required to attend all class
2. es starting from the first meeting of every course. Non-attendance in any required class or academic activity constitutes an absence. Time lost due to late enrolment shall also be considered as absence.
3. A student shall be considered absent from class if he is not present within the first third fraction of the scheduled class time. In other words, a student is considered absent if he arrives after:
 - a. The first 60 minutes for a three-hour class;
 - b. The first 30 minutes for one-hour and a half class; and
 - c. The first 20 minutes for a one-hour class.
4. A student is considered late or tardy if he arrives in class during the third fraction of the scheduled class time, that is, if he arrives within the time schedules described in 9.2 above.
5. Three incidences of tardiness shall be considered as one absence from class.
6. Absence(s) authorized in writing by the College because the student concerned officially represents the College at some function or affair shall be excused. The Department Head shall inform the faculty member(s) concerned.
7. Excused absences are limited to the following cases:
 - a. Indisposed due to severe illness or accident, certified by the attending physician;
 - b. Death of next of kin (parent, grandparent, brother, sister, spouse, child, or guardian), a death certificate of which should be submitted to the Department Head upon the return of the student.
 - c. Other special cases deemed meritorious by the Department Head.
8. Excused absences are for time missed only. All work covered by the class during the student's absence will have to be made up by the student within a reasonable period of time.
9. Six successive unexcused absences shall be reported by the faculty member concerned to the Guidance Office who shall call for the student and notify his parents/guardian.
10. A student who ceases to attend classes until the end of the term or has been absent for at least 20 percent of the total number of hours for the semester shall be automatically dropped from the class roll and shall be given a grade of 5.0.

The student, however, can make an appeal to his instructor for consideration. The instructor concerned will decide whether the student can still make up for the lost days that he was absent.

SECTION 10 : EXAMINATIONS

Every student is obligated to take all scheduled examinations within the required examination permit issued by the Cashier. No student shall be allowed to take the examination without the said permit. The use of examination booklet is also required.

Special examinations are allowed but should be given not more than two (2) weeks from the last day of the regular examinations. A fee of fifty (Php50.00) pesos shall be paid including the required balance before a special permit will be released.

SECTION 11 : GRADING SYSTEM

1. The final grade of the student is in numerical expressed to the nearest tenths. Numerical percentage is as follows;

PERCENT		RATING	PERCENT		RATING
99-100%	-	1.0	84%	-	2.1
97-98%	-	1.1	83%	-	2.2
95-96%	-	1.2	82%	-	2.3
93-94%	-	1.3	81%	-	2.4
91-92%	-	1.4	80%	-	2.5
90%	-	1.5	79%	-	2.6
89%	-	1.6	78%	-	2.7
88%	-	1.7	77%	-	2.8
87%	-	1.8	76%	-	2.9
86%	-	1.9	75%	-	3.0
85%	-	2.0	Failure-		5.0

W - Withdrawn NA – No Attendance DRP – Dropped INC – Incomplete NG – No Grade

Withdrawn (W) is given if the student withdraws from the Institution with or without formal notification from the Registrar.

No attendance (NA) is given if the student was officially enrolled but had not attended the class.

Dropped (DRP) is given to student who has exceeded the allowable number of absences.

Incomplete (INC) is temporarily given to a student who may qualify for passing but has not complied with the subject requirement(s). Such requirement(s) must be satisfied within 60 days from the end of the term; otherwise, the grade automatically becomes a “5.0”.

No grade (NG) is given to a student whose scholastic performance is not sufficient to merit a passing grade.

Basis of Computing the Grade

A. For Midterm Grade

1. Summative Test (60%)

Prelim (30%)

Midterm (30%)

2. Class Work (35%)

a. Quizzes

b. Reports

c. Projects

d. Board work

e. Attendance

3. Values (5%)

100%

B. For Tentative Final Grade

Summative Test (60%)

Semi-Finals (30%)

Finals (30%)

Class Work (35%)

a. Quizzes

b. Reports

c. Projects

d. Board work

e. Attendance

Values (5%)

