QUEZON CITY POLYTECHNIC UNIVERSITY

1994

Student Manual

2018-2022

Revised 2018

FOREWORD

This Handbook provides information that outlines policies and guidelines on rights and responsibilities of students enrolled at the University. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. It is also necessary to familiarize themselves with school regulations to eliminate misunderstandings and join in the effort to maintain a quality education.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing as to cover every situation and circumstance that may arise during any school day or school year. The University expressly reserves the right to amend, deviate from or add to these document and the rules, regulations, policies, and procedures applicable to students and to respond to specific situation in a manner that the administration deems appropriate under the circumstances.

TABLE OF CONTENTS

BRIEF HISTORY

The Quezon City Polytechnic University came into existence on March 1, 1994 by virtue of the City Ordinance No. SP 171. The institution was created to undertake the training of skilled workers in response to the manpower requirement by industry and business establishments within the City. The organization of the Polytechnic as a local government educational institution included the old Skills and Training Center. On June 24, 1994 Quezon City Polytechnic was inaugurated.

The Three-Year Technician Curriculum was introduced in SY 1994-1995, designed to develop highly competent technicians for industry in the areas of Automotive Technology, Electrical Technology, Refrigeration and Air-Conditioning Technology, and Fashion Technology. The following school year, Electronics Technology, Mechanical Technology, Computer Technology and the industry-led pilot course Boiler Technology were added.

The QCP established its reputation among local government units as a show window and model technology-based institution paving the way for its recognition by the Technical Education Skills and Development Authority (TESDA) and for developing a strong alliance with the Japanese International Cooperation Agency (JICA). On August 20, 1997, the Polytechnic was enhanced into a University through City Ordinance No. SP 544, S-97. On March 20, 2001, the QCPU was further enhanced by providing its CHARTER through Ordinance SP-1030, s-2001. Starting 2005-2006, the University has started offering degree programs. Initially, the courses are BS in Entrepreneurial Management, BS in Information Technology, and BS in Industrial Engineering.

In the present administration of Mayor Herbert M. Bautista the BS Electronics Engineering and Bachelor of Science in Accountancy are added to the degree courses offered by the university. The new Technical-Vocational Courses include 18-week curriculum on Automotive Servicing, Basic and Advanced Consumer Electronics Servicing, Basic and Advanced Computer hardware Servicing, Basic and Advanced Computer Programming, Basic and Advanced Computer Secretarial, Basic and Advanced Electrical Installation and Maintenance, Carpentry (Furniture making), Cuisine Arts and Banquet Service Preparation, Dress Making, Motorcycle or Small Engine Servicing, Refrigeration and Air-Conditioning Servicing and Shielded Metal Arc Welding.

VISION

The constituents of the Philippines as a whole, while starting in Quezon City in particular, enjoy the good life, mainly as a result of their native talent, gained wisdom and hard work.

MISSION

To provide education that will awaken full understanding of the essence of the natural resources of the country and the potentials of the human resources of the nation.

CORE VALUES: NICE IN U

Nationalism/*Pagkamakabayan*
Integrity/*Pagkamarangal*
Creativity/*Pagkamalikhain*
Excellence/*Kahusayan*
INdustry/*Pagkamasipag*
Unity/*Pagkakaisa*

OBJECTIVES

1. To develop the intellectual, moral, and cultural values of the students and to expand their physical capabilities for productivity and social usefulness.
2. To provide a learning environment that enhances the value of academic excellence, entrepreneurship, service and accountability, in partnership with parents, students and the community.
3. To offer quality education at a reasonable and affordable cost for the financially disadvantaged but talented and deserving youth of Quezon City and the country.
4. To provide more equitable access to higher education through scholarships for the poor but academically deserving students.
5. To conduct research and develop uses for new and emerging technologies, and organize trainings pertinent to the improvement of the quality of life.
6. To encourage the participation of the faculty, students and staff in socio-civic activities to alleviate the plight of the less privileged members of the community.
7. To generate models for school-to-work opportunities in preparing students both for domestic and global economy.

Section 1
GENERAL DIRECTIVES

1.1. Every QCPU student is an extension and reflection of the University. As such, he/she is expected to be a model of the highest norm befitting a Filipino citizen.

1.2. QCPU students must be familiar with the contents of this manual. Ignorance of school policies and rules should not be used as an excuse to escape sanctions for infractions made.

1.3. The QCPU campus is strictly a no smoking zone.

1.4. Enrolled students are obliged to show courtesy to faculty members, employees and school officials.

1.5. Enrolled students shall be issued an official Identification Card and a Certificate of Registration will be validated and renewed every semester. The ID must be presented upon entering the premises and must be worn at all times inside the university. Any person entering the campus but fail to present his/her ID when requested maybe barred from entering the campus. *(Persons already inside the campus without the proper ID may be required to leave the campus).*

1.6. In case of loss of an ID, the student is required to immediately report to the Office of the Student Affairs not later than one day after the loss. The student shall be required to submit a notarized affidavit of loss before he/she shall be allowed to apply for a new ID. A graduating/withdrawing student or a student applying for honorable dismissal shall be required to surrender his ID before official documents could be released.

1.7. Students who have changes in their personal information such as transfer of residence or change in civil status should immediately inform the Registrar. Students shall be held accountable for incorrect information in their IDs, registration forms and other school documents.

1.8. All students shall be required to follow the University dress code for students, except for some meritorious exemptions provided in 4.2 Dress Code Policy. Students who fail to follow the proper dress code may not be allowed entry in the campus and in their respective classes.

1.9. Students may be allowed bringing their cellular phones/gadgets inside the campus provided that it shall be turned-off or set into silent mode during class hours. The University shall not be held responsible for lost cellular phones.

1.10. The University shall follow the current CHED policy on suspension of classes during typhoons and other calamities.

Section 2
ADMISSION AND ENROLLMENT POLICIES

2.1. POLICIES AND PROCEDURES FOR ADMISSION AND ENROLLMENT

2.1.1. QCPU reserves the right to admit only those students who meet the admission requirements and agree to comply with its scholastic standards and abide by its rules and regulations.

2.1.2. QCPU can refuse admission to any student for good and sufficient reason, such as dismissal for cause from another school.

2.1.3. Good health, good moral character, competence and readiness to pursue college education are important requisites for admission.

2.1.4. Admission is on a first-come first-serve basis. No reservation of slots is allowed.

2.1.5. No enrollee shall be accepted unless all the required documents are submitted.

2.1.6. The regular load of a student varies from 21-24 units in a particular semester depending on the program he/she is enrolled in. No student will be allowed to enrol more than the units indicated per year level. However, in special cases, the Registrar with the recommendation of the Program Chair may allow graduating students to have overload subjects up to 6 units.

2.1.7. Students are not allowed to enrol in subjects unless they have completed the pre-requisites.

2.1.8. A student may be allowed to enrol in the prerequisite subject concurrently under any of the following conditions:

a. If the pre-requisite is a repeated subject
b. If the student has a superior scholastic standing
c. If the student is graduating
d. If the subject is offered for that semester

2.1.9. A Master List of Officially Enrolled Students will be provided by the Registrar for the entire faculty. A student whose name does not appear in the official master list must present confirmation that he/she is indeed officially enrolled.

2.1.10. Cross-enrolment in another university will not be allowed under any circumstances.

2.2. ADMISSION REQUIREMENTS

2.2.1. University Admission Test (QCPUAT)

a. Certificate of Enrollment from High School/Form 138
b. Latest school credentials (Transferees)
c. Color 2x2 picture (2pcs)
d. Admission Test Fee

2.2.2. How to Apply for QCPUAT

a. Submit the requirements at the Admissions Office
b. Fill out the Application Form
c. Pay the required admission test fee at the Accounting Office
d. Present the receipt of payment at the Admissions Office for confirmation of the schedule of entrance exams

2.2.3. A student desiring to enroll in the University has to comply with the following Admission requirements:

a. Must pass the QCPU Admission Test (QCPUAT)
b. Must have at least a general weighted average of 80 or better for Degree Courses
c. Of good moral character
d. Is physically and mentally fit to pursue college education
e. Certified graduating from High School Alma Mater
f. Must pass the department interview

2.2.4. Documents to be submitted:
Note: All documents must be presented with original copy + 2 pcs. photocopies duly stamped "true" copy.

a. **Freshmen**

- Form 138 (4th Year High School Report Card)
- High School Diploma
- Certificate of Good Moral Character issued by the High School Guidance Counselor/Principal
- Barangay Clearance
- Medical Certificate/Clearance *(issued by the University Physician)*
- PSA Birth Certificate *(original and photocopy)*
- Color 2x2 picture (2pcs)
- QCPU long brown envelope (1)
- Mailing envelope with stamps

b. **Returnees**

- Summary of Grades/Evaluation of Grades (to be requested 2 weeks before enrollment)
- General Clearance from the Accounting Office
- Medical Certificate/Clearance (issued by the University Physician)
- Barangay Clearance
- QCPU long brown envelope (1)
- Color 2x2 picture (2pcs)

c. **Transferees**

- Certificate of Transfer Credentials (CTC)
- Honorable Dismissal
- Certified True Copy of Grades/Transcript of Records (TOR)
- Color 2x2 Picture (2pcs)
- Barangay Clearance
- PSA Birth Certificate *(original and photocopy)*
- Medical Certificate/Clearance *(issued by the University Physician)*
- Certificate of Good Moral Character from the Dean/Administrator of the previous school
- QCPU long brown envelope (1)

2.3. REGISTRATION AND ENROLLMENT PROCEDURES

2.3.1. Secure a Student Admission Form from the Admissions office.

2.3.2. Fill out the Student Admission Form and submit together with the required documents to the Admission officer for validation.

