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I wish to convey my profound and grateful appreciation as I extend my hand to welcome you to the portals of Cebu Institute of Technology – University. The Board of Directors, the Administrative and the Academic staff are all elated that you have chosen our school as the venue in the pursuit of your profession and for the fulfillment of your goals in life.

CIT – University upholds the truism that education aims at the formation of the good of society of which man is a member and whose obligation as an adult he will share with his fellowmen.

We believe in the wholistic formation of a person: physical, psychological, spiritual, intellectual and social. In this era of information technology revolution, our personnel will help and guide you to reach the highest level of man’s hierarchy of needs, which is, self-actualization.

In consonance with the institution’s mission that is truly committed to excellence and continuous improvement, we become partners in the great crusade to produce globally competitive professionals who are creative and productive, and are willing and able to meet the challenges of the new millennium.

I hope for the greatest measure of success as part of your fruitful experience in CIT – University.

Again, I welcome you to the CIT – University family.

GREGORIO L. ESCARIO
President
VISION

A world-class academic institution continuously developing highly skilled, values-driven and competitive Technologians

MISSION

To provide quality education for the total development of Technologians committed in practicing professionalism and in meeting the demands of local and global communities

GOALS

As a private, non-sectarian academic institution, Cebu Institute of Technology – University aims to:

1. Provide basic (early childhood, elementary, high school), vocational, higher, and non-conventional or alternative education for the total development of individual students in an academic environment conducive to teaching and learning;

2. Develop instructional, research, and community extension programs attuned to the Filipino culture, national goals and global competitiveness with optimum utilization of existing resources, harnessing community involvement and goodwill in its implementation;

3. Provide opportunities for CIT – University’s academic community, school staff, and students to join hands and help improve the institution as well as its local, national and global networks;

4. Develop and strengthen the values of leadership, cooperation, collegiality, and respect for human dignity in a culture of peace.
STATEMENT OF CORE COMPETENCY

Science and Technology is a way of academic life to administrators, faculty and students. In the design, administration and implementation of curricular programs, technology is imbedded, articulated and actuated. CIT – University intends to blaze new trails in the hard sciences and research.

CORE VALUES

PASSION FOR EXCELLENCE is the total quality in any endeavor by striving to work in the best way that one could.

TEAMWORK AND TENACITY foster cooperation and collegiality in the pursuit of the institution’s mission.

INTERDEPENDENCE is acknowledging the vital role of all sectors in the institution and recognizing the efforts and expertise of colleagues and students.

SPIRIT OF ALTRUISM AND COMMITMENT enhances capacity of persons to give witness to God’s love for mankind.
THE CIT – UNIVERSITY SEAL

The University Seal consists of a spur gear which manifests the institution’s never ending quest for excellence. The twelve teeth represent the original ten department heads and the two very dynamic and strong personalities who gave life to the institute – Dr. Nicolas G. Escario, Sr., Founder and First President and Don Simplicio A. Lizares, First Chairman of the Board. The three sides of the equilateral triangle stand for the three engineers who laid the groundwork for the establishment of the school namely: Engr. Fidel C. Dagani, Engr. Amancio A. Alcordo and Engr. Jose A. Cavan. The six icons inside the equilateral triangle represent the six original programs envisioned by the founding fathers in 1946.

- Medieval castle Civil Engineering
- Kinetic gear Mechanical Engineering
- Lightning bolt Electrical Engineering
- Retort Chemical Engineering
- Volute Architecture
- Bowl of Hygieia Pharmacy

The perpetually lit lamp resting on top of the triangle symbolizes wisdom and knowledge. This eventually symbolized the Education program which started three years after the founding of the school.
COLLEGE AIMS

College of Engineering and Architecture

The College of Engineering and Architecture endeavors to produce graduates equipped with a comprehensive knowledge of both theoretical and practical aspects of engineering and architecture responsive to the dynamic needs of the local and global communities. The College likewise, engenders the importance of good moral and ethical values and a commitment to preserve the environment towards sustainable development.

College of Computer Studies

The College of Computer Studies (CCS) aims to provide quality, industry-standard computing education.

The goal is to produce well-rounded, equipped and globally competent professionals in the fields of Computer Science and Information Technology through: proficient, supportive and highly-trained faculty; appropriate facilities; programs and pedagogy responsive to industry; as well as a culture that encourages innovation, initiative, and teamwork.

College of Commerce

The College of Commerce aims to provide education in the mercantile and allied arts and sciences. It professes to develop students into self-learning, highly functional, technology-oriented men and women that the business world needs. Fields of professional studies include accounting, business administration, public administration, tourism management, hospitality management and office administration. The college curricular efforts shall be focused on communication, leadership and values, and business and support skills.

The College of Commerce shall attain full vertical articulation from the baccalaureate level to post-doctor level for all programs.
**College of Education**

The College of Education commits to provide relevant and quality curricular programs that will train students to become highly qualified teachers in the local and global setting. It shall, likewise, endeavor to provide avenues for continuing professional development as educators and instructional leaders, capable of innovating, advancing, and sustaining programs for social development and in promoting global solidarity among different people and culture.

**College of Arts and Sciences**

The College of Arts and Sciences strives for the total development of the individual towards fullness of life. It is founded on the four global behaviors: Language and Communication Aptitude (in English, Filipino, and Mass Communication), Social Behavior (in Sociology and Anthropology), Manipulative Behavior (in Math and Natural Sciences) and Self-Actualization (in Humanities and Arts). With these, the College envisions to produce globally competitive professionals who are technology and research-oriented, culturally and socially aware, God-loving, respectful of the dignity of others, and responsive to the needs of the community.

**College of Nursing**

The College of Nursing offers a community oriented competency-based nursing program that applies relevant, responsive and interdisciplinary approaches. It aims to provide quality education to prepare students to become active participants of society’s welfare and advancement in harmony with human values, rights and dignity. The college envisions to produce globally competitive technologian nurses who can demonstrate entry-level professional competencies, utilize research findings in the practice for the profession and shall continue to assume responsibility for professional development.
# I. GENERAL INFORMATION

## Administrative Directory

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td><strong>Mailing Address</strong></td>
<td>Cebu Institute of Technology – University&lt;br&gt;N. Bacalso Avenue&lt;br&gt;Cebu City, Philippines&lt;br&gt;Tel. (63) (32) 261-7740 to 50&lt;br&gt;Connecting all departments&lt;br&gt;Fax. No. (63)(32) 261-7743&lt;br&gt;Website/e-mail: <a href="http://www.cit.edu">www.cit.edu</a></td>
</tr>
<tr>
<td><strong>President</strong></td>
<td>General Welfare of the CIT - University Community</td>
</tr>
<tr>
<td><strong>Executive Vice-President and Human Resource Director</strong></td>
<td>General Policy Execution and Human Resource Concerns&lt;br&gt;Personnel System</td>
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<tr>
<td><strong>Vice President for Administration</strong></td>
<td>General Administrative Matters</td>
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<tr>
<td><strong>Vice President for Finance &amp; Treasurer</strong></td>
<td>Financial Matters</td>
</tr>
<tr>
<td><strong>Vice-President for Academic Affairs</strong></td>
<td>Academic Programs/Affairs</td>
</tr>
<tr>
<td><strong>Director, Management Information Systems (MIS)</strong></td>
<td>Data Processing and Information&lt;br&gt;Information and Communications&lt;br&gt;Technology Resources</td>
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<tr>
<td><strong>Director, Student Personnel Services</strong></td>
<td>Supervision of Student Personnel Offices</td>
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<tr>
<td><strong>Comptroller and Cashier</strong></td>
<td>Supervision of daily cash flows and bank remittances</td>
</tr>
<tr>
<td><strong>Academic Deans</strong></td>
<td>Academic Matters&lt;br&gt;Faculty Assignment &amp; Load&lt;br&gt;Curricular Planning &amp; Offerings&lt;br&gt;Course Loading/Withdrawal&lt;br&gt;CHED Provisions Implementation</td>
</tr>
<tr>
<td><strong>University Registrar</strong></td>
<td>Enforcement of CHED and School Regulations&lt;br&gt;Student Admission/Course Requirements/Graduation&lt;br&gt;Academic Grades&lt;br&gt;Transcript of Records/Diploma&lt;br&gt;Evaluation of Courses&lt;br&gt;Student Clearance/Transfer/Cross-enrolment Catalogues and Prospectus</td>
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<tr>
<td><strong>Head, Guidance Center</strong></td>
<td>Guidance and Counseling&lt;br&gt;Psychological/Educational Testing&lt;br&gt;Occupational/Vocational Information&lt;br&gt;Student Development</td>
</tr>
<tr>
<td><strong>Head, Student Affairs Office (SAO)</strong></td>
<td>Attendance Excuse Slips&lt;br&gt;Disciplinary Matters&lt;br&gt;Student Organization/Activities&lt;br&gt;Issuance of Student ID&lt;br&gt;Uniform Exemption&lt;br&gt;Lost and Found Section</td>
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<tr>
<td>Position</td>
<td>Responsibilities</td>
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<tr>
<td>Head, Enrolment Technical Office (ETO)</td>
<td>Enrolment Procedures</td>
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<td>Assignment of Classrooms</td>
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<td>Head, Community Extension Services Office</td>
<td>Community Extension Services</td>
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<td>Head, Office of Admissions and Scholarships</td>
<td>Admissions</td>
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<td>Scholarships</td>
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<td>Student Recognition</td>
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<td>Director, Office of Industry Relations (OIR)</td>
<td>Industry Linkages</td>
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<td>On-the-Job Training Program</td>
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<td>Placement and Employment Services</td>
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<td>Head, Research and Development Coordinating Office (RDCO)</td>
<td>Research and Development</td>
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<td>Director, Medical and Dental Services</td>
<td>Medical and Dental Consultation</td>
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<td>Emergency Treatment</td>
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<td>Referrals</td>
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<td>Head, Networking and Linkages Office</td>
<td>Linkages with other universities (local &amp; international)</td>
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<td>Linkages with Government &amp; NGO</td>
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<td>Collaborative Research Activities</td>
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<td>Head, Human Resource Department (HRD)</td>
<td>Human Resource Management and Development</td>
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<td>University Librarian</td>
<td>Bibliographic Instruction Service</td>
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<td>Resource Access</td>
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<td>Selective Dissemination of Information</td>
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<td>Online Access Services</td>
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<td>Department Chairs</td>
<td>Course/Program Validation</td>
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<td>Academic Advising</td>
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<td>Course/Program Offerings</td>
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<td>Instructors Load Recommendation</td>
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<td>Supervision of Departmental Matters</td>
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<tr>
<td>Accountant</td>
<td>Assessment of School Fees</td>
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<td>Issuance of Examination Admission Slips</td>
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<td>Processing of Discounts and Refunds</td>
</tr>
<tr>
<td>Alumni Affairs Director</td>
<td>Alumni Affairs</td>
</tr>
<tr>
<td></td>
<td>Tel Fax No. (63) (32) 505-6303</td>
</tr>
<tr>
<td>Property Custodian</td>
<td>Property Management</td>
</tr>
<tr>
<td>Head, Physical Plant &amp; Facilities</td>
<td>Planning and Maintenance of Physical Plant and Facilities</td>
</tr>
<tr>
<td>Head, Safety and Security</td>
<td>Vehicle Permits/Regulations</td>
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<td></td>
<td>Campus Security</td>
</tr>
<tr>
<td>Environmental Management Officer</td>
<td>Environmental Issues and Concerns</td>
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</tbody>
</table>
BOARD OF DIRECTORS