100%

B. For Final Grade

Midterm Grade 50%

Tentative Final Grade 50%

100%

Sample Computation of Final Grade

A. For Midterm Grade

1. Summative Test (60%)

Prelim = 90

Midterm = 88

178

÷ 2

89

x .60

53.40

B. For Tentative Final Grade

1. Summative Test (60%)

Semi-Finals = 85

Finals = 90

175

÷ 2

89

x .60

52.50

2. Class work (35%)

Quizzes = 90

Reports = 90

Projects = 90

Board work = 90

Attendance = 90

450

÷ 5

90

x .35

31.50

2. Class work (35%)

Quizzes = 89

Reports = 85

Projects = 85

Board work = 89

Attendance = 89

437

÷ 5

87.4

x .35

30.59

$$\begin{array}{r}
 \text{3.Values (5\%)} \\
 \text{Equivalent} \quad 90 \\
 \quad \times .05 \\
 \hline
 \quad \quad 5.50 \\
 \hline
 \quad \quad \quad 89.40
 \end{array}$$

$$\begin{array}{r}
 \text{3. Values (5\%)} \\
 \text{Equivalent} \quad 90 \\
 \quad \times .05 \\
 \hline
 \quad \quad 4.50 \\
 \hline
 \quad \quad \quad 87.5
 \end{array}$$

B. For Final Grade:

$$\begin{array}{r}
 \text{Midterm} \quad \quad \quad 89.40 \\
 \text{Tentative Final Grade} \quad \underline{87.59} \\
 \quad \quad \quad 176.99 \\
 \quad \quad \quad \underline{\quad 2 \quad} \\
 \text{FINAL GRADE} \quad \quad 88.50 = 1.7
 \end{array}$$

11.2 RELEASE OF GRADES

The final grades shall be released officially by the Office of the Registrar to students without any pending accountabilities. The date of release will be posted at the School Bulletin Board. Students shall be solely responsible in monitoring such release. The Registrar shall prepare three (3) copies, one for the student concerned, one for the file copy of the Registrar, and for the parent/guardian which will be mailed to them.

SECTION 12 : REMOVAL OF “INC” GRADE

Before the Registrar can change the INC grade(s) of a student, the following steps shall be followed:

1. The student shall pay the Removal Fee to the Cashier and a completion form will be given to the student.
2. The student should comply with the required deficiency/deficiencies before the instructor can change the grade.
3. The student then submits the completion form with the final grade together with the required deficiency/deficiencies duly checked by the instructor to the Registrar for proper posting and recording.

SECTION 13 : ACADEMIC REQUIREMENTS/RETENTION POLICY

The following scholastic deficiency is adopted by the school:

1. **Warning** - Any student who, at the end of the semester, obtains final grades of “5.0” in 15% of his total number of units enrolled in, shall be given a warning by his Department Head to improve his work for the next term.
2. **Probation** - Any student who has received two (2) successive warnings shall be placed on probation. Such probation may be lifted the following semester if the student passes all his subjects for the semester.
3. **Dismissal** - Any student who has been advised to transfer to another department due to his poor academic performance and who again fails in 50% or more of the total number of units enrolled in which he receives final grades shall be permanently disqualified from readmission to this Institution.

A grade of incomplete (INC) is not included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made. Required subjects wherein a student has failed shall take a precedence over the subjects in his succeeding enrolment.

SECTION 14 : DEAN'S LIST

Any student who, at the end of the semester, obtains a Weighted General Average (WGA) of 2.0 or 85% (excluding NSTP grades) is included in the Dean's List. Students who are Dean's listers must not have a grade below 2.0 or 85% in any subject.

SECTION 15 : GRADUATION REQUIREMENTS

The student shall comply the following requirements for graduation:

1. Duly approved application for graduation form
2. NSO authenticated birth certificate (original & 2 photocopies)
3. Marriage Contract (if married)
4. Form 138-A or Transcript of Records from previous school
5. Clearance from the Cashier's Office

Students graduating in May or October can attend the graduation ceremony, provided that they have complied the following requirements:

1. Approved application for graduation form
2. Full payment of pre-enrolment of the lacking term
3. Submission of all the required documents stated above.

SECTION 16 : GRADUATION WITH HONORS

Every candidate for graduation with honors must:

1. Complete a minimum of 75% of the required subjects of the program or course in this College.
2. Carry the normal load prescribed in his curriculum, except in the last semester. In the night school or evening classes, 15 units per semester shall be considered normal load.
3. Have no grade below 2.0 or 85% in any academic subject, whether prescribed or not in his curriculum which he has taken in this College, or in any other educational institution.
4. Have no final grade of "5.0" in any academic and non-academic subjects whether or not prescribed in his curriculum which he has taken in this College or in any other educational institution.