2.3.3. Pass the degree program/department interview.

2.3.4. Consult the program head/adviser or representative of the department about the courses to enroll and the schedule. (Refer to the bulletin board)

2.3.5. If irregular student, select class schedule/enlistment, fill out the Pre-Registration Form and submit to the adviser for approval then present it to the Registrar's Staff for confirmation of the schedule.

2.3.6. Pay the corresponding fees to the Accounting Office/Cashier.

2.3.7. After payment, present the official receipt of payment to the Registrar's staff.

2.3.8. Present the copy of the Registration Form to the professor on the first day of classes for identification and signature of faculty for the acknowledgment.

2.4. ADJUSTMENT OF ENROLLED SUBJECTS ADDING/ CHANGING/ DROPPING OF SUBJECTS)

2.4.1. Adding and deleting of subjects shall be considered valid only if filed and certified by the Registrar during the allowed period.

2.4.2. A student is allowed to change the subjects two weeks after the start of classes. However, the total number of units after the addition or deletion of subjects shall not exceed the total number of units prescribed in his/her curriculum and the rule on prerequisite shall be observed.

2.4.3. No adding or deleting of subjects shall be allowed after the second week.

2.4.4. No student shall be allowed to transfer from one professor to another under the same subject unless there is a written permission indicating a conflict of schedule and verified in the master list.

2.4.5. Dropping of all subjects (withdrawal of enrollment) may be allowed if the student leaves for abroad or could not further pursue his studies due to sickness or injuries and has not been absent for almost 20% of the authorized class sessions. A student will be given an OD if officially dropped or 5.00, if unofficially withdrawn.

2.4.6. In accordance with Section 11 (h) of the University Charter, the University will impose a P100.00 penalty for late enrollees.

2.5. PROCEDURES FOR ADJUSTMENT OF ENROLLED SUBJECTS

2.5.1. Secure an Adjustment Form from the Registrar's Office.

2.5.2. Fill out the Adjustment Form and submit the accomplished form to the Registrar's Office for proper recording.

2.5.3. Obtain a copy of the form with the official stamp from the Registrar's Office.

2.6. RESIDENCY

2.6.1. Students who have finished the academic/course requirements or do not have any unit (course/subject) to enroll but are working on requirements for graduation, such as thesis, capstone project, or subject with incomplete (INC) grade, shall be required to register for Residency.

2.6.2. S/he must enroll for residency in order to be considered as a bonafide student.

2.6.3. A student on residency is required to wear his/her course uniform when entering the campus and shall adhere to the university discipline guidelines.

2.6.4. A student on residency shall have his/her ID validated for the covered semester.

2.6.5. Students who need to enroll for residency should proceed to the Office of the University Registrar within the first two (2) weeks of the semester or within the first three (3) days of the summer; and should request to be enrolled for residency and attach the supporting documents.

2.6.6. No request for residency will be entertained after two (2) weeks from the opening of the semester or after three (3) days from the start of summer classes.

2.6.7. Similar to regular registration period, students need clearance from the preceding semester before enrolling for residency. The standard registration form will be issued to those who will enroll.

2.6.8. Only those students who have paid the required residency fee will be considered officially enrolled.

2.7. STUDENT CLASSIFICATION, SECTION AND CAMPUS CODING

2.7.1. **Student Classification**

Students are classified according to the percentage of creditable units successfully completed in the curriculum.

Year Level	Number of Units Credited	
	Four-Year Program	Two-Year Program
First Year	Less than 25%	Less than 50%
Second Year	25%-49%	More than 50%
Third Year	50%-74%	
Fourth Year	More than 74%	

2.8. LEAVE OF ABSENCE (LOA)

2.8.1. A student is expected to enroll in each term until he/she completes the program or is dropped from the roll of the school. A student who plans to temporarily discontinue his/her studies must formally file in writing the official leave of absence with the Registrar's Office.

2.8.2. Procedures for LOA:

a. Secure an Application for Leave of Absence Form from the Registrar's Office.

b. Fill out the form and have it endorsed by the Program Head.

c. Submit the form to the Registrar's Office to have it officially stamped.

d. Extension of official leave which is not counted as residency is applied in writing and is considered as another application.

e. A student on official leave must apply for re-admission through the Registrar's Office before the end of the leave. Upon approval, he/she shall enroll as returnee.

f. A student who takes an unofficial leave is placed on Absence without Official Leave (AWOL) status. The school reserves the right to refuse admission to the AWOL student.

2.9. ACCREDITATION OF SUBJECTS

2.9.1. The accreditation of subjects to CHED-governed programs shall only apply to currently enrolled and incoming students.

2.9.2. Courses taken in any local school's CHED-accredited program may be applied for accreditation to CHED programs.

2.9.3. For TESDA-governed programs, only those taken in QCPU may be accredited to QCPU- CHED-governed program.

2.9.4. Once granted, the accreditation of a subject shall be for the full unit credit of the equivalent subject.

2.9.5. For courses taken in another country, the accreditation shall be assisted by the Program Head.

2.9.6. Accreditation Procedures:

a. Secure a Subject Credit Application Form from the Registrar's Office.

b. Fill out the form and submit it to the Registrar's Office together with the required documents (such as Certified True Copy of Grades and Program Prospectus).

c. Take the exam or interview if required by the Registrar.

d. Return on the schedule given by the Registrar's office to secure the results of the application for accreditation.

2.10. SHIFTING OF COURSE/ACADEMIC PROGRAM

Students are allowed to shift their academic program as long as they meet the admission requirements of the particular program.

2.10.1. Procedures for Shifting Course:

a. Secure and fill out an Application for Program Change Form from the Registrar's Office.

b. Comply all admission requirements to be shifted to and seek the Program Head's approval.

c. Submit the accomplished form to the Registrar's Office.

d. Pay the corresponding fees to the Accounting Office and present the official receipt to the Registrar in order to get the form with the official stamp.

2.11. SCHOOL FEES AND PAYMENTS

2.11.1. Payment may be made in cash or in installment.

2.11.2. The mode of payment of tuition and miscellaneous fees shall be as follows:

a. Upon Enrollment - 100% of Miscellaneous Fees

b. Before Midterm Exams- 50% of Tuition Fee

c. Before Final Exams-50% of Tuition Fee

2.11.3. The amount per instalment is indicated in the issued assessment form.

Section 3
ACADEMIC POLICIES

3.1. ATTENDANCE AND ABSENCES

3.1.1. A student is expected to attend all his classes promptly and regularly from the first day of classes onwards. A student will be marked late if he/she arrived within the grace period stated below. The students will be considered absent if he/she arrives beyond grace period.

a. 20 minutes for a 1 hour class
b. 30 minutes for a 1 ½ hour class
c. 40 minutes for a 2-3 hour class

3.1.2. Three instances of tardiness will be equivalent to ONE (1) absence.

3.1.3. The maximum number of absences in a semester is equivalent to 20% of the total of hours allotted for a subject in a semester. The rules apply to both lecture and laboratory subjects.

3.2. EXAMINATIONS

3.2.1. There shall be two periodic examinations given during a semester - midterm and finals, the schedule of each shall be released by the Registrar.

3.2.2. Students without proper ID shall not be allowed to take any major examinations.

3.2.3. Once the examination has started, no student shall be allowed to leave their assigned places without the permission of the instructor/proctor.

3.2.4. No student shall be allowed to leave the examination room unless he/she has completed the exams.

3.2.5. Cellular phones and other gadgets that have ear phones or listening devices are not allowed during examinations. Talking, possession of notes of any attempt of communication are also prohibited and shall make the offender liable for dismissal from school.

3.2.6. Faculty members are not obliged to give special or late examinations to students who fail to take a final exam at the scheduled time, except for a valid reason supported by documentary evidence.

3.2.7. A student who fails to take the Midterm Examinations shall receive a grade of zero instead of 50.

3.2.8. Students caught cheating in any examination shall be dropped from the course and shall receive a grade of "5".

3.2.9. Field trips, special projects or any other activities can be considered as additional requirements but could not be used as substitutes for any examination especially the Final Examinations. Exemptions could be made on subjects like Feasibility Study, Software Engineering, Thesis wherein the final output are papers/documents subject to evaluation by officially recognized committees.