Mr. Gregorio L. Escario   Chairman
Mrs. Aglaloma B. Escario   Secretary
Doña Louisa A. Lizares   Director
Mr. Rodolfo A. Lizares, Jr.   Director
Mrs. Ma. Socorro E. Villamor   Director
Dr. Nicolas L. Escario, Jr.   Director
Mr. Amelo T. Lizares   Director
Dr. Abdias I. Villamor   Director
Mrs. Lucia L. Yunque   Director

ADMINISTRATIVE OFFICIALS

Gregorio L. Escario   President
Rodolfo A. Lizares, Jr.   Executive Vice-President and Human Resource Director
John Gregory B. Escario   Vice President for Administration
Ma. Socorro E. Villamor   Vice-President for Finance and Treasurer
Bernard Nicolas E. Villamor   Director, Management Information Systems/Student Personnel Services
Ma. Raina Romana E. Villamor   Comptroller and Cashier
Leonardo C. Nabua   Accountant
Nicarter V. Teves   Property Custodian
ACADEMIC OFFICIALS

Corazon Evangelista – Valencia Vice-President for Academic Affairs
Gretchen Lizares – Tormis University Registrar
Evangeline C. Evangelista Dean, College of Engineering and Architecture
Nona B. Suerte Dean, College of Arts & Sciences
Arsenio C. Pacaña Dean, College of Education
Alexander Franco A. Delantar Dean, College of Commerce and Director, ETEEAP
Cherry Lyn C. Sta. Romana Dean, College of Computer Studies
Judith D. Ismael Dean, College of Nursing
Amis A. Pacamalan Assistant Dean, College of Engineering and Architecture
Leonardo C. Nabua Assistant Dean, College of Commerce
Alona M. Solis Assistant to the Dean, College of Computer Studies
Nicarter V. Teves Head, Engineering & Science Laboratories
Rainera C. Boholst University Librarian
Edwin R. Torillo Head, Research and Development Coordinating Office
Concordia C. Bacalso Head, Networking and Linkages Office
Luni N. Villacastin Head, Office of Community Extension Services

DIRECTORS AND DEPARTMENT HEADS

Nicolas L. Escario, Jr., M.D. Director, Medical & Dental Services
Rodolfo Luis S. Lizares III Director, Office of Industry Relations
Estela L. Lizares Head, Human Resource Department
Elsa J. Miral Head, Student Affairs Office
Arnie Ernesta M. Tacdoro Head, Guidance Center
Roberto P. Base, Jr. Head, Office of Admissions and Scholarships/OIC, Alumni Affairs Office
Pablito G. Suerte Head, Enrolment Technical Office
Mary Ann G. Jaim Head, Software/Multi-Media Development and Training Center
Rolando T. Tindoy Head, Technical Support Group
Alexander P. de la Torre  Athletics Director
Ernesto M. Lozarita  Head, Safety and Security Office

ACADEMIC DEPARTMENT CHAIRS AND PRINCIPALS

Rowena V. Alviola  Chair, Civil Engineering
Edgardo A. Concepcion  Chair, Mechanical Engineering
June S. Bayaton  Chair, Architecture
Erwin J. Salvador  Chair, Electrical Engineering
Amis A. Pacamalan  Chair, Chemical Engineering
Osita L. Catipay  Chair, Mining Engineering
Alein B. Navares  Chair, Industrial Engineering
Susana A. Tan  Chair, Electronics Engineering
Roel B. Lauron  Chair, Computer Engineering
Buenaventura D. Jakosalem, Jr.  Chair, Mathematics
Norma C. Moreno  Chair, Chemistry
Jonathan N. Reyes  Chair, Physics
Joylynn Emily T. Paz  Chair, Languages, Literature, and Communication
Elmer T. Rivera  Chair, Biology
Michelle A. Cellona  Chair, Humanities and Behavioral Sciences
Jean Marie D. Cando  Chair, Physical Education
Deusdedith C. Parrilla  Chair, Teacher Education Programs
Socorro T. Mahinay  Chair, Office Administration/Business Administration
Pamela C. Tao  Chair, Accountancy
Alexander Franco A. Delantar  Chair, Public Administration
Elmer A. Maravillas  Chair, Computer Science and Consultant, RDCO
Larmie S. Feliscuzo  Chair, Information Technology
Rodolfo Joseph Johannes M. Tecarro  Chair, Hospitality Management
Raniza R. Romero  Acting Principal, High School Department
Abdulia G. Alimento  Principal, Elementary Department
Genabel V. Patrimonio  Assistant Principal, Elementary Department

Please see Annex A: CIT – University Organizational Chart
HISTORICAL BACKGROUND

The year 1946 was ushered in by dazzling rays of hope for peace, progress and freedom after the Philippines was devastated by the ravages of World War II. Through the vision and foresight of the eminent physician Dr. Nicolas G. Escario, Sr., he founded the present prestigious institution of learning in Cebu, the Cebu Institute of Technology – University formerly Cebu Institute of Technology. Dr. Escario’s initiative, and in collaboration with three illustrious Cebuano technocrats: Engr. Fidel C. Dagani, Engr. Amancio A. Alcordo and Engr. Jose A. Cavan, prepared the groundwork for the establishment of the institution. The proposal for the academic venture convinced the then CIT Board of Trustees of its feasibility and wisdom of opening an engineering school. The project reached its final stage when Don Simplicio A. Lizares, Sr. was elected as CIT’s first Chairman of the Board of Trustees, Dr. Nicolas G. Escario, Sr., as President and Don Rodolfo T. Lizares, Sr. as Vice President who pooled their resources to put up the required facilities and services of the institution.

The Cebu Institute of Technology now Cebu Institute of Technology - University opened in 1946 with two pre-fabricated structures in F. Ramos Street. The school started with 512 pioneering students enrolled in high school and college levels. It offered the following degree programs: Civil Engineering, Mechanical Engineering, Electrical Engineering, Chemical Engineering, Architecture and Vocational programs. In tune with the objective of the higher education to answer the needs of the time and to complement the technical programs offered, the first non-technical program offered was the Liberal Arts in 1947, Pharmacy and Junior Normal programs in 1948 and Education in 1949. The Vocational department was phased out in 1951 while the College of Commerce was opened in the same year. Two years later, in 1953, the Sanitary Engineering department started. To meet the demands of the growing society, other programs were offered such as Pre-medicine in 1957 and Secretarial in 1958.

On November 1, 1958, the CIT Founder and first President Dr. Nicolas G. Escario, Sr. died, leaving the legacy of a dignified politician, honest statesman and a compassionate physician. At that time, he was able to put up eight (8) semi-concrete school buildings located at C. Padilla Street.

Don Rodolfo T. Lizares, Sr. took over as the second President of CIT. In 1960, under the helm of the new President, the Bachelor of Science in Mining Engineering was offered. In affiliation with the Cebu Velez College, the pre-Nursing and Doctor of Medicine programs were also offered in the same year. Foreseeing the
demands for Science and Technology, the Bachelor of Science in Industrial Engineering was opened in 1968.

Resourceful and bold in his program for progress, Don Rodolfo T. Lizares, Sr. then replaced the old structures with modern buildings and consequently acquired more facilities in line with the progressive trends in educational management. With his abiding faith in the education of the youth and great zeal of leadership he acquired a new site for CIT at the N. Bacalso Avenue in 1965 and erected a modern four storey-building which was initially occupied by the college graduating students in 1971. Gradually, the remaining colleges at C. Padilla were transferred to the new site. The new campus soon housed the administrative staff, college academic buildings, college library, engineering and science laboratories, and provides sprawling grounds for parking, athletics and drill purposes. Towards the end of 1978, President Rodolfo T. Lizares, Sr., took the boldest venture by engaging in a multi-million-development plan with the Educational Project Implementing Task Force (EDPITAF) of the government. Through this program, CIT became the resource-based institution for engineering programs in the Visayas and Mindanao regions.

CIT’s aim towards progress surged to new heights in the academe when it received an award as the MOST OUTSTANDING INSTITUTION FOR LEARNING IN CEBU CITY. The award was received during the Cebu City Charter Day celebration in the year 1980.

The demands from the electronics industry in the 80’s challenged the institution to offer the Bachelor of Science in Electronics and Communications Engineering program in 1983.