The NSTP grades shall not be considered in the computation of the general average of the college graduating students, as contained in Section 12 of Republic Act No. 9163 otherwise known as the National Service Training Program (NSTP) Act of 2001, and as issued by the Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), and Department of National Defense (DND), in consultation with concerned government agencies.

The Department Head, in close coordination with the Registrar, shall recommend a student who completes his baccalaureate course with any of the following weighted average to graduate with honors:

Summa Cum Laude - 1.2 to 1.0 with no grade in any subject below 93% or its equivalent.

Magna Cum Laude- 1.6 to 1.3 with no grade in any subject below 89% or its equivalent.

Cum Laude- 2.0 to 1.7 with no grade in any subject below 85% or its equivalent.

SECTION 17: SUMMER OFFERINGS

During summer term, the normal load shall be six (6) units. In justifiable causes, however, the Department Head and Registrar may allow a student to take nine (9) units.

SECTION 18: REQUEST OF SCHOOL RECORDS

A student requesting for his school records for the purpose of transferring to another school must comply the following steps:

1. File a request for release of school records in the Office of the Registrar. The school requires an authorization letter duly signed by the student concerned before any record will be released.
2. The Records-in-Charge will check if the records on file is complete.
3. The student or his authorized representative brings the filled-up form to the Cashier's Office for accounts verification. All accounts should be settled first, including the processing fee, before signing the request form.
4. The student or his authorized representative returns the request form to the Registrar's Office who will then inform him of the date for the release of such documents.

SECTION 19: LEAVE OF ABSENCE

1. Any student intending to take a leave of absence exceeding one school year or more shall file a written letter to the Registrar stating the reason therein for the leave.
2. Any student who fails to file a formal leave of absence shall be classified as a new student and shall be assessed based on the rates for new students by the time he returns to school

SECTION 20: SCHOOL DISCIPLINE

All students are required to maintain good school discipline inside the campus, as well as outside the premises when students are engaged in activities authorized by the school. Therefore, he should be aware of some provisions of the code to serve as guide for his actions. Ignorance of the rules is not a valid excuse.

A. Minor Offenses

1. Tardiness and absences (Please refer to Section 9 on Attendance and Punctuality)
2. Cutting classes
3. Littering
4. Reading materials, such as novels or pocketbooks, comics, etc., during class hours, unless it is part of the class activities
5. Chewing gums, eating, or drinking while the class is going on
6. Wearing tattered pants or short pants, sleeveless and slippers to class
7. Wearing seductive dresses during free days (Wednesdays) for women
8. Spitting on the floor anywhere in the school premises
9. Using of cellphones or other electronic devices during class hours
10. Forging parents' signature in school related activities, such as field trips, etc.
11. Inviting visitor(s) during school hours without valid reason.
12. Misbehavior or disobedience during parades or other school-related activities and out of school campus activities.

A. Major Offenses

1. Commission for the third time any of the minor offenses
2. Carrying deadly weapon within the school premises
3. Gambling of any form within the school premises
4. Possession, using, or selling prohibited drugs
5. Speaking rough and vulgar language
6. Intoxication or under the influence of liquor
7. Instigating illegal strikes or similar subversive activities that eventually disrupt classes
8. Falsifying any official documents for enrolment, graduation or for any purposes
9. Forging the signature of persons on authority or parents in official communications
10. Direct assault/disrespect to any faculty, administration or staff resulting to ridicule or contempt
11. Threatening any student, faculty, or school personnel
12. Attempt on the life of any student, faculty, or school personnel
13. Recruitment and/or membership in any fraternity or sorority
14. Dishonesty or cheating during examinations
15. Copying assignments from other students
16. Vandalism or similar acts, such as writing or engraving on walls, chairs, or tables, thus destroying school properties
17. Fighting within the school premises
18. Direct assault to any student
19. Stealing or an attempt made
20. Unauthorized use of the name of the school, school personnel for any purpose, such as soliciting funds and nay other school activities
21. Scandalous display of affection

Disciplinary Measures

Disciplinary measure is imposed to any student whose action does not meet the required standard behavior of the school.