3.3. GRADING SYSTEM

3.3.1. The grading system of the University uses the following:

Rating	Grades Equivalent
98-100	**1.00**
95-97	**1.25**
92-94	**1.50**
89-91	**1.75**
86-88	**2.00**
83-85	**2.25**
80-82	**2.50**
77-79	**2.75**
75-76	**3.0**
Incomplete	**INC**
74 and below	**5.0**
Unofficially Dropped	**5.0**
Officially Dropped	**5.0**

3.3.2. Grades are computed using the following formula:

a. Midterm Grade = Exam + Class Standing *(Quizzes, Recitations, Seat works, Assignments, Attendance, Laboratory)*
- Midterm Exam 40%
- Class Standing 60%

b. Pre-Final Grade = Exam + Class Standing
- Final Exam 40%
- Class Standing 60%

c. The final grade is obtained by adding the Midterm Grade and pre Final Grade and dividing it by 2.

Example:
- Midterm Grade 90%
- Pre Final Grade 85%
- Final Grade = 90 + 85 = 175 / 2 = **87.5**

3.3.3. Grades in academic courses as well as P.E are included in the computation of a student's GPA. NSTP and Other non – academic subjects are not included.

3.4. REMOVAL OF DEFICIENCY

3.4.1. A grade of INC may be removed by taking the Final Examination within one year from the date the said INC grade was obtained.

3.4.2. A student applying for completion of grades should obtain a Completion Form from the Office of the Registrar and Completion Examination Permit from the Accounting Office.

3.4.3. The accomplished Completion Form together with the Completion Examination Permit shall be submitted to the Director/Department Head where the subject to be completed is offered.

3.4.4. The Director/Department Head shall forward the same to the faculty concerned. In the event that the concerned faculty is no longer connected with the school or is on a prolonged leave of absence, the Director/Department Head may assign a faculty in the same discipline to give the completion examination. If this is not possible, his office may administer the exam on the basis of the questions prepared earlier by the concerned faculty or by those handling the same subject in the college department.

3.4.5. Completion Examination shall be scheduled at least within two weeks from the time the student submits his completion form and permit.

3.4.6. Completion grades shall be submitted by the faculty concerned to the Director/Department Head who shall forward the same to the Office of the Registrar within the prescribed period. No student shall be allowed to take the Completion Examination after the one year completion period has lapsed nor shall a grade be accepted by the Registrar beyond the expiration date of completion.

3.4.7. A student who has already applied for an honorable dismissal and secured his TOR can no longer remove any INC grade.

3.4.8. A grade of INC may be completed as long as it falls under the required period of completion which is one (1) year.

3.5. RETENTION POLICIES*

3.5.1. A student who fails in 3 academic subjects (9 units or equivalent) shall be subjected to academic probation and shall be allowed to enroll in no more than 15 units. If a student on academic probation fails in any of his subject he/she shall be disqualified to study further from the University. However, if the student passed all his/her subjects he/she will be removed from the academic probation and be allowed to enroll full-load.

3.5.2. A student who fails to pass at least 50% of his total load shall be disqualified from enrolling further from the University. In the evaluation for re-enrollment, a grade of Officially Dropped shall be put in the category of 5.00.

3.6. EVALUATION OF ACADEMIC UNITS EARNED

3.6.1. Only those students who have successfully completed curricular and co-curricular subjects including non-academic requirements such as practicum, on the job training, research works, etc. may apply for evaluation of their academic records at the Registrar's Office as announced by the Office of the Registrar.

3.7. GRADUATION

3.7.1. Only students who have completed all requirements for graduation shall be allowed to graduate. These requirements include PE, NSTP and subjects by the university.

3.7.2. Students who complete their course requirements during the summer term or during the first semester shall be included in the next regular graduation rites.

3.7.3. Only students who apply for graduation during the designated application period shall be included in the official list of Candidates for Graduation and the yearbook for the academic year.

3.7.4. Only students who have completed clearances for graduation shall be included in the final list of graduating students and allowed to attend the graduation ceremony.

3.8. ACADEMIC HONORS

3.8.1. Students who have shown exemplary performance in their stay at the University will be awarded the following honors during graduation based on their GWA:

a.	Summa Cum Laude	1.25 to 1.00
b.	Magna Cum Laude	1.50 to 1.26
c.	Cum Laude	1.75 to 1.51

3.8.2. In the case of courses with duration of less than (4) four years, the awards "with honors"," with high honors" and "with highest honors" shall apply.

3.8.3. The lowest grade in all subjects for summa cum laude is 1.75, for magna cum laude is 2.00 and for cum laude is 2.25.

3.8.4. Students who are candidates for graduation with honors must have been in residence for at least two years prior to graduation. For those enrolled in less than (4) four years, all subjects in the curriculum must have been taken in the University.

3.8.5. In evaluating the grades of candidates for graduation with honors, the grades obtained from the University and those obtained from college previously attended by the candidate who received a mark of INC,OD,W,NGA, (or their equivalent) in any subject in their transcript of records shall be disqualified for being considered for graduation with honors.

3.8.6. In the decision as to who should graduate with honors, the character, attitude, and extra- and co-curricular activities shall also be considered. A student who has been subjected to disciplinary action/proceedings during his stay in the University shall be disqualified from such honors.

3.9. ISSUANCE OF SCHOOL CREDENTIALS

3.9.1. School credentials such as honorable dismissal, transcript of records, diploma, and certificate of graduation are issued only after the student is cleared of all his/her financial and other obligations with the University.

3.9.2. A clearance form in quadruplicate copies which can be secured from the Office of the Student Affairs and Services has to be accomplished and distributed to the following offices: The Office of the Registrar, Accounting Office, and the OSAS.

3.9.3. Official Transcript of Records (TOR) is usually sent to the requesting school within fifteen (15) working days from the date student has filed his/her request for TOR. TOR and diplomas shall be issued only to the student concerned or to his/her authorized representative upon presentation of a Special Power of Attorney (SPA) and ID card with picture.

Section 4
STUDENT CODE OF DISCIPLINE

Any student, who through design, neglect, carelessness, violates regulations, commits act prejudicial to the University shall be adjudged as having committed delinquency. A student shall be subjected to investigation and subsequent disciplinary action (if found guilty) for any of the following acts:

4.1. OFFENSES

4.1.1. Major Offenses

a. Cheating during examinations, quizzes or tests. The following acts shall constitute cheating and shall be punishable under this category:

b. Unauthorized possession of notes or materials relative to examination, whether the students uses them or not.

c. Deliberately looking at a neighbor's examination paper.

d. Copying from or allowing another to copy from one's examination paper.

e. Having somebody else take the examination in place of another student. Both students shall be held liable.

f. Passing as ones work assigned report, term paper, case analysis, reaction paper, etc. copied from/by others.

g. Plagiarism;

h. Vandalism or other forms of destruction to University property or properties belonging to any faculty, employee, school officials or visitors while inside the campus.

i. Carrying or possession of firearms or any deadly weapon and explosives (including firecrackers and pyrotechnics) within the premises of the University.

j. Deliberate disruption of academic function or school activities that tends to create tumult, disorder, breach of peace or other serious disturbance not connected to a school function.

k. Brawls on or off-campus, hazing and boycotting of classes.

l. Unauthorized or illegal possession or use of prohibited drugs and chemicals.

m. Unauthorized possession or drinking of alcoholic beverages within the school premises or entering the campus under the influence of liquor.

n. Direct assault to any teaching and non-teaching personnel including the offices of the school. Threatening another person with infliction of harm upon his person, honor or property may be considered as an assault.

o. Acts that bring the school into disrepute because of malicious implications of crime or vice or defect, real or imaginary which tend to bring dishonor or discredit the name of the University as well as printing and disseminating false information about the University;

p. Stealing or an attempt thereof;

q. Forging or falsification and/or tampering of academic documents or official records or documents of any kind;

r. Gambling of any form within the campus;

s. Acts of subversion or insurgency or instigating and leading illegal strikes and rallies or similar concerted activities resulting in the disruption or stoppage of classes or University activities;

t. Conviction of a crime before any court for a criminal offense involving moral turpitude against persons or other than reckless imprudence;

u. Acts of immorality or display/distribution of pornographic materials within the school premises;

v. Public display of affection (PDA) within the university premises such as passionate kissing, necking, petting and the like which scandalize or tend to offend the sensibilities of members of the academic community.

w. Using someone else ID or Allowing someone else to use his/her ID

x. Smoking inside the university premises;

y. Bullying;

z. Commission of a third Minor offense.

4.1.2. Minor offense

All offenses not included in the list of major offenses shall be considered as a minor offense:

a. Conduct unbecoming

b. Disturbing ones class or that of another.

c. Disobeying school regulation such as loitering in the corridors during class sessions, unauthorized use of chalk, etc.

d. Littering

e. Other offenses that disturb the peace and order of the school unless previously classified as a major offense.

4.2. DRESS CODE

4.2.1. As part of our effort to create and maintain a positive learning and teaching environment within Quezon City Polytechnic University and also strengthen relationships with the wider community, students are expected to follow these guidelines at all times.

4.2.2. A higher standard of dress encourages greater respect for individual students and results in a higher standard of behavior. The school administration reserves the rights to interpret these guidelines and/or make changes during the school year.