Keeping abreast with the advancement of science and technology, special computer programs were offered in 1983 under the Computer Department. As the department grew, it was renamed the Department of Computer Studies with its innovative ladderized curricula. The department was given government recognition by the Department of Education, Culture and Sports (DECS) to operate its degree programs: Information and Computer Science, Computer Management, Computer Technology and Computer Engineering with their corresponding associate certificates.

The passing away of President Rodolfo A. Lizares, Sr. on April 4, 1991, paved the way for CIT’s leadership to a younger and dynamic successor, Mr. Gregorio L. Escario, as the third president of the institution. Under his leadership, the Kindergarten school was opened together with the reopening of the Elementary Department in 1992. A modern three-storey building fully equipped with modern academic facilities now houses the department.
Ever aspiring for its quest for academic excellence, Cebu Institute of Technology was awarded in 1994 as the MOST OUTSTANDING ACADEMIC INSTITUTION IN SCIENCE AND TECHNOLOGY for Region VII.

Aside from continuing his leadership in education in the three academic levels, President Escario has given full support to other innovative special programs such as Industry-Academe Linkages and Special Computer Programs. Consequently, the Department of Computer Studies (DoCS) – currently the College of Computer Studies - was awarded with multi-million peso funding assistance from the Department of Science and Technology (DOST) for the creation of the Multimedia Development and Training Center (MDTC) and the Software Development and Training Center (SDTC).

As CIT continued its march towards progress and academic excellence, the institution was deputized by the Commission on Higher Education (CHED) in 1999 to offer the expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP).

In 1999, an additional four-storey High School building was constructed.

**SUBSEQUENT DEVELOPMENTS**

**2000**
- CIT was awarded as CHED - CENTER OF DEVELOPMENT FOR EXCELLENCE IN INFORMATION TECHNOLOGY EDUCATION in Region VII.
- CIT was authorized for the spin-off of the BS Commerce curriculum into seven BS Business Administration programs.

**2001**
- The expansion and developmental efforts for the Department of Computer Studies ushered its upgrade as the College of Computer Studies (CCS).
- The Secretarial Department was revitalized to Office Administration Department with the approval of the four-year BS Office Administration program.

**2002**
- The Science and Technology building was constructed.
- On November 18, the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) awarded seven Business Administration programs (BSBA), Bachelor in Elementary Education Program (BEEd) and the Bachelor in Secondary Education (BSEd) with CERTIFICATES for Level I Applicant Status.
2004
- Foreseeing the global demands of the nursing profession, CIT decided to reopen the College of Nursing on January 29. The permit to operate a four-year course, Bachelor of Science in Nursing was granted by the Commission on Higher Education (CHED).
- On February of the same year PACUCOA granted Level 1 applicant status to the BS Computer Science program.
- On June 28, CIT was granted by CHED the permit to operate Master in Computer Science.
- The CIT Gymnasium was constructed.

2005
- PACU COA Level 1 Formal Accredited Status was granted to the BS Business Administration, Bachelor in Elementary Education, Bachelor in Secondary Education and Computer Science programs.
- Permit was granted for the offering of AB major in Graphics and Media and AB Mass Communication.
- CIT was granted by CHED the permit to operate Master in Information Technology and was identified as delivering institution for the CHED Faculty Development Program.
- CIT was awarded by PACU COA as one of the top ten institutions (nationwide) with the most number of accredited programs with majors.

2006
- Government Recognition for the Master in Computer Science was granted by CHED.
- PACU COA Candidate Status was granted to the BS Chemical Engineering, BS Civil Engineering, BS Mechanical Engineering, BS Electronics and Communications Engineering, BS Accountancy and BS Information Technology programs.
- CIT was awarded by PACU COA as one of the top ten institutions (nationwide) with the most number of accredited programs with majors.
- CIT won in the PACU COA search for Best Case Study.
- A new Academic Building was constructed.

2007
- CIT was awarded by the Commission on Higher Education as Center of Excellence in Information Technology Education, one out of nine schools in the Philippines.
• CIT was awarded as the PACU COA school with the highest number of programs with candidate and level I applicant status.

2008

• Awarded as an “Outstanding Institution” by the Cebu City Government on the occasion of the city’s Charter Day celebration

• Offered the following new programs: BS Hotel and Restaurant Management and BS Tourism Management

• Re-opened the following programs: AB English with Applied Linguistics, BS Biology and BS Mathematics

• PACU COA granted the following programs the Level II First Reaccredited Status: BS Computer Science, BS Business Administration, Bachelor of Elementary Education, and Bachelor of Secondary Education.

• CIT was awarded by PACU COA for being the school with the highest number of level I applicant and candidate programs.

2009

• PACU COA Level 1 Formal Accredited Status was granted to the following programs: BS Chemical Engineering, BS Civil Engineering, BS Electronics and Communications Engineering, BS Mechanical Engineering, BS Information Technology, and BS Accountancy

• Granted DEREGULATED STATUS by the Commission on Higher Education in recognition of CIT’s accomplishments, adherence to quality assurance, and commitment to public responsibility and accountability as a higher education provider

• CHED issued Government Recognition (GR) to the following programs: BS Biology, BS Hotel and Restaurant Management, and BS Tourism Management

• The supervision of the three service departments: Mathematics, Physics, and Chemistry was turned over to the College of Arts and Sciences from the College of Engineering and Architecture.

• Two new departments under the College of Arts and Sciences were created – the Biology Department and the Department of Humanities and Behavioral Studies.

• The supervision of the Computer Engineering Department was turned over to the College of Engineering and Architecture.
• The College of Commerce offered the BS Accounting Technology program. CHED Region VII issued Government Permit No. 058, Series of 2009 to operate the program.

• CHED issued Government Permit to operate the Master in Public Administration program (No. 031, s.2009)

• CHED issued Government Permits to operate the following graduate programs: Master of Arts in Education major in Mathematics (No. 046,s.2009), Master of Science in Teaching Mathematics (No. 047, s.2009), Master in Business Administration – thesis and non-thesis (No. 054, s. 2009)

• PACU COA granted level I accreditation status to the Bachelor of Science in Psychology program.

• Awarded by PACU COA as the member-school with the highest number of accredited programs in Region 7.

2010

• CHED issued Government Recognition to operate the following graduate programs: Master in Business Administration – thesis and non-thesis (No. 029 s. 2010), Master in Public Administration (No. 007, s. 2010), Master of Arts in Education major in Mathematics (No. 068, s.2010), and Master of Science in Teaching Mathematics (No. 069, s.2010)

• CHED issued Government Recognition to operate the Doctor in Public Administration (No. 072, s. 2010) and Doctor in Business Administration (No. 073. s. 2010)

• By virtue of Resolution No. 142-2010 of the Commission en Banc, CHED granted the Special Government Recognition to offer the Doctor in Information Technology (DIT) Program for the duration of five (5) years from Second Semester of School Year 2009-2010 to First Semester of School Year 2014-2015. The Special Government Recognition is limited only to the DIT Consortium Program members.

• The CIT Library and Learning Resource Center (LLRC) became a member-library of the National Commission on Culture and the Arts (NCCA).

• The BS Nursing and Bachelor in Public Administration programs passed the PACU COA consultancy visit conducted on June 18, 2010.

• By virtue of Commission en Banc Resolution No. 165-2010, the Commission on Higher Education granted Cebu Institute of Technology the University Status on July 7, 2010.
The Investiture of the First CIT – University President Gregorio L. Escario was held at the Cebu City Marriott Hotel on September 8, 2010

For the second time, CIT – University won the PACUCOA Best Case Study Contest

After over six decades of existence, CIT – University is proud of its exemplary performance in the national board/licensure examinations. It has produced 72 first placers, 507 second to tenth placers and 76 eleventh to twentieth placers. This number of topnotchers continues to grow every year.

In the next decade, Cebu Institute of Technology – University envisions to become an autonomous university with Centers of Development/Excellence and majority of its programs accredited.
II. ADMISSION POLICIES

The Cebu Institute of Technology – University accepts students who show intellectual capacity and personal aptitude to carry on the schoolwork as expected of them. To qualify for admission, the applicant should meet CIT - University’s academic standards and must be willing to abide by the rules and regulations, policies and ideals of the institution.

In the selection of applicants, the following qualities are deemed favorable and necessary for success in the academic community:

a) sincere desire to grow both as a human being and as a professional;

b) communicative proficiency in the English language;

c) social adaptability;

d) intellectual honesty; and

e) commitment to excellence in various phases of school work.

For the College of Nursing, other admission requirements are set forth in the Student Nurses Manual.

CIT – University reserves the right to turn down any applicant who does not meet the qualifications set by the school.

A. Credentials

To qualify for admission, the applicant must present the following credentials:

1. HIGH SCHOOL GRADUATES – High School Graduates applying for admission to a baccalaureate program must have passed the CIT - University entrance examination and interview, and should submit the following:

   a) original Form 138 (High School report card) or certificate of completion indicating eligibility for college;

   b) certificate of good moral character from the high school principal or guidance counselor; and

   c) NSO certified copy of birth certificate.

2. SHIFTEES are students of CIT – University who intend to enroll in another program. Shiftees applying for admission must secure clearance from the following offices: Student Affairs, Registrar, Accounting and previous department/ college. Approval must be secured from the receiving department/college.

3. RETURNEES are students of CIT – University in previous semesters who have stopped without enrolling in another school. Returnees applying for admission must secure a
clearance from the Student Affairs Office, the Registrar’s Office and the Accounting Office. The school reserves the right to refuse admission of returning student whose curriculum is no longer offered.

4. TRANSFERREES – Transferees applying for admission must have passed the CIT – University entrance examination and interview, and should submit the following:
   a) Certificate of transfer credential;
   b) informative copy of the transcript of records;
   c) NSO certified copy of the birth certificate; and
   d) certificate of good moral character from an authorized representative of the previous school attended.

   The school, through the deans or authorized representatives, reserves the right to give a validating examination for any or all courses taken outside CIT – University.