SANCTIONS

Based on the Manual of Regulations for Private Schools, three (3) areas of disciplinary sanctions are imposed upon erring students commensurate to the gravity of such offense(s).

Suspension

Suspension of an erring student is made for a maximum period of not more than twenty percent (20%) of the prescribed school days.

Dropping

A student may be dropped from the school registry during the school year if found undesirable. Transfer credentials can be issued.

Expulsion

This sanction which needs the approval of the Department of Education/Commission on Higher Education (DepEd/CHED) debars the erring student from all public and private schools.

Minor Offenses

1. For first offense, an erring student is required to make a promissory note not to commit the same offense in the future.
2. For second offense, the parents/guardian will be summoned while preventive suspension is going on.
3. For third offense, suspension of the student for two (2) days or more shall be imposed. A promissory note is required.
4. For succeeding offenses, the erring student shall be advised to transfer to other school or will be dropped from the roll of the college.

Major Offenses

The Head of the Student Affairs shall conduct an investigation of the case and make a recommendation to the School President of the sanction to be imposed on an erring student.

SECTION 21: PROCEDURE FOR THE SETTLEMENT OF COMPLAINTS OR GRIEVANCES

The procedure for the redress and settlement of complaints and grievances in the school shall conform to due process of law in order to ensure the highest degree of fairness and justice to all concerned. To the greatest extent, however, all concerned should seek all remedies through counseling, arbitration, and amicable settlement of conflicts.

In every case, the ultimate aim shall be the restoration of impaired human dignity and, where necessary, restoration of material damages. Sanctions and punishment shall be meted out sparingly, taking into considerations the capacity of individual to learn and profit from their mistakes.

1. The essential processes involved:
 - 1.1. Any concerned or aggrieved party, whether student or school personnel, should ask an initial step by seeking advice or consult with an appropriate responsible person, such as teacher or official whose area of responsibility the problem arose. Problems which are psychological in nature should be referred directly or through a responsible third party to the Guidance and Counseling Office.
 - 1.2. As much as possible, problems should be solved in the initial stage of consultation and advice.
 - 1.3. Complaints shall be in writing and filed with the Office of the Student Affairs Services (OSAS), formerly called Office of the Head of Student Affairs (OHSA) in the case of the following complaints:
 - a. Students against students
 - b. Non-teaching personnel against students
 - c. Faculty members against students; and with the Legal Office in the case of complaints against faculty members or non-teaching personnel.
2. The guidelines shall be:
 - a. Conflicts between two students or student group involving student-promulgated rules shall be referred by the Head of Student Affairs to the appropriate unit of arbitration, System of the Student Supreme Government (SSG).
 - b. Complaints by a student against a faculty member or a college employee shall be referred in like manner to the Head of Student Affairs for referral to the proper academic or administrative unit concerned.
 - c. Complaints by the teacher or school personnel against a student or student group shall likewise be referred to the Head of Student Affairs.
 - d. Complaints by a non-student against academic or administrative personnel shall be referred to the Legal Office.
 - e. Student Disciplinary Board (SDB) shall be composed to two representatives from the students who shall be recommended by the Student Council and two from the faculty who shall be appointed by the School President. Majority of its members shall constitute a quorum necessary for the conduct of disciplinary proceedings. The presiding officer shall be elected from among its members.
 - f. The Student Disciplinary Board shall submit to the School President through the Head of Student Affairs, their findings and recommendation on any offenses mentioned in the Student Handbook.
 - g. In all disciplinary proceedings, both complainant/s and respondent/s shall have the right to counsel of their own choice to present affidavit and counter-affidavit to support their respective claims or defenses. In all proceedings of the SDB, the same shall be summary in nature.
 However, students shall be entitled to the right of due process in all disciplinary proceedings.
 - h. Perspective period: All cases referred to the Student Disciplinary Board shall be resolved within two weeks.
3. The academic or administrative unit to which a complaint is referred shall aim at settling the case through arbitration and amicable settlement. When this is not possible, the unit

concerned shall refer the case for proper investigation to the Legal Office which shall in turn submit its corresponding recommendations to the School President.

4. The decision of the School President shall be final and executory, unless appeal is made to higher authorities, including the Board of Trustees. The decision of the Board of Trustees shall be deemed final and executory without prejudice to the provision of the Civil Service Law.