4.2.3. **General Dress Code Guidelines**

a. Students shall at all times attend their classes in university prescribed uniform. They must wear the prescribed uniform should they wish to enter the University, regardless if it is their free day, unless the student has a written permit from the OSAS, which must be shown upon demand by the University authorities.

b. PE, NSTP and ROTC uniforms are not to be used as substitute uniform, students should immediately change with their proper uniform right after their PE, NSTP, or ROTC class. It is not be worn upon entry to the University.

c. For students who will have their thesis defence, presentations, On-the-Job Trainings and any activity which require them to wear corporate attire or other attire, skirt length should not be shorter than two (2) inches below the knee and the neck line of the blouse should not be plunging. (Students should not be required to have special uniform in these activities and should not incur additional expenses.)

d. During special events, students are expected to dress modestly. The length of skirts and/or dresses should be in accordance with this dress code. Low cut dresses exposing cleavage and/or low cut open back dresses will not be allowed at any event. No excessive jewelry or make-up; Outlandish, extreme hairstyles are not permitted. Hair must be kept clean and well groomed. Female hair accessories should be kept simple and coordinate with the uniform. Male hair length is not to exceed the top of the collar and mid-ear. Bangs will be no longer than touching the eyebrows. Hair is to be student's natural color-no bleach or dye permitted.

4.2.4. **Uniform**

a. A School Uniform does not by itself make a good school - but it is widely seen as being an outward sign of a school that is confident and valued by students. The reasons why we have a School Uniform:

- It identifies everyone with QCPU.
- It helps with safety and security.
- It removes the element of competitive dressing.

b. Official school uniforms must be worn daily, and in off campus activities.

c. All uniform slacks must be worn with a belt through the belt loops, fitted to the waist at all times. Belts should be free of any metal studs or large buckles. Any belt that is deemed distracting must be removed. Belts must be worn if belt loops are present.

d. Skirts should be no shorter than the top of the knee when seated.

e. Students must wear closed heel and closed toe black shoes with rubber soles at all times. No sandals, slippers, and flip-flops.

f. **P.E. UNIFORM** - all students are required to wear gym clothes (yellow t-shirt with QCPU logo, jagging pants or shorts and rubber shoes) for Physical Education classes. Shorts that are deemed too short will not be permitted. Shorts may not be rolled up at any time. P.E. uniforms may be worn only during P.E. classes.

g. **NSTP UNIFORM** – students enrolled in NSTP must wear NSTP t-shirt (green t-shirt with QCPU logo) in every NSTP activity. NSTP uniform may be worn only during NSTP activity.

h. **UNIVERSITY UNIFORM** - Polo/Blouse - light blue fabric with custom QCPU embossed prints. Slacks – dark blue twill fabric with custom QCPU embossed prints.

i. **TECHNICAL VOCATIONAL** - students enrolled in Technical-Vocational courses have no prescribed uniform but must adhere to the General Dress Code Guidelines.

j. **WASH DAY** - is scheduled every Wednesday and Saturday throughout the year to allow students a "break" from the regular uniform. The attire for these days may be jeans and course t-shirt or other t-shirt with university logo. All attire must be in good condition (clean and without tears/holes). Skinny and ripped jeans are not allowed.

4.3. This dress code is to be followed on field trips, unless students are otherwise notified.

Section 5
SCHOLARSHIP POLICIES

The Quezon City Scholarship, through the Quezon City Polytechnic University, aims to open opportunities to quality education for the youth of the city. The QC Scholarship has options for those who excel academically, those who are in the economically-challenged bracket of our city and those who perform exceptionally in co-curricular services offered by the University.

5.1. TYPES OF SCHOLARSHIPS

5.1.1. The Academic Excellence Scholarship Program

Offered to students who exemplify high academic qualification upon entry to the university as well as proven academic excellence by garnering honors at the end of semester.

a. ***University Scholars:*** Offered to the top 3 % of the enrolled students in each Degree Courses

b. ***College Scholars:*** Offered to the top 4-6 % of the enrolled students in each Degree Courses

At the beginning of the school year, the valedictorian of secondary schools, or those belonging in the top 4% of the graduates qualify as University Scholars; and the salutatorian or the next top 4% of the graduates of secondary schools qualify as college scholars.

5.1.2. Economic Support Program

Offered to students belonging to the lower economic bracket of society but are academically qualified.

5.1.3. Service Support

Offered to students who are members of groups that support the goals of the University and bring recognition and honor to the institution. Examples are the QCPU Performing Arts, QCPU athletes, the Quest, ROTC. Grantees are endorsed by the heads or advisers of respective support groups. Specific tuition discounts may be awarded based on the assessment by the screening committee.

5.2. QUALIFICATIONS AND REQUIREMENTS

5.2.1. Must be a bona fide QCPU student

5.2.2. Must not have a grade below 3.0 or doesn't have any incomplete (INC), unofficially withdrawn (UW) and officially withdrawn (OW)

5.2.3. Must be endorsed by the heads or advisers of respective support groups

5.3. GENERAL POLICIES

The awarding of scholarships and financial assistance shall be covered by the following policies:

5.3.1. A student can enjoy only one (1) scholarship grant at any given time.

5.3.2. An applicant whose family's gross income exceeds Php 200,000 is normally not given any scholarship grant, therefore, need not apply.

5.3.3. During the application for scholarship period, students are given the freedom to choose which scholarship program they want to pursue, taking into accounting the criteria and conditions of each scholarship type.

5.3.4. Should a student fail to meet the requirements for the maintenance of a scholarship program, the student has the option to apply for another scholarship provided he/she is able to meet the criteria of the scholarship program he/she is applying for.

5.3.5. He/she must carry the full semester load prescribed by the course curriculum.

5.3.6. Student will be given another chance should his/her general weighted average do not meet the requirements of the scholarship program. However, an officially dropped (OD), unofficially dropped (UD), incomplete (INC) or a 5.00 (failed) mark in any subject will automatically terminate his scholarship.

5.3.7. Grantees may be required to render volunteer service work for the University under the National Service Training Program (NSTP) per semester.

5.3.8. Abandonment of scholarship and non-communication with the QCPU Scholarship Office for one (1) semester despite receiving notifications from the office will be a ground for termination.

5.3.9. Grantees may apply for a Leave of Absence (LOA) for scholarship deferment with valid reasons such as doctor's advice (health reasons), economic reasons and employment opportunity for a period of one (1) year only.

5.3.10. Scholarships may be given to more than two (2) members in a family but only one (1) can apply for a full scholarship for economic scholarship program. Other members can avail partial scholarship.

5.3.11. Scholarship grantees may discontinue/withdraw from availing the scholarship program by filling-up a withdrawal form from the Scholarship Office of the University.

5.3.12. All QCPU Extra-Curricular Scholarship grantees such as QCPU Varsity, QCPU Performing Arts, QCPU Service and QCPU Publication Scholars are exempted to community service rendered in the University under the NSTP Department.

5.3.13. All scholarship programs are subject to renewal every semester.

5.4. BENEFITS

5.4.1. 100% Tuition fee discount *(not including miscellaneous fees and other charges)*

5.4.2. 50% Tuition fee discount *(not including miscellaneous fees and other charges)*

5.5 MAINTENANCE OF SCHOLARSHIP

In order for a student to maintain his/her scholarship, the following requirements must be attained:

5.5.1. Meet the minimum GWA required for his/her scholarship category:

a. 100% category: 2.00 GWA
b. 50% category: 2.25 GWA

5.5.2. Maintain a regular load as stated in the curriculum.

5.5.3. Maintain the required GWA of a scholarship program. If a student failed in any of the subjects during the semester, but is able to maintain the required GWA, he/she is still eligible for scholarship.

5.5.4. In the event that the student is not able to maintain the required GWA, he/she will automatically be placed in the lower bracket within which his/her GWA falls. Further, his/her scholarship slot will be open to qualified applicants.

5.6. TERM LIMIT RULE

5.6.1 All QCPU scholarship Grantees of good standing shall enjoy their educational privileges subject to a limit of not more than four (4) years for Degree Courses and not more than one (1) year for Technical-Vocational Courses, unless an LOA was filed and approved.

5.7. GROUNDS FOR TERMINATION

5.7.1. Non-fulfillment of the scholarship requirements

5.7.2. Academic Deficiencies (INC, UW, OW, Failed)

5.7.3. Forging or falsification of official grades or records

5.7.4. Abandonment of scholarship and non-communication with the QCPU Scholarship Office for one (1) semester despite receiving notifications from the office will be a ground for termination.