   No transferees will be accepted if they are classified as fifth or fourth year as the case may be as CIT – University requires that
   a) for 5 – year programs, the total units of the last three semesters of the prescribed curriculum (at least 40 units of which shall involve professional courses); and
   b) for 4 – year programs, the total units of the last two semesters of the prescribed curriculum (at least 24 units of which shall involve professional courses)

must be taken in CIT – University before they can be granted academic degrees.

5. ETEEAP (Expanded Tertiary Education Equivalency Accreditation Program, pursuant to Executive Order 330, Series of 1996) applicants must comply with the following requirements:
   a) At least 25 years old;
   b) Holder of high school diploma;
   c) Filipino citizen;
   d) With at least 5 years of related work experience;
   e) Must pass the entrance and psychological examinations.

6. ADVANCE STUDIES

6.1 GRADUATE STUDENTS – graduates who hold the appropriate bachelor’s degree or its equivalent are eligible for admission to a master’s program.

6.2 POST GRADUATE STUDENTS – graduates who hold the appropriate master’s degree or its equivalent are eligible for admission to a doctoral program.
The graduate school/college/department may, however, have its prescribed admission requirements, retention and other academic policies. The applicant should be ready with the following initial requirements:

a. Certificate of transfer credential from the last school attended
b. Informative copy of transcript of records;
c. Birth Certificate (NSO certified)
d. Two letters of recommendation from employers or former professors

7. PUBLIC SCHOOL TEACHERS should present a Permit-To-Study approved by the Division Superintendent.

8. FOREIGN STUDENTS must submit two machine copies of his/her Alien Certificate of Registration and other requirements as may be set by law and the school.

B. Enrolment

1. Every prospective student must enroll during the prescribed registration period. Detailed instructions on enrolment procedures are issued during the enrolment period and posted on the bulletin board.

2. Consultation with adviser regarding requirements and course assignments is a must.

3. A student is considered officially enrolled after he/she has submitted the required admission or transfer credentials to the Registrar’s Office on or before the end of the enrolment period for the term, has made an initial payment of school fees, and has been issued an official study load authorizing him/her to attend classes.

4. A student who cannot present an official study load to his/her teacher at the start of the term/semester will not be allowed to attend the class.

5. Enrolment by proxy is discouraged.

C. Disqualification from Registration/Enrolment

CIT – University reserves the right to deny admission of an applicant whom it considers undesirable or who was/is involved in any act or behavior which is forbidden by the school as set forth in this student handbook.

Furthermore, CIT – University reserves the right to refuse admission of a student:

1. whose transfer credentials are not in order
2. who has unsettled property or financial responsibilities with this or any other institution
3. who is under suspension or expulsion or under investigation by this or any other institution
4. whose academic record shows poor academic performance subject to the school’s scholastic policies
5. who refuses to undergo drug testing as may be required by the school, CHED or any other government agency
6. who is verified as drug user/pusher
7. who does not comply with other admission requirements as may be determined by the Board of Admission
8. who registers/enrolls late (old and new alike)

The decision of the Board of Admission approved by the President of the Cebu Institute of Technology – University shall be considered final.

(Please see Annexes B, C, D, E, F & G for Enrolment Procedure)
III. SCHOLASTIC POLICIES

A. Year Classification

A college student is classified according to the number of units earned and credited towards a specific curriculum that he/she is enrolled in.

B. Study Load

1. The regular study load of any college student is determined by the curriculum he/she is enrolled in. In exceptional cases and upon written request, candidates for graduation may be allowed an overload subject to the conditions set forth in Section 92 of the Manual of Regulations for Private Higher Education of 2008, which pertinently provides:

“Section 92. Excess or Over Load

Upon the discretion of the higher education institution, a graduating student may be allowed additional subject-loads of not more than six (6) academic units in excess of the normal load prescribed by the institution for the last school term. xxx”

2. The minimum load for undergraduate students is 50% of the regular study load except for graduating, working students and in other meritorious cases.

3. Maximum load for the summer term is 9 units unless otherwise provided in the curriculum.

4. For students enrolled in the graduate program, the maximum load allowable is 12 units during the regular semesters and 9 units during the summer term.

5. Pursuant to Section 12 of Republic Act No. 9163, otherwise known as the National Service Training Program (NSTP), all incoming freshmen students, male and female, starting school year (SY) 2002-2003, enrolled in any baccalaureate and in at least two (2) year technical-vocational or associate programs, are required to complete one (1) NSTP component of their choice, as a graduation requirement.

The NSTP shall have the following components that the students can choose from:

a. Reserve Officers Training Corps (ROTC) – refers to the program component designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize for national defense preparedness;
b. Literacy Training Service (LTS) – refers to the program component designed to train students to teach literacy and numeracy skills to school children, out-of-school youths and other segments of society in need of their services;

c. Civic Welfare Training Service (CWTS) – refers to the program component or activities contributing to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry and other social welfare services.

The Guidelines and Standards for Collegiate Service Physical Education Program provides that beginning School Year 1991-1992, each Physical Education course shall be given two (2) units of semestral credit, which should be included in the summation of the total semestral load.

As a general policy, no college student shall enroll in more than one (1) Physical Education course in one semester or summer term.

C. Class Attendance

A student must be punctual. Tardiness on three different occasions shall be considered one (1) absence.

A student must be regular in his/her class attendance. Absences are checked by all teachers and periodically reported to their respective academic deans/department chairs.

Excuse slips duly signed by the Head of Student Affairs Office accompanied by parent’s letter and/or medical clearance issued by the school physician on the student’s fitness to attend classes may be presented to the respective teacher to facilitate possible make up work or assignments to be done to the satisfaction of the teachers concerned. However, such excuse slip does not condone the absence or relieve the student from doing the school work covered by the class during such absence.

Section 101, Article XXI of the Manual of Regulations for Private Higher Education of 2008 pertinently provides:

“Section 101. Student Absences. A student who incurs absences of more than twenty (20%) percent of the prescribed number of class or laboratory periods during the school year or term shall fail and earn no credit for the course or subject except in the instances as follows:

1) when the institution adopts a different attendance policy for students who belong to the upper half of their classes; and
2) When the institution exempts a student for a just and reasonable ground, provided however that, the student is not excused from keeping-up with lessons, assignments and examinations. A faculty member may exempt a student who incurs absences beyond the twenty per cent (20%) limit, but with the approval of proper school authority.”

D. **Cross Enrolment** or simultaneous enrolment in two schools may be allowed with the recommendation of the Department Chair and with the prior approval of the Dean and the Registrar, taking into consideration such factors as:

a. the student is graduating at the end of the current semester or summer term; and

b. the course is not offered at CIT - University from which the applicant is graduating

E. **Summer Enrolment**

A student may enroll in another school during summer session only upon the prior recommendation of the Dean. Upon approval by the Registrar, a summer permit shall be issued.

No permit-to-study in another school during summer will be granted for any major, specialized, or professional course.

F. **Withdrawal from Course/s**

1. Withdrawal of enrolment from a course after registration should be accomplished officially through a Withdrawal Form subject to the recommendation of the Department Chair or the Dean and the approval of the Registrar subject to the following conditions:

   a. A student has not incurred absences of more than 20% of the prescribed total number of hours for the course.

   b. A student with passing status may withdraw at anytime.

   c. A student with failing status may withdraw only before the midterm exam.

2. The procedure for the withdrawal of courses is as follows:

   a. Any student who wants to withdraw some or all courses must accomplish the prescribed Withdrawal Form that can be obtained from the Office of the Dean.

   b. The said Withdrawal Form should be signed by the instructor if the withdrawal is made after the enrolment period.

   c. The student must secure the recommendation of the Department Chair concerned and the approval of the Dean
and the Registrar before the withdrawal shall be considered official.

Withdrawal will be indicated in the grade sheets if the student will officially withdraw after the deadline of changing and adding of courses.

3. Charges for withdrawn courses require that if the student withdraws enrollment from any course, he/she shall be charged with the school fees whether or not he/she has actually attended classes. The schedule of charges based on total school fees is as follows:

<table>
<thead>
<tr>
<th>TERM</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Semester</td>
<td>Summer Term</td>
</tr>
<tr>
<td>Within the first week of classes</td>
<td>Within the first two (2) days of classes</td>
</tr>
<tr>
<td>Within the second week of classes</td>
<td>Within the 3rd and 4th day of classes</td>
</tr>
<tr>
<td>Any week thereafter</td>
<td>Any day thereafter</td>
</tr>
</tbody>
</table>

G. Change of Course/Program

Any change of course/program enrolled is allowed only during the enrolment period, subject to the approval of the Dean/Department Chair and the Registrar by accomplishing the prescribed form for changing course/program.

H. Examinations

The University administers at least four comprehensive written examinations during the regular semester: prelim, midterm, prefinal, and final examinations scheduled by the Deans and approved by the Vice-President and/or the President. Said examinations shall not be substituted by any other activity.

The University provides the examination booklets. Teachers are given one week to correct the prelim examination booklets and two weeks to correct midterm examination booklets after which these booklets should be returned to the students. The corrected final examination booklets are not returned to the students but submitted to the Dean together with the final grades sheets within seven days after the scheduled examination.

Instructors and/or Proctors shall oversee the student’s full compliance of the following requirements during the examination period.
1. Admission Slip. Every student must have an admission slip, to be signed by the instructor/proctor in the examination room.

2. Student Identification Card. A student must present his/her I.D. to the instructor/proctor in the examination room.

3. School Uniform. All students are required to be in proper uniform.

I. Grades

The intellectual progress and achievement of students shall be graded twice a semester in accordance with the following system.