SECTION 22: STUDENT AFFAIRS AND SERVICES

A. Student Welfare Programs and Services

The Office of the Student Affairs (OSA) is in-charge of the full implementation of the different Student Welfare Programs and Services to ensure and promote student well-being. Some of the programs and services wherein students of BCC can join or participate are the following:

Cultural Programs – to develop and enhance talents, abilities, and values for appreciation, promotion, and conservation of national and multi-cultural heritage.

Canteen Services - to the insurance of available, adequate, safe and healthful food within the campus and immediate vicinity.

Medical, Dental, and other Health Services- the Health and Sanitation Office (HSO) provides medical, dental, and other health services to all students placing emphasis on preventive medicine, campus cleanliness and the sanitation programs to prevent illness and other health problems.

Leadership Development Programs - for personal and organizational effectiveness.

Safety and Security Services- for safe and secure environment for its constituents and that of the members of the academic community.

Social and Community Involvement- to develop social awareness, personal internalization and meaningful contribution to nation-building.

Sports Development Programs- BCC aims to develop physical fitness and wellness of students.

Students Discipline- the judicious implementation of institutional rules and regulations governing student behavior.

Students Housing Services - assistance provided to ensure access to accommodation that is safe and conducive to learning.

Student Organizations and Activities Services – refers to the recognition/accreditation, supervision and monitoring of student groups/organizations, including the evaluation of their activities.

B. Student Development Programs and Services

The Head of the Guidance and Counseling Center (HGCC) is in-charge of the implementation of the different Student Development Programs and Services for the exploration, enhancement, and development of the student's full potentials for personal development, leadership and social responsibility through various institutional and/or student-initiated activities, such as stated below:

Admission Services - services that monitor the processing of student's entrance and admission requirements.

Information and Orientation Services - informative activities and materials designed to facilitate student's adjustments to college life.

Career and Placement Services - for vocational and occupation fit and employment assistance through the use of Online Surfing and with the assistance of the Career Hub of Butuan City Colleges, Inc.

Guidance Services – a set of services using an integrated approach to the development of well-functioning individual primarily by helping them utilize their potentials to the fullest.

1. Counseling – can be individual and/or group intervention designed to facilitate positive change in student behavior, feelings, and attitudes.
2. Appraisal - gathering of information about students through the use of psychological tests and non-psychometric devices.
3. Referral - coordination with multi-disciplinary team of specialists to ensure that special needs of students are met.
4. Services for Students with Special Needs – programs and activities designed to provide equal opportunities to persons with disabilities, indigenous people, single parents, etc. (academic accommodation for learners with special needs).

Scholarships and Financial Assistance Services - the allocation and generation of funds for scholarship grants and financial aids for deserving students.

Students who are granted any of the grants shall abide by the following conditions:

I. Financial Terms and Conditions

1. The grantee will secure payment for the other fees (registration fee, miscellaneous & laboratory fees, and entrance fee) not covered by the scholarship.
2. The grantee will be officially enrolled only after the payment of the registration fee. This amount should be fully settled before classes start. It is non-refundable.
3. Monthly installments should be settled prior to the examination dates. Failure to promptly settle the accounts can be grounds for termination of the scholarship.
4. If the grantee drops out of the program, the grant will be automatically cancelled and the student is required to pay the full amount of the entire school year on the regular rate.

II. Academic and Institutional Conditions

1. Abide by all the rules and regulations of Butuan City Colleges, Inc.
2. The grantee should not have a failing grade in all subjects enrolled.

3. Secure copies of required instructional materials (lecture guides, manuals, or books) for an effective curriculum delivery.
4. Participate in all scheduled school activities (intra or extra).
5. Commit to achieving communication fluency and technological proficiency even outside the classroom.
6. Adhere to English-speaking Policy.

SECTION 23: SUPREME STUDENT GOVERNMENT (SSG)

Butuan City Colleges, Inc. recognizes the right of the students to govern themselves and be represented in appropriate student councils, or in school administrators' meeting if necessary. The Office of Student Affairs Management (OSAM) is in constant collaboration with the SSG Adviser, whose primary duty is to check if the SSG Constitution and By-Laws is properly followed.