5.7.5. Conviction of any crime involving moral turpitude

5.7.6. Committing ___ minor offenses of ___ major offenses as stated in the handbook

5.8. THE RENEWAL PROCESS

5.8.1. Validation of documents

a. Original and Photocopy of Grade Slip
b. Previous Registration Card (Photocopy)
c. Certificate of Scholarship (Photocopy)
d. Submission of New Registration Card (to follow after enrolment)
e. Evaluation Form

5.8.2. Evaluation and assessment of scholarship percentage

5.8.3. Issuance of certificate

5.8.4. Submission of certificate to the QCPU Accounting Office

5.9. ELIGIBILITY REQUIREMENTS

5.9.1 Must have a GWA of at least 1.25 or better

5.9.2 Must not have a grade below 2.00

5.9.3 Must have carried a full load in the last semester attended

5.9.4 Must enroll the full load in the current or ensuing semester where the scholarship will be applied for

5.9.5 Must not have a record of any type of violation or issued/sanctioned with a Disciplinary action in the University, as per record of the Office of the Student Affairs and Services (OSAS)

Section 6
STUDENT SUPPORT SERVICES

6.1 OFFICE OF STUDENT AFFAIRS AND SERVICES (OSAS)

6.1.1. The OSAS provides and offers opportunities for students to participate in any educational and social activities in and out of the classroom. It shall take care of specific educational services to students to enable them to have a deeper understanding of themselves, the school and their culture. The OSAS renders the following services:

a. Sees to it that all students' programs/activities outside of the classroom are geared towards the attainment of the University vision and mission.

b. Assists student leaders in the planning, organizing, implementing programs and the subsequent evaluation of the programs.

c. Formulates, and recommends to the University President for approval, policies and procedures for recognition of legitimate students organizations.

d. Reviews and recommends to the University President the appropriate action on the application for recognition of student organizations.

e. Provides leadership training programs for members of student organization.

f. Gives annual recognition to the students who excel in campus leadership and community services. Recommend students who should be given Leadership Award for the year.

g. Strictly implements the rules and regulations on students discipline. The Office of Student Affairs and Services shall convene a ad-hoc Student Disciplinary Committee to be composed of OSAS Director as Presiding Officer; Chair/Head of the Program in which the respondent is enrolled or a valid representative and Student Council representative for purposes of investigating and recommending the appropriate disciplinary actions when complaints are filed against a student(s).

h. The OSAS shall exercise supervision on all recognized student organizations and shall monitor all their activities and projects.

i. The OSAS shall see to it that the election of officer for Supreme Student Council should be fair and orderly.

j. The OSAS shall oversee the timely and accurate release of the Official Student Organ. The OSAS shall issue guidelines on campus journalism and provide training for students to aspire to become campus journalists.

k. The OSAS shall be the lead department in the conduct orientation to all freshmen and new students at the start of the school year.

l. The OSAS, in coordination with the Physical Education and NSTP Departments, shall be responsible for the orderly conduct of the following activities: Intramurals/Sports Fest, Cultural Shows, Seminars, Retreats/Recollection, and Extension/Community Services by the students and others.

m. Under the Office of Student Affairs and Services are the following offices providing student support and services.

6.2. THE GUIDANCE AND COUNSELING OFFICE

6.2.1. The University's holistic view of our students, addresses their physical as well as psychological development. The University believes that students who are psychologically and spiritually grounded can better perform academically. The goal of the Guidance and Counseling Office is to bolster the self-esteem and character development of its students, which in turn, maximizes their personal and social development.

6.2.2. The office provides the following services:

a. **Counseling**- the heart of the guidance gram, this service provides opportunities for every student through a personal and confidential relationship with the guidance counselor, to understand his concerns, make decisions and resolve conflicts.

b. **Information**- Pertinent information is disseminated to enhance students' learning particularly information about occupational opportunities, training programs and community-based services.

c. **Individual Inventory**- Records of students' educational and family background, results of tests and inventory notes are kept in cumulative sheets and used as bases for counseling, assessment and research.

d. **Testing**- This service assesses the students' adjustments, interpersonal relationships, personality, attitudes and mental abilities through standardized tests. Testing is done individually or in groups and test results are interpreted and explained to the students.

e. **Research**- Results of surveys and inventories conducted among students help the guidance office improve on its services to make it more responsive to the needs of the students.

f. **Extension**- Services of guidance counselors on matters pertaining to psycho-social; concerns maybe extended upon request to community department/unit/agencies.

g. **Follow-up**- Students with failing grades are followed-up in terms of their poor academic performance and study skills. Achievers or scholars are likewise followed-up in relation to their academic progress and personal adjustment. This service seeks to help both group cope with strong pressure, disappointments or differences they encounter. Serious cases of mental or physical problems are reported to parents and referred to experts/specialists.

h. **Career Guidance**- This service provides the students with accurate information about the world of work, existing career opportunities and smoothing the transition from school to employment.

6.3 HEALTH SERVICES

The medical/Dental services are provided by the Novaliches District Hospital, which is located beside the University. The clinic aims to carry out effective system of monitoring and periodically evaluating the health status of QCPU students.

6.3.1. Medical Services

a. Manages the University Health Services
b. Undertakes regular medical check-up for students and faculty
c. Provides needed services for students
d. Administers the projects and programs of the office
e. Propose programs, plans for the medical services
f. Prepares budget and plan for the office and submits to the OSAS Director
g. Ensures the effective and efficient delivery of student services
h. Maintains the following records:
   - Students that frequents the clinic
   - Lists of students who are under medications
   - List of diseases and illnesses that are reported to the clinic
   - Students who needs medical attention
i. Coordinates with the OSAS Director for activities
j. Prepares daily, weekly and monthly reports

6.3.2. Dental Services

a. Manages the University Dental Services
b. Undertakes preventive dentistry, simple tooth extractions and regular dental check-up for students and faculty
c. Provides thorough examinations and consultations and basic treatment of dental cases
d. Administers the projects and programs of the office

e. Ensures the effective and efficient delivery of student services

f. Maintain the following records:
   - Students who frequents the dental office
   - Students who needs dental attention

g. Prepares budget and plans for the office and submits to the OSAS Director

h. Coordinates with the OSAS Director

i. Prepares daily, weekly and monthly reports

6.4 LIBRARY SERVICES

6.4.1. The University Library aims to assist the students in their professional and personal development through the effective use of current and responsive library resources and services. The Library is open Monday thru Friday from 7:00 am to 5:00 pm without noon break.

6.4.2. The library card must be presented at the counter when borrowing books. The library card must have a picture of the student.

6.4.3. The library card is valid for the duration of the student's stay at QCPU. However, this must be validated every semester. Cards that are not validated for the current semester cannot be used for any library transactions.

6.4.4. The library card is non-transferrable. Using the library card and borrowing of books or any library materials using someone else's library card is strictly prohibited. A student caught using a card other than his own and the student whom the card was issued would be subjected to disciplinary actions. The card would be confiscated.

6.4.5. Library cards with alterations or erasure shall be confiscated. Cards of student borrowers who fail to pay the library fines will be withheld.

6.4.6. Lost library cards must be immediately reported to the librarian. The student to whom the lost card was issued but failed to report the loss would still be responsible for any library materials borrowed under his/her name.

6.4.7. The student applying for a replacement of a lost card should submit a notarized affidavit of lost and has to pay the corresponding charges.

6.4.8. To use the library, the students are required to have a library card issued upon application.

6.4.9. Reserved books cannot be taken out of the library. However, some selected books may be borrowed for overnight use. Books for overnight use can be borrowed starting at 3:00 PM and should be returned on or before 8:00 AM the following day.

6.4.10. A fine of one peso (Php1.00) an hour or part of an hour every overdue will be imposed to borrowers.

6.4.11. Damaged or lost books or any library material will be paid or replaced by the borrower.

6.4.12. A students who wishes to use the library, must have a validated library card. A student applying for a library card should submit two color ID pictures together with the certificate of Registration of the current term. After the verification by the library personnel, the student will be instructed when his/her library card shall be released.

6.4.13. A student applying for validation of his library card should present to the library personnel the old library card together with the Certificate of Registration for the current semester. The library personnel shall verify any accountabilities of the student applicant. A student who has outstanding library accountabilities shall be required to settle such accountabilities before the library card shall be released.

6.4.14. If a student lost his library card, he should immediately notify the librarian. A student applying for a replacement card shall be required to submit a notarized affidavit of loss together with the Certificate of Registration, one 1x1 color ID picture and the official receipt for the charges required for the issuance of library card. The card shall be released on the date specified by the library personnel.

6.5 STUDENT PLACEMENT AND SERVICES PROGRAM

The Student Placement and Services Program of the Office of Student Affairs and Services aims to provide support to students who are going to implement On-the-Job Trainings, Practicum and other industry and business related endeavors. OSAS will coordinate with the departments and the Industrial Coordinating Office to unify and centralize placement services for students.

6.5.1 Industry Coordinating Office

a. The Quezon City Polytechnic University Industrial Coordinating Office implements Supervised Industrial Training that provides student trainees' appropriate industrial exposure as prescribed in their curriculum.

b. The training takes place in industrial companies whose operations are related to the students chosen line of specialization.

c. On-the-Job Training (OJT) Policies

- Applicants for OJT who have preferred companies are advised to coordinate with the Industry Coordinating Office for verification before undergoing training.
- The trainee must observe and follow the rules and regulation of the company where he/she is undertaking the training.

- Student trainees who failed to attend and/ or failed two period of OJT are not allowed to enroll; they are recommended for dismissal.
- Trainees who are dropping the training are required to report to the ICO. Failure to personally inform the ICO will result a failing grade.
- Trainees who have already completed at least 50% of the required number of hours in the training are not allowed to drop; otherwise they will get a failing mark.
- In cases of emergency that cause the trainee to be absent, it is a must that He/she should inform his/her immediate supervisor.

d. Rules and Regulations during OJT.