<table>
<thead>
<tr>
<th>Meaning</th>
<th>Grade</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>5.0</td>
<td>95% - above</td>
</tr>
<tr>
<td></td>
<td>4.9</td>
<td>94%</td>
</tr>
<tr>
<td></td>
<td>4.8</td>
<td>93%</td>
</tr>
<tr>
<td>Very Good</td>
<td>4.7</td>
<td>92%</td>
</tr>
<tr>
<td></td>
<td>4.6</td>
<td>91%</td>
</tr>
<tr>
<td></td>
<td>4.5</td>
<td>90%</td>
</tr>
<tr>
<td></td>
<td>4.4</td>
<td>89%</td>
</tr>
<tr>
<td></td>
<td>4.3</td>
<td>88%</td>
</tr>
<tr>
<td></td>
<td>4.2</td>
<td>87%</td>
</tr>
<tr>
<td></td>
<td>4.1</td>
<td>86%</td>
</tr>
<tr>
<td>Good</td>
<td>4.0</td>
<td>85%</td>
</tr>
<tr>
<td></td>
<td>3.9</td>
<td>84%</td>
</tr>
<tr>
<td></td>
<td>3.8</td>
<td>83%</td>
</tr>
<tr>
<td></td>
<td>3.7</td>
<td>82%</td>
</tr>
<tr>
<td></td>
<td>3.6</td>
<td>81%</td>
</tr>
<tr>
<td></td>
<td>3.5</td>
<td>80%</td>
</tr>
<tr>
<td>Fair</td>
<td>3.4</td>
<td>79%</td>
</tr>
<tr>
<td></td>
<td>3.3</td>
<td>78%</td>
</tr>
<tr>
<td></td>
<td>3.2</td>
<td>77%</td>
</tr>
<tr>
<td></td>
<td>3.1</td>
<td>76%</td>
</tr>
<tr>
<td></td>
<td>3.0</td>
<td>75%</td>
</tr>
<tr>
<td>Failed</td>
<td>1.0</td>
<td>Below 75%</td>
</tr>
</tbody>
</table>

"W" For withdrawn enrolment from a course or the whole curriculum with the written approval of the Dean.

"INC" for "Incomplete" Mark The INC (Incomplete) mark is given to a student under any of the following circumstances:

1. The student fails to take the final examination during the regular schedule due to
   1.1 excusable grounds such as sickness, emergency, or accident
1.2 failure to comply with examination requirements

2 The student fails to submit project/s and comply with other major requirement/s of the course (such as research or feasibility study) at the end of the semester/term due to

2.1 excusable grounds such as sickness, emergency, or accident

2.2 failure to comply with examination requirements

3 The student fails to complete the requirements of the OJT/Practicum/RLE or similar course at the end of the semester/term due to

3.1 excusable grounds such as sickness, emergency, or accident

3.2 failure of the host company/affiliate hospital to submit the student’s performance rating on time

3.3 failure to comply with examination requirements

The INC mark should no longer apply to a student who has no chance to merit a passing mark after considering his/her overall performance, in which case, the student should be given a failing mark.

Based on the above-mentioned circumstances, a teacher may automatically give a student an INC mark; however, a student will be allowed to complete the INC mark only if the student files the INC Completion Form (available at the Registrar’s Office) supported by pertinent documents.

Please refer to Annex H – INC Mark Completion Process

In no case shall an INC mark remain for more than one (1) semester.

The highest possible score or grade equivalent the student can get for the INC completion examination or upon
submission of other major requirements of the course is up to 90% only.

It is the duty of the student to follow-up and ensure that his/her completion grade is submitted on time.

Please refer to the other details such as schedule of INC completion, evaluation and grading, submission of the INC completion form and other subsequent issuances relative to the implementation of the INC mark posted on the bulletin boards of the Registrar’s and Dean’s Offices.

Final grade which does not earn any academic credit nor indicates failure to be given to those cases where the student did not take the final examination or submit an academic requirement for completion of a subject/course and that his/her scholastic performance is not sufficient to merit a final passing grade. Such grade is permanent and cannot be subsequently changed.

Discrepancies in the final grades should be addressed to the faculty member within the next semester. Any complaint after the allowed period shall no longer be considered.

(Please see Annex I – The Grading System)

J. Dismissal, Probation, Warning

1. Dismissal:
   a. Students who fail in more than 50 percent of the units taken in any semester will be dropped from the roll of the school and refused admission. This rule does not apply to students who are already in the last semester of their program.
   b. Students on probation who again fail in any course in the second successive semester shall be dropped from the roll and refused admission.
2. **Probation:**

   Students who fail in 50 percent of the units they are taking in any semester shall be placed on probation. Their registration in the following semester shall be reduced by at least one three-unit course to be selected by the Dean unless they are candidates for graduation.

3. **Warning:**

   Students who fail in one or more courses but whose cases do not come under the rules of probation or dismissal will be warned.

   The student’s general conduct and behavior shall likewise be taken into account in imposing the foregoing sanction on scholastic delinquency.
IV. REQUIREMENTS FOR GRADUATION

A. General Requirements

After having earned all the prescribed academic units in the curriculum and upon the recommendation of the Faculty and the Dean as well as the approval of the President, a student may be granted the degree subject to the following conditions:

The student

1. should possess good moral character and integrity;
2. has been officially enrolled at CIT – University during the last one or one and a half academic years, as the case may be in relation to the provision on transferees as set forth in Section II – Admissions Policies under Transferees;
3. has settled all financial obligations; and
4. has participated in the Commencement Exercises.

B. Procedure

To apply for graduation, a candidate must:

1. secure an Application for Graduation from the Office of the Registrar thirty days after his/her enrolment in the last term or semester of his/her senior year;
2. submit the following to the Registrar’s Office within the prescribed period:
   a. duly accomplished application form
   b. Two pieces of 1x1 B/W picture (in toga attire)
   c. NSO certified copy of the birth certificate; and
3. settle all financial accounts before final examinations.

The graduation clearance will not be signed until all requirements have been complied.

Candidates for graduation must attend all meetings/practices preparatory to graduation exercises and all services and programs on graduation day.

C. Criteria for Determination of Graduation Honors

1. Averages

Students who complete their programs with the following general weighted average grades (computed on the basis of units) shall receive the corresponding honors on graduation subject to the rules and policies prescribed by the Academic Council as approved by the Executive Committee.
Summa Cum Laude  4.860 to 5.000  90% of academic units taken at CIT – University
Magna Cum Laude  4.700 to 4.859  80% of academic units taken at CIT – University
Cum Laude  4.500 to 4.699  70% of academic units taken at CIT – University
With Honors  4.700 to 5.000  for a two or three year curricula with full residence

2. Average Grade computation, Academic Load and Other Qualifications for Honors:
   a. Except for NSTP, all academic credits (including Physical Education) covering the program applied for graduation shall be reckoned with in the computation of the general weighted average grade.
   b. A mark of NC (No Credit) or a failure in any course (including P.E. and NSTP) disqualifies a student from honors.
   c. The candidate for honors should have earned no less than 18 units per semester except in the last semester or unless the curriculum requirements provide otherwise. A working student with no less than six working hours a day throughout the semester should have earned no less than 12 units per semester except in the last semester or unless the curriculum requirements provide otherwise; a Non-Academic Scholar with no less than four working hours a day throughout the semester should have earned no less than 15 units per semester except in the last semester or unless the curriculum requirements provide otherwise.
   d. The student’s grades for the last semester/term will be included in the computation of graduation honors.

3. Good moral character and exemplary conduct are as important criteria for honors as academic achievement. In addition to other reasons, any official sanction or penalty imposed on a student after a formal investigation is conducted disqualifies a candidate for graduation honors.

4. A student who expects to graduate with honors must apply with the Office of Admissions and Scholarships and should likewise state said fact in his application for graduation. Otherwise, the same is deemed waived.

5. Cases, which are doubtful as to any of the above requirements, are treated on a case-to-case basis and are referred to the Academic Council for recommendation.

6. Honors awarded are so inscribed on the diploma and permanently noted on the Transcript of Records.
V. ACADEMIC SCHOLARSHIP POLICIES, PRIVILEGES, AND PROCEDURE

The Academic Scholarship aims to encourage and reward students who performed well academically so that others will emulate. These scholarships are Freshmen Academic Scholarship, Special Academic Scholarship and Upperclassmen Academic Scholarship.

A. Freshmen Academic Scholarship (FAS)

Effective SY 2010-2011

1. Qualification: Must be an incoming first year college student who is among the Top graduates of any public or private high schools

2. Requirements:
   - Dry-sealed Certification of Graduation Honors from the HS Principal indicating the honors received, overall ranking, and the total number of graduates of the HS Batch
   - Comprehensive resume’ with 2x2 colored picture
   - Entrance Examination Result
   - Confirmation Letter from the HS Principal attesting the graduation honors received by an applicant. This letter MUST be mailed to CIT University. Hand carried Confirmation Letters are NOT accepted.

3. Conditions:

   3.1 A scholarship applicant must attend the scholarship orientation that will be conducted by the Office of Admissions and Scholarships. He/She must sign the scholarship undertaking.

   3.2 Freshmen Academic Scholars with one year privilege must meet the following requirements in order to enjoy the same privilege in the succeeding semester:
   - Academic load of not less than 18 units in the first semester;
   - Average grade of at least 4.0 with no NC or failing mark in the first semester. In case the scholar's average grade is below 4.0 with no NC or failing mark, his/her scholarship privilege in the next semester shall be downgraded to:
     a. Full TD from Free-All
     b. 75% TD from Full TD
     c. 25% TD from 50% TD
     d. 10% TD from 25% TD, for CIT Pilot Section

   3.3 Furthermore, if a student fails to file a scholarship application form within the prescribed period, his/her scholarship shall be forfeited and cannot be enjoyed in
the next semester. However, if he/she is qualified for a one-year scholarship but has failed to apply the same during the semester, the student may still avail of his/her scholarship privilege in the succeeding semester only, upon the submission and approval of his/her scholarship application form, subject to the policy on the minimum average grade requirement.

B. Special Academic Scholarship

Top graduates of some identified high schools are given special academic scholarship. For the details, please refer to the Office of Admissions and Scholarships

C. Upperclassmen Academic Scholarship

*Effective SY 2011-2012*

The OAS prepares and announces the names of students who will qualify for this scholarship at the start of every semester. The University Registrar’s Office provides the OAS the report on the Grade Average of the students every semester.