23.1. Other Student Organizations

BCCI recognizes the right of the students to organize an organization; however, the school only recognizes organizations whose memberships are exclusively composed of BCCI students and is duly approved by the Head of Student Affairs. Fraternities, sororities and other organizations shall be subjected to disciplinary sanction specified in Section 20 in the major offenses number 13 of this handbook.

SECTION 24: SCHOOL FACILITIES

24.1. Library

The Library is open Mondays-Fridays, 9:00 – 12:00 Noon, 1:30-7:00 in the evening. A computer with internet access is installed to supplement the research activities of the students.

LIBRARY RULES AND REGULATIONS

1. Silence is a must at all times.
2. Library is mainly for research. Eating, smoking, sleeping, making of visual aids, doing projects, group study and littering are not allowed. Students caught will be sent out and their library privileges will be suspended for a week.
3. The Library should be kept clean and orderly.
4. All library materials must be handled with utmost care. Cutting or tearing and writing on pages are strictly prohibited. Anyone caught doing such acts shall be made to replace the materials destroyed or pay twice the acquisition cost.
5. Books or other reading materials should be properly returned after using.
6. Mobile phones should be switched-off or at least in the silent mode while inside the library.
7. Students are required to abide with the library rules and regulations found in the library card. The librarian has discretionary power to lend, refuse or recall any borrowed book at any time.

Policies for the Students

1. Students must present a LIBRARY CARD with a latest ID picture before they can borrow book/s overnight.
2. General reference books (encyclopedia, dictionaries, atlases, almanacs, etc.), periodicals, and rare collections must be read within the library.
3. Students can borrow books in the circulation section for three (3) days, while reserved books can only be borrowed overnight.
4. A lost library card must be immediately reported to the Library in-charge.
5. For any damage done to the book, the borrower is obliged to replace it with exact copy of the book. If no book of the same title and author as the lost book is available, the student should be made to pay based on the acquisition cost plus 10% as penalty.

24.2. Computer Laboratories

BCCI students are provided with a computer laboratory usage. Included in the student's school fees is the 20 hours/semester usage of the computers for researches and projects.

24.3. Audio-Visual Room

Audio-visual room (AVR) is intended for various activities of the students and for other related activities. This AVR can accommodate 100 persons with fully air-conditioned facilities.

SECTION 25: NATIONAL POLICIES ON HEALTH, SAFETY AND SOCIAL WELFARE

I. DRUGS

1. The management will conduct awareness and education to all employees of the adverse effects of dangerous drugs as well as the monitoring of teachers susceptible of the drugs abuse.
2. Management will display a billboard or streamer in conspicuous place in the school with message "THIS IS A DRUG-FREE ESTABLISHMENT; LET'S KEEP IT THIS WAY ALWAYS".
3. Management will extend drug abuse prevention advocacy and training to all teachers, families and respective communities.
4. No teachers shall be discriminated against, from pre to post employment, including hiring, promotion or assignment, because of their Hepatitis B status.
5. Teachers found to be Hepatitis B positive will not be declared unfit to work without appropriate medical evaluation and counseling.
6. Teachers will not be terminated on the basis of their actual, perceived or suspected Hepatitis B status.
7. The school management will allow a teacher with Hepatitis B-related illness to work for as long he/she is medically fit.
8. All personal data relating to a teacher's Hepatitis B status shall be bound by the rules of confidentiality and shall be strictly limited to medical personnel.
9. The school management shall take measures to reasonably accommodate teachers who are Hepatitis B positive or with Hepa B-related illness.
10. Through agreements made between management and teachers, measures to support those with Hepatitis B are encouraged through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

II. ANTI-SEXUAL HARRASSMENT POLICY

1. Pornographic materials, wearing of seductive clothes that could stimulate rude sexual behavior should be avoided.
2. Good moral conduct, respect for each other, avoid saying malicious words or doing harmful actions towards the same and opposite sex should be practiced.
3. Everyone is advised to keep away from prohibited drugs that could result into irregular behavior.
4. Saying abusive jokes or teasing harshly to the opposite sex which might result to sexual harassment should be avoided.
5. Suspension of work shall be meted out to anyone caught violating any of the above policy, or termination of work if done repeatedly.

III VIOLENCE AGAINST WOMEN AND CHILDREN

An act which defines violence against women and children is embodied in the Republic Act No. 9262 which provides protection against victims and prescribes penalties and other purposes. The school, therefore, is tasked to be wary of the occurrence of such violence in the vicinity and its environment to protect the female/girl enrollees and ensure that they are safe and free from harassment.