- Be courteous and friendly to everybody, especially to those with whom you are working within the company.
- Always be safety conscious. Be aware and comply with the company guidelines on occupational safety practices.
- Honesty should be observed at all times. Trainees are prohibited from taking out company owned materials, tools or equipment.
- Consult your industrial supervisor/trainers when having problems or doubts on the tasks assigned.
- Report immediately to supervisor/trainer any damage or loss of tools or equipment entrusted to you.
- Strictly observe official times and fill-up time cards/records religiously.
- Be up-to-date in submitting weekly progress reports and be prompt to meet and discuss activities, problems and the like with your industrial coordinator and supervisor/trainer during visits.
- Any act of misdemeanor such as theft, carrying deadly weapons, drunkenness, vandalism or participation in concerted activities leading to stoppage of work in the work area will result in expulsion from the University.
- Students should comply with all company rules and regulations.
- Non-compliance of the rules is a ground for suspension from the In-Plant Training.

Section 7
RIGHT AND DUTIES OF STUDENTS

7.1. RIGHTS OF STUDENTS

In addition to other rights provided by law, students shall enjoy the following rights

7.1.1 The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with dignity.

7.1.2 The right to freely choose their course of study in the existing curricula and to continue their education up to graduation, except in cases of academic deficiency or violation of disciplinary regulation.

7.1.3 The right to have access to school guidance and counseling services for making decisions and selecting the alternatives in the field of work suited to their potentials.

7.1.4 The right to secure official certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents within 15 days from date of request.

7.1.5 The right to publish a student paper and similar publications, as well as the right to invite the resource persons during assemblies, symposia and other activities of similar natures.

7.1.6 The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies.

7.1.7 The right to form, establish, join and participate in organizations recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development and to form, establish, join, and maintain organizations and societies for purposes not contrary to law; and

7.1.8 The right to be free from involuntary contribution except those approved by the organizations or societies.

7.2. DUTIES AND RESPONSIBILITIES

In additional to those that are stipulated by law, every student shall:

7.2.1. Exert his outmost to develop his potentials for service, particularly by undergoing an education suited to his ability, in order that he may become an asset to his family and society.

7.2.2. Uphold the academic integrity of the University, aspire to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity.

7.2.3. Promote the peace and tranquillity of the school by observing the rules of discipline and by exerting efforts to attain harmonious relationship with fellow students, the teaching and non-academic staff, and other school personnel.

7.2.4. Participate actively in civic affairs in the promotion of the development of his community, and in the attainment of a just, compassionate and orderly society

7.2.5. Exercise his rights and responsibilities in the knowledge that he is answerable for any infringement or violation of the public welfare and the right of others.

Section 8
STUDENT ORGANIZATION GUIDELINES

The Office of Student Affairs and Services (OSAS) believe student organizations further the mission of QCPU by fostering learning experiences outside the classroom. An organization has the capacity to give its members many opportunities to develop leadership skills, manage conflict, work collaboratively, make decisions, and cultivate motivation. These guidelines, maintained by QCPU, ensure that student organizations maximize their potential for creating an educative environment.

Recognized student organizations enjoy the right to reserve meeting space on campus, share the student organization resource center, and maintain communication with the OSAS. Failure to meet these guidelines, as well as failure to adhere to university policies, will result in the ineligibility to receive recognition from the University.

In order for your student organization to be recognized by University, student organizations must do and observe the following:

8.1.1 Complete a Student Organization Registration Form and Student Organization Constitution. Each organization must have a QCPU faculty member as an on-campus adviser. No person, however, may serve as an adviser to more than two organizations at any given time. Completed forms must be submitted to the OSAS. This must be completed on an annual basis.

8.1.2 Complete a Student Organization Roster by listing of at least forty current members and their contact information as of the fourth week of the first semester. Student organizations must have at least forty members to be recognized as a student organization. Students interested in initiating groups with less than forty members must make provisional arrangements with the OSA to reserve space and focus on recruitment efforts. Student Organization Roster must be updated each semester.

8.1.3 Send representation to each Student Organizations Council Meeting. Student Organizations Council acts as COMELEC during Supreme Student Council Election and a means of discussing issues pertinent to student organizations. If an organization accumulates more than three absences, their organization will not be allowed to initiate on-campus activities the following semester. If an organization misses its fourth meeting, their recognition status will be revoked. A standard meeting time will be established by the Head of OSAS at the beginning of the school year. Notification of these meetings will be announced.

8.1.4 Plan and implement at least one community service project by the end of the school year. Student organizations must demonstrate completion of the project by submitting an accomplishment report and documentations. Groups that fail to meet this requirement may face suspension of their

student organization privileges. It is strongly recommended that the organization plan for their program in the early part of the year.

8.1.5 Plan and implement one educational program by the end of first semester. The program requires students to have an appropriate educational topic relevant to student issues on campus as well as pertinent to the objectives of the student organization. Academic organizations may select a topic relevant to their academic area. Social/Service organizations may be creative with their topic selection; suggestions include alcohol and drug awareness, sexual assault awareness, time management, resume writing, diversity training, etc. Be sure to consult with your advisor about your plans.

8.1.6 Submit annual financial and activity report.

8.1.7 In case there are two or more organizations applying for recognition that represents the same group of students such as academic program (eg. BSIT, BSEM, BSIE and BSEE), the Program Chairperson/College Dean shall give the recommendation to which organization will be recognized. The purpose of this is to unite students in a particular program under one organization.

8.1.8 Any function held in the University's facilities must terminate at 9:00 p.m., except when special permission for later hours has been granted by the President.

8.1.9 University social activities may not be scheduled during periodical examination week.

8.1.10 Any change in the time, place, or cancellation of a function must be approved by the Head of Student Affairs. This is to prevent any conflicts with other events taking place on campus.

8.1.11 Notification of any change of adviser(s) must be made in writing to the Director of Office of Student Affairs and Services.

8. 1.12 All social events, fundraising, displays, recruitment events, etc. must be approved through the Head of Student Affairs at two weeks before the event is to take place. Advisers will be required to submit a "Project/Activities Notification Form" plus any Facilities Form (Physical Facilities Department), if wishing to reserve a room/space on campus. Please note: If these procedures are not followed, the event will not take place. The purpose of this is not to cause frustrations, but to better serve your needs and to avoid conflict(s) with other events happening on campus.

8. 1.13 All social events shall be supervised by the organization's officers and adviser. The officers of the organization are responsible for the conduct of its members at any social function.

8. 1.14 There will be no alcoholic drinks allowed on campus.

8. 1.15 Quezon City Polytechnic University is not responsible for financial obligations incurred by recognized campus organizations.

8. 1.16 All organizations are responsible for the fulfillment of all foregoing regulations. Failure to do so will consider an offense of policy and may result in the penalizing the offending organization by one or more of the following:

- By imposing social probation
- By suspending of privileges (i.e. hosting social functions)
- By recommending that the student organization no longer be recognized by the University.
- By imposing other penalties as deemed appropriate by the Head of the Student Affairs as outlined in the student code of discipline.

8. 1.17 The Head of OSAS shall investigate any student organization upon its failure to meet student organization guidelines or upon receipt of student complaints regarding the actions of the organization. The OSAS has the right to suspend an organization's registration or place an organization on probation. The Head of OSAS will meet with the Student Organization Council to inform the group of its suspension or probationary status.

Section 9
GUIDELINES GOVERNING FUND RAISING AND SELLING ACTIVITIES

Fund raising activities for any purpose whatsoever shall have the prior approval of the VP Operations upon recommendation of the OSA Director. A report of earnings/income duly audited by the Auditor of the organization shall be submitted by the sponsoring organization to OSA Director ten working days after the end of the activity.

Application to conduct fund raising activities must include:

a. Nature and purpose of activity
b. Date, time, venue of activity
c. Permit from the respective department(college, physical facilities or if applicable, any private or public agency involve)
d. Manner by which the fund shall be used
e. Name and contact numbers of students directly in charge of the activity.

This application shall be forwarded to OSA at least two weeks before the activity is implemented.

9.1.1. Except by written approval, solicitation, sale of goods, and or distribution of items or materials on campus are prohibited. Approval for solicitation, distribution, or sale of goods by students, student groups, and non-students must be obtained through the Office of Student Affairs and Business Development Office. Students who violate this policy are subject to legal prosecution.

9. 1.2. In every instance where the University's name, logo, premises and/or any symbol representative of the University are to be used for the purpose of fund raising, prior permission MUST be sought and granted from the Office of President BEFORE commencement of preparations for the execution of the activity, i.e., printing tickets, designing posters, banners and other advertisement materials.

9. 1.3. The University reserves the right to edit all advertisement materials, to ensure compliance with stated policies to protect its image.

9. 1.4. All recognized student organizations planning fund raising activities MUST complete the Application for Permission to Sell or Conduct Fund Raising Activities' and return same with their requests to OSAS, for recommendation and transmission to the VP for Administration, VP for Operations or the Office of the President's for approval. In the case of faculty/department activities, a completed application must be submitted directly to the VPA or the President.

9.1.5. Requests for fund raising activities (on-campus or off-campus) must be submitted to OSAS at least two (2) weeks prior to the commencement of preparations for the activity.

9.1.6. Requesting party shall notify the University's Security and Maintenance Department of all fund raising activities on campus, so as to ensure that adequate measures are taken to safeguard the University's property.