1. **Qualifications:**
   - CIT University students with at least one semester residence
   - Must have an academic load of not less than 18 units in the previous semester (excluding ROTC/NSTP/bracketed subjects)
   - Minimum grade of 4.2 for College Scholars, 4.5 for Presidential Scholars except in ROTC/NSTP and/or PE subjects.
   - No NC or failing mark in the previous semester

2. **Privileges**

<table>
<thead>
<tr>
<th>Category</th>
<th>Grade Average</th>
<th>Scholarship Privilege</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidential Scholar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Top 1-3</td>
<td>4.860 – 5.000</td>
<td>Free All</td>
</tr>
<tr>
<td>Top 4-up</td>
<td></td>
<td>75% Discount on total fees</td>
</tr>
<tr>
<td>College Scholar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Top 1-10</td>
<td>4.700 – 4.859</td>
<td>Full TD</td>
</tr>
<tr>
<td>Top 11-up</td>
<td></td>
<td>75% TD</td>
</tr>
<tr>
<td>Department Scholar</td>
<td>Top 50 of those with</td>
<td>50% TD</td>
</tr>
<tr>
<td></td>
<td>a grade average of 4.500 - 4.699</td>
<td></td>
</tr>
</tbody>
</table>
3.  **Procedure**

3.1  In the computation of the average grades, P.E. is included while ROTC and any component of NSTP is excluded.

3.2  A mark of NC (No Credit) or a failure in any course, including P.E. and ROTC and any component of NSTP, disqualifies a student from the aforementioned scholarships.

3.3  The foregoing scholarship must be applied for within the prescribed period and subject to the approval of the President and/or Vice President.

3.4  Good moral character and exemplary conduct are as important criteria for scholarship as academic achievement. In addition to other reasons, any official sanction or penalty imposed on a student after a formal investigation is conducted disqualifies a candidate for scholarships.

3.5  Cases, which are doubtful as to any of the above requirements, are treated on a case by case basis and are referred to the Academic Council for recommendation.

**Note:** For more information regarding the Academic Scholarships, please refer to the Office of Admissions and Scholarships.
VI. NON-ACADEMIC SCHOLARSHIP PROGRAM (NASP)

The Non – Academic Scholarship Program is one of CIT – University’s student assistance programs intended for deserving students who are financially unable to obtain a college education.

A Non – Academic Scholar or a working scholar refers to a student who works for CIT – University in exchange for the privilege to study free of charge. There is no employer-employee relationship between the non-academic/working scholar and CIT – University.

Privileges

1. A NAS shall enjoy a free-all scholarship (free matriculation, tuition and other official school fees except for a minimal amount for assessment fee)

2. A NAS shall enjoy the scholarship for one (1) baccalaureate degree only.

3. A NAS shall enroll a maximum of 18 units and a minimum of 15 units per semester and a maximum of 6 units during summer except when he/she is de-loaded due to a failing grade.

4. The number of years for a NAS to enjoy the scholarship must not exceed five (5) years.

5. A NAS may enroll beyond the required 18 units provided he/she meets the following conditions:
   a. pay the excess unit/s over the allowable 18 units
   b. to enroll in PE or NSTP subjects only
   c. passed all subjects enrolled in the previous semester
   d. earned a performance evaluation rating of 3.0 or above
   e. schedule of excess classes will not conflict with his/her duty

6. A graduating NAS may be allowed to enroll a maximum of 6 units excess load subject to the President’s approval provided he/she pays for the excess load.

7. A NAS may be allowed to withdraw a subject or shift to another course provided his/her reason/s is/are valid and approved by the President.

Note: The NASP is likewise governed by a separate NAS Manual
VII. OTHER SCHOLARSHIPS

A. Athletic Scholarship

Athletes who belong to the CIT – University Varsity teams are granted tuition fee discount and other privileges as determined by the respective coaches based on their standings in the team and upon approval of the Office of the President.

B. Special Non-Academic Scholarships and Discounts

This is given to a selected and deserving student or group of students who represents or serves the school in whatever capacity. The privileges to be enjoyed are determined by the respective advisers/ coordinators based on their standings in the group and upon approval of the Office of the President.

C. Scholarship Grants from Various Sponsors

CIT – University administers scholarship programs sponsored by government agencies, private organizations, corporations, foundations, CIT – University alumni chapters and individuals.

The details of the above scholarships can be obtained from the Office of Admissions and Scholarships (OAS).

VIII. OTHER TUITION FEE DISCOUNTS

A. Full Payment Plan – If the entire semester’s school fees are paid in full within 30 days from the official opening of classes, the student is entitled to 5% tuition fee discount.

B. Student Discount Privilege – Brothers and sisters enrolled concurrently are given discounts if applied for within the prescribed period.

C. Children of CIT – University Employees are given discounts if applied for within the prescribed period.

D. Loyalty Discount – All CIT – University kindergarten, elementary, and high school graduates in the immediately preceding school year are given discount if applied for within the prescribed period.

Note: In case a student qualifies for more than one CIT-Funded scholarship, he/she can only enjoy the scholarship with the higher privilege.
IX. RULES ON STUDENT DISCIPLINE

A student’s enrolment at CIT – University is regarded as a sign of confidence in the school and his/her full agreement with its curricular offerings as well as the school rules and policies promulgated in the interest of order and discipline.

To carry out the objectives of this institution every student is expected to be mature in behavior, conscientiously devoted to scholarly pursuits and motivated by a personal concern to develop social responsibility and tolerance. To train students to become responsible citizens for educated and cultured living as well as intelligent leadership, CIT – University prescribes guidelines for proper decorum within an academic community.

A. Classroom Behavior

To profit from classroom experience, interaction between teacher and students or among students must be governed by certain rules of behavior. The following guidelines should be helpful:

1. Raise your hand if you wish to say something;
2. Minimize leaving the room during class hour, but if you must, get the teacher’s permission by raising your hand;
3. Avoid unnecessary noise, unkind remarks or impolite gestures;
4. Reason courteously and politely;
5. Ask relevant questions to clarify doubts or to request further explanations;
6. Avoid conversation while the teacher/discussant is talking;
7. Participate actively in class;
8. Never cheat;
9. Hand in papers and materials as instructed in a brisk and orderly fashion;
10. Sit properly and always be attentive;
11. Never use mobile/cell phones inside the classroom;
12. Never smoke inside the school campus and within its vicinity; and
13. Observe proper waste segregation

B. Campus Decorum

Life in an academic community involves personal relations with fellow students, teachers, and non-teaching staff and people with varying degrees of individual idiosyncrasies, different responsibilities, and diverse orientations.
The mature person need not agree with everyone but can reasonably deal with others in harmony and peace. Hereunder are some helpful reminders:

1. Respect the rights and properties of others;
2. Be courteous;
3. Extend help to those in need;
4. Be honest;
5. Be responsible;
6. Be conscientious in your studies;
7. Speak politely and with dignity;
8. Be tolerant of other people’s culture and beliefs; and
9. Be a gentleman or lady at all times.

C. Use of English

A more effective knowledge of the English language can be attained if everyone endeavors to speak the language. Therefore, everyone is required to speak English at all times.

D. CIT – University Identification Card

1. Upon enrolment, every student is issued an identification card, which is strictly non-transferable.
2. Students must wear their IDs at all times within the school premises. The said I.D. must be presented upon demand by school authorities.
3. The student’s ID Card entitles him/her to borrow books from the Library and to make proper use of its reading materials.
4. During major examinations, the ID Card must be presented to the examiner and/or proctor.
5. During enrolment, the ID card must be presented to secure the enrolment form.
6. The loss of an ID card must be immediately reported to the Student Affairs Office. A new ID card will be issued by the Student Affairs Office upon presentation of an affidavit of loss and payment of the required fee.
7. The ID card will be forfeited if any alteration, addition, or erasure is made thereon.
8. The ID card is not valid unless it is signed by the student whose picture appears thereon and is properly countersigned by the Registrar or his/her duly authorized representative for the current semester and officially signed by the President.
9. The ID card is non-transferable. If used by any other person, the ID card will be confiscated and the owner as well as the person using it will be subjected to disciplinary action.
10. Shiftees must secure a new ID card from the Student Affairs Office.

11. The ID card must be surrendered by the student to the school library upon separation from the college and/or upon graduation.

E. Uniform and Dress Code

All students should wear the prescribed school uniform. They are expected to be neat in appearance and maintain dignity in their manner of dressing.

Old Students : Second Monday from the start of classes
New Students : Third Monday from the start of classes

Kindly see the Head of the Student Affairs Office for:
1. Cut and Style
2. Exemption

All Nursing students are required to wear the prescribed uniform daily. (Please see separate Student Nurses Manual for other details.)

Proper dress code for women:
1. Ladies are required to wear the prescribed uniform from Monday to Friday except Wednesday, which is a wash day.
2. Black closed shoes should be worn with the uniform.
3. During Wednesdays and Saturdays, the following are not allowed:
   a. Shorts of any style
   b. Mini skirts and dresses
   c. Baby shirts/blouses, which are less than three inches below the belt line
   d. Sleeveless shirts, halter/backless and spaghetti straps
   e. Low cut neckline
   f. Slippers, flipflops
   g. Tight-fitting clothes
   h. Transparent attire with no proper undergarments
   i. Shirts with offensive/lewd prints
   j. Tattered pants which expose the knees and legs
   k. And other similar attires offensive to the sensibilities of the other members of the academic community

Proper dress code for men:
1. Gentlemen are required to wear the prescribed uniform from Monday to Friday except Wednesday, which is a wash day.
2. Black or dark brown closed shoes should be worn with the uniform.
3. The following are prohibited:
   a. Tattered pants that expose the knees and legs.
   b. Sando and Sleeveless shirts
   c. Slippers, flipflops, clogs and sandals
   d. Shorts
   e. Shirts with offensive/lewd prints
   f. And other similar attires offensive to the sensibilities of the other members of the academic community

   All students are prohibited from sporting tattoos and body piercing. Long hair and dreadlocks are likewise prohibited for male students.

   Students enrolled in the graduate programs and ETEEAP are exempted from wearing the school uniform. Proper attire must, however, be strictly observed.