IV. ANTI-HAZING ACT

Based on RA Act No. 8049 which is on the Anti-Hazing Act of 1995, that regulates the acts of hazing and other initiation rites in fraternities and sororities in the country, the school prohibits and penalizes violence in such practices of hazing. This has been prevented by not allowing students to form their organizations such as fraternities and sororities.

V. ANTI-BULLYING ACT

Bullying is experienced by students who are considered the underdogs by those students who deem themselves above and beyond all those in terms of financial and social standing. However, with the presence of Anti-Bullying Act under RA No. 10627 as a law that protects students from being bullied in schools, the students are already aware of the repercussions they might have should they be found bullying students.

The sanctions for violation of this act can be found under Disciplinary Measures.

VI. GENDER-FAIR EDUCATION

The school recognizes and practices gender-fair education which aims to promote the teaching and learning of equality of gender which highlights female experiences as products of historical and cultural processes. This closely pertains to LGBTQ rights to existence of human individuals and empower all students to become equal in the educational process.

VII. SERVICES FOR LEARNERS WITH DISABILITIES

Republic Act no. 11650 is on instituting a policy of supporting learners with disabilities, establishing including learning resource centers, providing for standards of learning, and for giving them equal opportunity to education. Students with disabilities who have enrolled in this institution are given the equal right to education by giving them extra support and time to grow and learn as individuals in this society.

VIII. CYBERSECURITY & DATA PRIVACY ACT

DATA PRIVACY ACT OF 2012 is an act which protects individual personal information in communications systems in the government and the private sector. Data breaches can take place on both a large and small scale, but most people are probably more familiar with the bigger incidents. Every employer faces the reality that they could be the target of a network security breach. On its most basic level, data privacy is a consumer's understanding of their rights as to how their personal information is collected, used, stored and shared.

Cybersecurity, or information security, refers to the measures taken to protect a computer or computer system against unauthorized access from a hacker.

A cybersecurity breach can jeopardize credibility and cost small businesses without cyber liability insurance thousands of dollars (or more) in damages, impacting customer service, productivity and reputation.

REFERENCES

The minimum standards/approaches/actions are all anchored from the statutory obligations/mandates of the Commission and roles and responsibilities of higher education institutions (HEIs) stated in the following issuances:

- Batas Pambansa (BP) 232 – Education Act of 1982
- Republic Act (RA) 7079 – Campus Journalism Act of 1991
- RA 7192 – Women in Development and National Building Act
- RA 7277 – Magna Carta for Persons with Disabilities
- RA 8545 – GASTPE Law
- RA 9165 – The Dangerous Drugs Act of 2002
- RA 9211 – Tobacco Regulation Act of 2003
- RA 9418 – Volunteer Act of 2007
- RA 9512 – National Environmental Awareness and Education Act of 2008
- RA 9710 – The Magna Carta of Women
- RA 9729 – Climate Change Act of 2009
- RA 9262 – Anti-Violence Against Women and Their Children Act of 2004
- RA 11036 – Mental Health Act
- RA 11053 – Anti-Hazing Act of 2018
- RA 11166 – Philippine HIV and AIDS Policy Act
- RA 11261 – First Time Jobseekers Assistance Act
- RA 11313 – Safe Spaces Act
- RA 11551 – Labor Education Act
- RA 11861 – Expanded Solo Parents Welfare Act
- Executive Order (E.O.) 193, 12 November 2015 – Enhanced National Greening Program
- EO No. 101, 10 Jan. 2020 – Attaining “Zero Hunger”
- Joint Administrative Order (JAO) No. 2022-0001 – Guidelines on Healthy Settings Framework in Learning Institutions
- CMO No. 09, s. 2013 – Enhanced Policies and Guidelines on Student Affairs and Services
- CMO No. 18, s. 2018 – Implementing Guidelines for the Conduct of Drug Testing Of Students in All Higher Education Institutions (HEIs)
- CMO No. 04, s. 2020 – Guidelines on the Implementation of Flexible Delivery of Student Affairs and Services (SAS) Programs during the COVID-19 Pandemic
- and other related laws, guidelines, issuances, etc.