9.1.7. The organizer will be held responsible for the removal of notices and proper cleaning of the campus within 24 hours of completion of the activity.

9.1.8. In those instances where sponsorships/donations (cash or kind) are being sought, a list of possible sponsors/donors must be submitted to the OSAS with the application for permission.

9.1.9. Organizers are required to present a budget to OSAS detailing the estimated costs and projected revenue from the various fund raising events. A summary of the nature and purpose of the proposed activity must also be submitted.

9.1.10. All letters requesting support from sponsor/donors must be signed by the Head of the respective faculty or his/her representative, and approved by the Office of the President.

9.1.11. A financial statement must be submitted to OSAS no later than one (1) month following the completion of the activity. The University reserves the right to audit all financial statements submitted.

9.1.12. All student organizations shall observe activity ban which provides that NO co-curricular or extra-curricular activities shall be conducted a week prior to and during scheduled examinations such as the Midterm and Final Examinations.

Section 10
SUPREME STUDENT COUNCIL OF QCPU

PREAMBLE

We, the student of Quezon City Polytechnic University, through the guidance of our Almighty God, establish an organization that will promote the growth, development, advancement, and protection of the rights and well being of the students, uphold academic excellence, technical skills, spiritual growth, betterment of the school and community, foster camaraderie between and among the students and other sector of the society, bind ourselves in commitment to these end do ordain and promulgate this constitution and by-laws.

10.1. NAME AND DOMICILE

10.1.1. ***Name*** - This organization shall be known as the Supreme Student Council of Quezon City Polytechnic University.

10.1.2. ***Domicile*** - The SSC of QCPU shall be principally located at #673 San Bartolome, Quirino Highway, Novaliches, Quezon City with branches at San Francisco Campus, and Batasan Campus, Quezon City.

10.2. DECLARATION OF PRINCIPLES AND OBJECTIVES

10.2.1. Principles

The Supreme Student Council of QCPU shall uphold the following core principles:

a. Democracy, to ensure the participation of members in all decision making process.

b. Independence, its decision must be free from outside interference.

c. Solidarity, while maintaining independence, it must also actively establish with other local organizations to support advancing the interest of members.

d. Responsibility, in promoting students rights and protecting students interest, it must support the QCPU fulfill its vision and mission.

10.2.2. Objectives

a. Actively participate in campus activities, aimed at promoting students' rights and well being.

b. Pursue academic growth and excellence through collective efforts in identifying and resolving academic challenges.

c. Coordinate and cooperate with other accredited organizations of QCPU where in carrying out its activities for the common good of the school and community.

d. Serve as the umbrella of all accredited organizations of QCPU where all activities must be coordinated and channeled.

e. Undertake education and cultural activities aimed at developing leadership capacities and personal discipline among its members.

f. Engage in fund raising activities and programs to support its projects, social and organization needs.

10.3. MEMBERSHIP

10.3.1. Members

All bonafide students of QCPU are eligible to become members of SSC.

10.3.2. Classification of Members

a. ***Regular members***- are those who are presently enrolled at QCPU in degree courses and programs.

b. ***Associate members***- those who are enrolled in non-degree programs and one year courses.

c. ***Alumni***- are those who have graduated or completed their academic requirements in QCPU and have been officers of SSC.

10.3.3. Membership Fee

Every member shall pay the membership fee, the amount of which shall be determined by the general assembly or in a form of resolution. The membership fee shall serve as the operational fund of the organization.

10.3.4. Suspension and Expulsion

Any member of SSC may be suspended or expelled by the SSC Executive Council for non-payment of fees, for acts grossly inimical to the interest of the SSC, or for gross violation of any of the provisions of this constitution and bylaws provided however, that before any disciplinary action take effect, due process shall be observed. Suspension shall not exceed 2 weeks.

10.4. DUTIES AND RESPONSIBILITIES OF MEMBERS

10.4.1. Duties and Responsibilities

All members shall have the following duties and responsibilities:

a. Participate in all programs of the organization

b. Defend and uphold this constitution and bylaws at all times

c. Contribute the utmost of his/her capacity

d. Respect the majority rules of the organization

e. Attend meetings and observe decorum

f. Participate, cooperate and share views, opinions and experiences during General Assembly

10.5. RIGHTS AND PRIVILEGES OF MEMBERS

10.5.1. Rights and Privileges

All the members have the right and are entitled to the following privileges:

a. Vote and be voted upon
b. Participate in all activities of SSC
c. Make suggestion, proposals, and recommendations and file motion
d. Participate in the formulation of policies, program development and action plan
e. Propose amendments
f. Avail of due process before any sanction is imposed
g. Represent the organization
h. Receive and access documents and information on policies, programs, records, and finances of the organization
i. Asses the performance of officers ad fellow members

10.6. GOVERNANCE STRUCTURES, OFFICIALS AND QUALIFICATIONS

10.6.1. Policy Making Body

The highest policy making body of SSC is the General Assembly which will meet once in six months. The GA shall have the following powers and prerogatives:

a. Hear and approve the report of the Executive Council.
b. Approve the program of the SSC.
c. Approve/ratify the Constitution and bylaws and amendments
d. Ratify the actions/decisions of the Executive Council
e. Elect the officers of the SSC.
f. Approve the budget.
g. Adopt the activity and financial reports

10.6.2. Representation on General Assembly

Proportionate representation in the General Assembly shall be determined by the Executive Council. Delegates to the GA shall consist of representative from different sections and campuses.

10.6.3. Executive Council

In between GA, the policy and decision making body shall be the SSC Executive Council composed by the President, 3 Vice Presidents, Secretary, treasurer, auditor and Board of Governors. The Executive Council shall meet two times a month or as often as maybe necessary. The Board of Governors is composed of representative each from degree courses and one representing the technical vocational courses.

10.6.4. Council of Leaders

There shall be Council of Leaders which shall be composed of all elected presidents of all sections who are not members of the Executive Council. The President shall be ex-officious member of the Council. The Council of Leaders is responsible and has obligation to call for special general assembly, prepare and recommended to the executive council annual program and plan and hear reports from the Executive Council. It shall meet once in a quarter or as often as necessary decided by majority of all its members.

10.6.5. Election of SSC Officers

Election of SSC Officers shall be held during the month of July. The manner of election shall be set by the Commission on Election which shall be created by the Council of Leaders to oversee the conduct of an orderly, democratic and efficient election. The COMELEC shall be empowered to lay down the rules and procedures of election which shall be disseminated to all the re-election.

10.6.6. Filling of Vacancy

In case of vacancy and resignation during the term is less than six months, the Executive Council may appoint the replacement to serve only the unexpired term of the office of the vacancy.

10.6.7. Qualification of Officers

The following are prescribe qualification of the officers and those seeking for election.

a. Bonafide students of QCPU
b. Regular students of QCPU
c. Must not have failing grades
d. Must pass preliminary screening process
e. Must file his/her certificate of candidacy
f. Has not been subject to any form of disciplinary action by the University
g. Must have undergone leadership training
h. Good moral character

10.7. DUTIES AND RESPONSIBILITIES OF SSC OFFICERS

10.7.1. President

The President shall perform the following:

a. Call and preside over meetings of the Executive Council and the General Assembly
b. Appoint the different chairperson of formed committees of SSC

c. Create special committees as maybe needed
d. Receive and sign all correspondents of the SSC
e. Serve as the Chief Executive of the SSC
f. Exercise supervision over all activities of the organization
g. Perform such other functions as maybe delegated by the Executive Council
h. Render periodic reports to the Executive Council and the General Assembly
i. Represent the SSC at the QCPU Board of Trustees and other forum

10.7.2. **Vice-Presidents**

There shall be three (3) elected Vice Presidents each coming from the three campuses of QCPU who shall perform the following:

a. In the absence of the president, perform the duties and responsibilities delegated
b. Assist the president in carrying out plans and activities of the organization in their respective campus
c. Serve as chair of the committees created
d. Perform other duties and responsibilities as maybe delegated by the President

10.7.3. **Secretary**

There shall be a secretary who shall perform the following:

a. Record the minutes of the meetings and other constitutional meetings
b. Maintain record and custody of all documents of the organization
c. Handle all correspondence of the SSC
d. Make announcements and notifications of meetings and activities
e. Submit periodic reports to the Executive Council and the President

10.7.4. **Treasurer**

There shall be a treasurer who shall perform the following:

a. Collect and safe keep all dues and fees from members
b. Render financial reports of the organization
c. Prepare budget proposal for activities of SSC
d. Maintain the book of accounts of the organization
e. Disburse funds according to the rules and procedures of SSC
f. Serve as co signatory to financial transaction of the SSC

10.7.5. Auditor

There shall be an Auditor who shall perform the following:

a. Conduct periodic audit of all the expenses and financial transactions of the SSC
b. Counter check and sign financial statements prepared by the treasurer
c. Render audited report to the Executive Council and the GA

10.7.6. Board of Governors

There shall be a Board of Governors which shall be composed of seven (7) representatives coming from the first and second year of each degree courses such as Information Technology, Entrepreneurship, Industrial Education or Electronics Engineering, and one representative coming from technical vocational education. The Board of Governors shall represent their respective year level in all SSC activities and perform duties and responsibilities as delegated by the President of the Council of Leaders.