F. Computer Use & Network Access Policy

   Use of the Network by students, faculty and staff is intended to facilitate collaboration, communication, learning and instruction. This is done by providing access to local network resources as well as the Internet. The school has taken measures to prevent access to inappropriate information; however, we cannot control all of the information available on the Internet and therefore it is the responsibility of individuals to examine the quality and content of information available. The following guidelines are intended to facilitate the effective and efficient use of the system. (Some items may not be applicable to certain users.)

1. Monitoring
   The school reserves the right to review any data file or material on user-accounts or fileserver space in order to determine the appropriateness of specific uses of the network. In reviewing and monitoring user-accounts and fileserver space, the school shall respect the privacy of user-accounts.

2. Security
   If a student identifies a security problem on the Internet, he/she must notify the Technical Support Group or his/her instructor. The problem should not be demonstrated or made available to other users.

3. Copyright
   Attempts to copy licensed, patented, or copyrighted software provided for the student’s use, is prohibited. The school holds a copyright license to use specific software, and copying such material is liable for prosecution. Shareware, freeware, or software marked “public domain” may be legally copied. Similarly, students must not install their own software on any of the computers within the school premises.
4. Vandalism
Vandalism is defined as any malicious attempt to harm, and destroy other users’ data within the School Network or other networks connected to it. This includes, but is not limited to:

- Uploading or creating of computer viruses which is strictly forbidden;
- Attempting to damage any network, software, or equipment/system forming part of a network; and
- Interfering with the data of other users on the network.

5. Harassment
Harassment is defined as the persistent annoyance of another user, or interference with another user’s work. Harassment includes, but is not limited to:

- The sending of unwanted mail or messages;
- Posting anonymous messages;
- Malicious net sending to a user;
- Message broadcasting; and
- Hiding or altering facilities or files.

6. Privacy
Students must respect the school’s rights relating to privacy, the confidentiality of other network users and must comply with the existing laws relating to privacy. Thus, students are prohibited from:

- Providing personal information about another student;
- Attempting to guess passwords or gaining unauthorized access to another person’s files or reading their communications;
- Sending personal information such as your home address or telephone number through the Internet (the school’s address is acceptable, but not the school’s phone number); and,
- Disclosing your own or another person’s password.

Note that electronic mail is not guaranteed to be private, and the school has access to all mails. Messages relating to, or in support of, illegal activities may be reported to the appropriate authorities.

7. Network Etiquette
All users are expected to abide by the generally accepted rules of network etiquette. These include, among others, the following:

- Be polite. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities which are prohibited under government law;
• Do not use the network in such a way that you interfere with its use by others;
• Always assume that all communications and information accessible from the network are private property;
• Keep your message short;
• Indicate the content of the message in the “subject line” of all E-mail messages;
• When replying to a message, include some of the original message to assist the reader in following the conversation. Always end with your name and E-mail address; and,
• After reading e-mail messages, delete or save them in your own peripheral storage.

8. Unacceptable Uses of the Information Network and the Internet

• Using the network for purposes relating to ‘chain letters’, or broadcasting to lists of individuals in such a manner that might cause congestion of the network;
• Downloading, storing, creating, sending or printing files or messages that are deemed to be profane, obscene, offensive or degrading to others;
• Participating in chats (unless under the direct supervision of a staff member), giving personal information or agreeing to meet any person contacted through the Internet;
• Accessing offensive, dangerous or potentially destructive information;
• Engaging in commercial activities, using the network for product advertisement, or political lobbying is prohibited. The facilities must not be used to defraud or to create false or misleading information;
• Transmitting information in violation of any government regulation is prohibited. This includes, but is not limited to copyrighted, threatening, obscene, or confidential materials;
• Providing electronic copy (or hard copy) of your work to other students unless authorized;
• Monopolizing equipment or wasting computer resources. This includes but is not limited to:
  ▪ Printing unnecessarily;
  ▪ Spending unnecessary time on the Internet;
  ▪ Performing unnecessary searches on CD ROM database; and
  ▪ Sharing personal files and folders.

The school reserves the right to alter, change and update the contents of these guidelines.
G. Forbidden Behavior

CIT – University does not tolerate any form of misconduct or misbehavior.

The following acts are forbidden at all times:

1. Gross misconduct and dishonesty (inside and outside the campus which may cause dishonor and discredit to CIT - University)
   a. Cheating (during exams, leakage, plagiarism, etc.)
   b. Immorality (obscene language, obscene behavior/indecency act, possession of pornographic materials, indecent display of amorous affection, and others)
   c. Lending one's ID to another person
   d. Gambling or unauthorized possession of gambling paraphernalia within the school premises
   e. Drunkenness or unauthorized bringing in of alcoholic beverages inside the campus
   f. Forging or tampering of school ID, admission slips, forms, transfer credentials, grades, assessment slips, and other records
   g. Stealing or pickpocketing
   h. Threatening teachers, students, employees or any other person
   i. And other analogous act

2. Vandalism and Littering
   **Vandalism**
   a. Destroying and defacing classroom walls, furniture, and other school properties
   b. Graffiti (writing on any part of the school buildings)
   c. Mutilating and tearing pages of library books and other library materials
   d. And other analogous acts

   **Littering**
   a. Throwing pieces of paper or any garbage anywhere. Garbage cans are situated in strategic places inside the campus. They are labeled to facilitate proper waste segregation.
   b. Leaving leftover food, candy wrappers, and other food wrappers
   c. Urinating in places other than the comfort rooms
d. Spitting  
e. And other analogous acts  

3. Hooliganism (lawless, disorderly conduct)  
a. Whistling and heckling  
b. Shouting and boisterous laughter in and out of the classroom  
c. Participating in brawls and fistfights  
d. Picking a fight with anyone in the campus including school personnel and security guards  
e. Carrying deadly weapons, explosives or firecrackers  
f. Inflicting physical harm against a teacher, school personnel, student or any other person  
g. Inflicting moral harm such as slander, verbal fights, rumor mongering, cursing, coercing, threatening, harassment in any form  

4. Disruption of normal school activities such as classes, co-curricular activities and extra-curricular activities.  
a. Loitering in the lobby, corridors, hallways, stairways and vacant classrooms.  
b. Using mobile/cell phones and other electronic devices during classes, meetings, programs and other activities which prohibit their use. (Mobile/Cell phones should be switched off or placed in silent mode.)  
c. Disturbing classes such as excessive noise/reaction in the classroom and within the school premises and loud playing of sound system or other devices  
d. Instigating or participating in group activities leading to stoppage of classes or presentations  
e. Preventing or threatening teachers and students from performing their duties, attending classes or entering school premises  

5. Sexual harassment under the Anti-Sexual Harassment Act of 1995 (Republic Act No. 7877). See Annex I  

6. Disregard for law as well as school and CHED policies  
a. Violation of the prescribed dress code  
b. Smoking in the campus  
c. Violation of school traffic and parking rules and regulations  
d. Use, possession or distribution of marijuana, shabu, hallucinogens, and other prohibited drugs
e. Illegal assembly or unauthorized meeting within the school campus
f. Possession or distribution of subversive, libelous publication or materials
g. Unauthorized use of school facilities
h. Violation of any penal statute, rules and regulations of the Commission on Higher Education and those of CIT - University, or any valid component of a competent school authority

H. Random Drug Testing

Pursuant to Section 16 (c) of Article III of RA 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002”, students of tertiary and secondary schools shall undergo a random drug testing. The general guidelines approved by the Dangerous Drugs Board (DDB) through Board Regulation No. 6 dated August 1, 2003 shall serve as the major reference in the implementation of the random drug testing program. For other provisions of the law, reference shall be made to the Implementing Rules and Regulations (IRR) of RA 9165.

The purposes of the random drug testing are the following:

1. To determine the prevalence of drug users among the students
2. To assess the effectiveness of school-based and community-based prevention programs
3. To deter the use of illegal drugs
4. To facilitate the rehabilitation of drug users and dependents
5. To strengthen the collaboration efforts of identified agencies against the use of illegal drugs and in the rehabilitation of drug users and dependents.

A student’s refusal to undergo drug testing shall not give rise to a presumption of drug use or dependency. However, his/her refusal shall be dealt with in accordance with the existing school policies, which includes CIT – University’s refusal of the student’s enrolment in the succeeding semesters.

I. Penalties

Disciplinary penalties are imposed upon those who violate the rules and policies of the school to develop in the students an abiding respect for law and justice, to correct the misbehaving students, to protect the interest of the majority and to preserve the good name of the school.
Minor infractions of the rules may be handled by the teachers. Sanctions may take the form of extra assignments or reports, library work, change of seats, etc.

Major violation of the school rules and policies shall be referred in writing to the Student Affairs Office and/or Committee on Investigation which, after due investigation shall make its recommendation to the President or Vice-President.

After due investigation, disciplinary sanctions shall be imposed commensurate to the nature and gravity of the offense but within the bounds set forth in Section 106 of the Manual of Regulations for Private Higher Education of 2008 which is hereunder quoted for ready reference:

“Section 106. Preventive Suspension and Categories of Administrative Penalties. A student under investigation may be preventively suspended from entering the school premises and from attending classes, when the evidence of guilt is strong, and the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to person and property inside the institution’s premises.

The administrative penalties that may be imposed upon an erring student, for commission of any serious offense or violation of institutional disciplinary rules and regulations, are provided and categorized as follows:

1) Suspension – a penalty that allows the higher education institution to deprive or deny the erring student from attending classes for a period not exceeding twenty percent (20%) of the prescribed total class days for the school term. A penalty of suspension for a period more than twenty percent (20%) of the total class days for the school term shall be deemed suspension for a period equivalent to twenty percent (20%) of the prescribed total class days for the school term.

2) Non-readmission – a penalty that allows the institution to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the student is allowed to complete the current school term when the resolution for re-admission was promulgated. Transfer credentials of the erring student shall be issued upon promulgation, subject to other provision of this Manual.
3) Exclusion – a penalty that allows the institution to exclude or drop the name of erring student from the roll of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism and other offenses analogous to the foregoing. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of this Manual.