10.8. IMPEACHMENT

10.8.1. Any petition for impeachment shall be in writing and shall be decided by 2/3 votes of all members.

10.8.2. Any member and official of the SSC may be expelled on the following grounds:

a. Willful and culpable violations of the SSC CBL
b. Gross negligence
c. Grave misconduct prejudicial to the interest of the organization
d. Three consecutive absences in meeting without notice and valid explanation

10.9. MEETINGS OF THE SUPREME STUDENT COUNCIL

10.9.1. Regular meetings of the Executive Council shall be twice a month. The date and venue shall be decided by the President.

10.9.2. The General Assembly shall be held once in a semester.

10.9.3. Committee meeting shall be called as the need arises.

10.9.4. A simple majority or fifty (50%) plus one shall constitute a quorum to transact the SSC business.

10.9.5. All meetings shall be scheduled taking into consideration the availability and convenience of the members.

10.10. FUNDS AND DUES

10.10.1. The operational budget of the SSC shall be driven from the membership fee of the students which will be collected every semester.

10.10.2. Income Generating Projects (IGP) may be initiated as a source of income for the organization in manner and form approved by the QCPU Administration.

10.10.3. An annual financial statement or report shall be prepared by the Treasurer and submitted to the University President through the SSC Executive Council copy furnished to and noted by the SSC adviser.

10.10.4. No clearance shall be issued to any member who failed to settle their financial accountability on or before the end of the school semester.

10.10.5. All funds of the SSC shall be deposited to an authorized bank account care of the SSC President and the Treasurer

10.11. STANDING COMMITTEES

10.11.1. There shall be the following committees tasked with the following:

a. **Committee on Membership**

- Take charge of the orientation of the new members
- Process all applications and approve membership to SSC
- Maintain information about the schedule of classes of all officers and members of the organization
- Disseminate information to all members
- Render periodic Committee reports

b. **Committee on External Affairs**

- Take charge of all cultural, social and sports activities of the SSC
- Take measures to foster mutual and harmonious relationship between and among students and leaders outside of the QCPU
- Coordinate activities and make arrangements with external partners and network organizations for outreach activities
- Render periodic Committee reports

c. **Committee on Internal Affairs**

- Take charge of in-campus academic, socio, cultural and extra-curricular activities of the SSC
- Coordinate initiatives, programs and projects of SSC with QCPU administration and with other accredited students organizations
- Ensure the active participation of all members in SSC activities
- Render periodic Committee reports

10.12. SUPREME STUDENT COUNCIL ADVISER

10.12.1. The Executive Council shall identify and recommended to the QCPU President the chosen faculty member (s) to be their adviser

10.12.2. The role of SSC Adviser shall be mutually determined and be fulfilled accordingly.

10.13. RATIFICATION AND AMENDMENTS

10.13.1. Any amendments to this constitution and bylaws maybe proposed by 2/3 votes of all the members.

10.13.2. Any proposed amendments shall be officially announced at least one week prior to the scheduled plebiscite.

10.13.3. Any proposed amendment shall be approved by a majority of all members and the same shall be deemed effective immediately after the approval. No amendment however maybe proposed to benefit the incumbent officers of the SSC.

10.14. EFFECTIVE CLAUSE

10.14.1. This Constitution and By Laws shall take effect after ratification by the majority of the members of the General Assembly through the majority of the members of the Council of Leaders specifically called for the purpose.

10.14.2. Copy of the Constitution and By Laws of SSC shall be provided to the University President and SSC members.

10.15. DISSOLUTION OF THE SUPREME STUDENT COUNCIL

10.15.1. The Supreme Student Council may be dissolved only upon proper deliberation and careful study and upon approval of all the members of the Executive

Section 11
STUDENT PUBLICATIONS

Based on the Campus Journalism Act of 1992 (RA 7079), a student publication is the issue of any printed material that is independently published by, and which meets the needs and interests of, the students. These include newspapers, periodicals, magazines, newsletters, handouts, or other publications whether printed, mimeographed or photocopied, published by students for campus circulation.

11.1. REGISTRATION

11.1.1 A student publication can only be officially recognized by the University once recognition or approval of its sponsoring group or organization had been granted. The University's official publication, The Quest, is exempted from this provision.

11.1.2 Any Publication may use the existing funds of its sponsoring organization for printing.

11.1.3 Circulation of publications by unrecognized organizations, groups or individuals must have the prior approval of the Office of the Vice President for Administration, through the Communications and Advocacy Division unit/department upon the recommendation of the Program Director or Head from which those organizations, groups or individuals otherwise, would be deemed illegal.

To obtain official recognition, the following procedures shall be followed:

a. The student organization should be duly recognized by the Office of the Student Affairs and Services (OSAS).
b. The student organization shall present a proposal which shall include the purpose and intended contents of the periodical or newsletter fitted to the field of interest or specialization of the sponsoring group;
c. The student organization shall present a list of the editorial board of the newsletter or periodical;
d. The student organization shall present the number of copies to be printed and circulated as well as the recipients of the publications;
e. The student organization shall present a budget with a breakdown of costs certified by the president/chair and treasurer of the organization sponsoring the publication.
f. News Editor. Assigns and edits articles. Follows-up during the week on progress. Receives all completed assignments and checks to see if the assignment has been fulfilled.
g. Circulation Manager. Oversees proper distribution of the publication and prepares distribution reports.

h. Selection of contributors shall be on a monthly basis. Regular contributors will be prioritized. Contributors may be students, faculty members or administrative personnel.

11.2. POLICIES ON EDITORIAL BOARD SELECTION

11.2.1. Newsletters, organization magazines and supplements may select their editorial boards through elections or appointments according to the preference of the organization body.

11.2.2. They should not hold office in any executive capacity in any other official or minor publication or any recognized student organization while they are still members of the editorial board.

11.2.3. They should not have any pending major disciplinary case, must have not been found guilty of any major offense, and must have obtained clearance from the OSAS.

11.3. STUDENTS PUBLICATION GRIEVANCE COMMITTEE

11.3.1. The Student Publications Grievance Committee is composed of the VP for Admin (or a representative from the VP for Administration Office), the University's Legal Counsel, the head of OSAS, faculty representative, a student representative and the VP for Academic Affairs (VPAA) who will act as chair.

11.3.2. The VPAA shall convene the committee and define the procedures to be followed in the conduct of the review.

11.3.3. The proceedings before the Student Publications Grievance Committee shall be without prejudice to the filing of any criminal case under the Revised Penal Code and other existing laws.

11.4. POLICY ON PROFESSIONAL JOURNALISM IN STUDENT PUBLICATIONS

11.4.1. Student publications shall enjoy the right to freely and responsibly publish articles, opinions and other works, guided by the Campus Journalism Act of 1992 (RA 7079) and the QCPU Mission and Vision Statements.

11.4.2. To ensure that Student publication's editorial content is researched, well-written, confirmed, edited and approved for publication in accordance with professional journalistic standards and best practices, and with the goal of continuous improvement in all aspects, but without prejudice to, or diminishment in status as a student newspaper with the publication of humorous and satirical stories.

11.4.3 In the same manner, such publications are subject to all provisions of the law pertaining to the mass media. The publication shall be fully and solely responsible for materials they publish.

11.4.4 All stories, editorial, photographs, and illustrations appearing in student publications should carry by-lines, credit lines, or tag lines. Otherwise, the editorial board of the publication shall be held fully and solely responsible for uncredited materials.

11.4.5. Interviewed personnel have the right to confidentiality. He/she has the right to keep his/her statement from being audibly recorded and may request a copy of the transcript and approve it to ensure accuracy. All interviews must be properly recorded on a voice recorder.

Section 12
ALUMNI AFFAIRS

The Alumni Affairs under the OSAS is tasked to be the liaisons between the University and its Alumni. The primary role of the Alumni Affairs is to provide a clear vision of the importance of alumni to the mission of the university and to develop, sustain and expand opportunities for alumni. The Alumni Affairs also fosters and strengthens the intellectual and spiritual connections to the Quezon City Polytechnic University family, and provides all alumni with a range of programs and services that will engage them with the university.

The QCPU Hymn

Dakila kang humubog ng dangal

Dalisay na gabay sa pag-aaral

Tagumpay laging pinagdarasal

QCPU na pinakamamahal.

Sa pagsibol ng ating pagkatao

Bigyan liwanag at kulay ang mundo

Tahanan ka ng husay at talino

Taglay ang pangarap ng Pilipino.

Quezon City Polytechnic University

Pangalan ay laging aalagaan

Quezon City Polytechnic University

Sandigan ng ating kinabukasan.

Sandigan ng ating kinabukasan

The QCPU Hymn

Dakila kang humubog ng dangal
Dalisay na gabay sa pag-aaral
Tagumpay laging pinagdarasal
QCPU na pinakamamahal

Sa pagsibol ng ating pagkatao
Bigyan Liwanag at kulay ang mundo
Tahanan ka ng husay at talino
Taglay ang pangarap ng Pilipino.

Quezon City Polytechnic University
Pangalan ay laging aalagaan
Quezon City Polytechnic University
Sandigan ng ating kinabukasan

Sandigan ng ating kinabukasan