The institution shall preserve a complete record of the proceedings for a period of one year in order to afford the Commission the opportunity to review the case in the event the student makes and files and appeal with the Commission.

4) Expulsion – a penalty wherein the institution declares an erring student disqualified for admission to any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of the Commission. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws.

The institution shall forward a complete record of the proceedings to the Regional Office concerned within ten days from the termination of the investigation of each case.”

J. Other Disciplinary Sanctions

The sanctions, which may likewise be imposed, are the following:

1. Warning, which is a notice to the erring student that a repetition and/or continuation of specified conduct may be a cause for other disciplinary action;

2. Censure (either oral or written), which is a reprimand for violation of specified rules and regulations;

3. Disciplinary Probation, which is exclusion from participation in privileges or extracurricular activities of the school for a specified period of time as set forth in the notice of probation. Violation of any of the terms set forth in the notice of probation shall subject said student to a graver disciplinary sanction;

4. Preventive Suspension, which is exclusion from classes and other privileges or activities or from the campus as set forth in the notice of preventive suspension, pending final determination of an alleged violation;

5. Disqualification from registration/enrolment;
6. Disqualification from receiving honors at graduation;
7. Disqualification, suspension or withdrawal of privileges (discounts or scholarships);
8. Fines or payment of the value of properties destroyed or damaged;
9. Confiscation of I.D.; and
10. Other penalties which may be set forth in school regulations.

Factors which may be taken into account in the determination of the imposable penalty include, among others, the following:

a. nature and gravity of the offense;
b. previous record of the erring student;
c. character and position of the aggrieved party;
d. established precedents; and
e. other similar circumstances as may be deemed proper and necessary.

(Please see Annex K – Grievance System and Annex L - Table of Offenses and Penalties)
IX. STUDENT SERVICES

1. Academic Service Departments

The Academic Service Departments are the: 1) Library and Learning Resource Center, 2) Engineering and Science Laboratories, 3) Community Extension Services, and 4) Research and Development Coordinating Office, and 5) Networking and Linkages Office.

1.1 Library and Learning Resource Center

The Library and Learning Resource Center is committed to enable students, faculty, and staff in achieving their goals for intellectual development and academic excellence by providing current books, research materials, electronics and online databases and other library resources in accordance with the priority needs of the institution.

1.1.1 Library Service:

The library maintains a regular schedule including evenings and weekends. Extended Library Hours is observed during major exams. The schedule is posted at the library’s entrance. Any change in the schedules shall be posted in advance.

The library likewise extends services to alumni and visiting researchers when their needs are not in conflict with those of the students and faculty.

1.1.2 The Library Services include:

a. Reference and Information Assistance
b. Book and Periodical Borrowing (Circulation)
c. New Book Display and Exhibits
d. Library Orientation and Instruction
e. Photocopying (subject to R.A. 8293 or the Intellectual Property Code of the Philippines)
f. Searching, Reserving and Stack Service
g. Bibliographic Service
h. Access to Library’s e-catalog
i. Access to Library’s Internet
j. Selective Dissemination of Information (SDI)
k. Acquisition Lists

The library likewise extends services to alumni and visiting researchers when their needs are not in conflict with those of the students and faculty.
1.1.3 Library Rules and Regulations

a. Security and Control

1. Everyone who enters the library is required to present his/her current validated CIT - University ID to the Control Officer on duty and should wear it at all times.

2. Upon leaving the library everyone is required to open and show contents of bags, envelopes and present to the Security Guard the date due slips of every library material that will be checked out.

b. Personal Conduct

1. Silence must be observed at all times. Cellphones and other similar devices should be turned off or put on silent mode.

2. The Library is intended for studying and research work only. Thus, making non-research projects, group discussions, smoking, eating, drinking, making or taking cellphone calls, sleeping, playing with cards or game boards (e.g. chess, checkers, scrabble, etc.), socializing, courting, and other Disruptive Behavior are not allowed.

c. Use of Materials, Space and Facilities

1. All library facilities are to be kept clean at all times.

2. Library property shall be treated with respect. Books and other library materials should be handled with utmost care. Anyone who mutilates defaces, or writes on any library material or facility shall lose library privileges, and shall be referred to the Student’s Affairs Office for appropriate action.

3. Books and other reading materials are to be left on the tables after using. The library staff will return them to the shelves.

4. E-catalogs in all library locations are for searching of library materials only and are not intended for extended personal use.

5. Individuals who wish to film or take photographs within any library facility are required to obtain permission from the library’s administrative staff before undertaking such activities.
The library reserves the right to refuse access and borrowing privileges to any person who fails to observe the above stated library rules and regulations and other policies as may be promulgated by the College Library.

1.2 **Engineering and Science Laboratories**

Engineering and Science laboratories provide the facilities and equipment for students to perform the necessary laboratory exercises which are basic requirements of all curricula and to training students in practical applications of principles and theories for professional courses.

1.3 **Community Extension Services**

Community Extension Services Department organizes, supervises, and coordinates community outreach programs in support of the Institution's objectives and goals.

1.4 **Research and Development Coordinating Office**

Research and Development Coordinating Office manages research activities of the school such as institutional research, projects for faculty and students and extension projects such as consultancies and contract researches. It establishes linkages with other research institutes and organizations and coordinates the activities in the publication of the Research Journal.

1.5 **Networking and Linkages Office**

Networking and Linkages Office is responsible for creating linkages with other universities, research organizations, and funding agencies on the local, regional, national and international levels. These linkages will focus on faculty and student exchange programs, training programs; collaborative research activities with universities and research organizations, and partnerships with funding agencies in carrying out projects on scholarships grants, researches, and with the government and NGOs in implementing its community development projects.
2. **Student Personnel Services Departments**

Student Personnel Service Departments are tasked with the implementation of programs that oversee the general welfare and well-being of the students. They are the: Guidance Center, Student Affairs Office, Office of Admissions and Scholarships (OAS), Alumni Affairs, and Athletics Department.

These offices complement the instructional program of the school by enriching the teaching-learning process through their commitment and competencies. They help facilitate the growth and holistic development of the students through their respective departmental plans.

2.1 **Guidance Center**

The guidance program is an inseparable aspect of education which complements the instructional program of the school. Its services are purposely created and designed to facilitate the realization of optimum growth and development of all learners. The Guidance Center renders the following services:

1. Counseling – Provides personalized assistance for personality development and resolution of problems
2. Individual Inventory – Collects and keeps records necessary in the understanding of the students
3. Testing – The center gives variety of psychological tests that provide an objective assessment of the clients in and out of CIT - University.
4. Group Guidance – Organizes and conducts customized training programs for educational, career and personal/social development of students
5. Information – Collates, processes and disseminates educational, vocational, and personal/social information
6. Follow-up − follow-up students in their academic performance, personal, social growth and adjustment of their environment.
7. Referral – Makes referral to more appropriate or specialized services of the school and other persons or agencies
8. Placement – Assists students in the choice of career, curricular and co-curricular activities suited to their needs, interests and ability
9. Service to Parents – Attends to inquiries of parents or guardians

10. Research & Evaluation – Conducts action researches for databank, further studies and assessment of programs

11. Peer Facilitators’ Training & Development – Develops facilitative skills of volunteer students

12. Practicum Supervision – supervises practicumers including students from other schools

2.2 Student Affairs Office

The Student Affairs Office assists the CIT - University Administration in the accomplishment of its main educational goal – that of the formation of a whole and well-balanced person by properly developing the capabilities of its students.

1. Services and Functions:
   a. Coordinates the non-academic aspects of student life and acts as the liaison between the students and other school officers on matters that concern the non-academic needs of the students;
   b. Provides a program of orientation for new students in coordination with the Deans, Department Chairs, and Guidance Center;
   c. Encourages and provides adequate training for creative leadership among campus organizations;
   d. Serves as liaison with other offices of CIT - University, the student body, and the public on matters concerning student activities;
   e. Assists in the screening of student nominees for leadership awards and citations;
   f. Implements policies on student decorum and discipline;
   g. Issues permits for posters and notices of all student activities;
   h. Supervises student organizations and student co-curricular activities;
   i. Prepares the semestral calendar of extra-curricular activities in coordination with the academic heads and various student organizations;
   j. Facilitates the distribution of letters and telegrams;
   k. Administers the Lost and Found Section; and
   l. Processes the issuance of student IDs.
2. Student Organizations:

CIT - University recognizes school organizations as a means of developing the students’ talents and potentials of good leadership, as opportunities for enriching student life through wholesome recreation and community involvement and as a medium for more productive endeavors towards the attainment of the goals of the school.

Students may form and join organizations of their choice provided that such organizations are registered and duly recognized by the Student Affairs Office.

(Please see Annex M – Guidelines to be Observed in the Establishment and Operations of Student Organizations and in the Implementation of Student Activities)

2.3 Medical and Dental Clinic

Medical and Dental Clinic extends medical and dental consultation and emergency treatment as well as other basic services as may be deemed necessary.

For details on clinic hours and services, please refer to Medical and Dental Clinic.

2.4 Office of Admissions and Scholarships

The Office of Admissions and Scholarships takes charge of all matters relative to the admission of college students as well as the processing of scholarship applications for academic, athletic, and other scholarship grants from private companies, individuals, and foundations. It also coordinates with the Guidance Center and Student Affairs Office in various student development programs. It is responsible for computing the weighted average grade of scholars, graduation honors, and Parangal honorees in coordination with the Information Systems Development Office and the Registrar’s Office.

2.5 Alumni Affairs Office

As the liaison between the school and its alumni, the Alumni Affairs Office regularly communicates with the different alumni chapters and actively participates in the different activities to strengthen love and loyalty for the alma mater.

2.6 Athletics Department

The Athletics Department plans, organizes and supervises all internal and external athletic events of the school. It prepares and recommends rules, policies and guidelines for games and participants. The department takes charge of
inspecting recreation/athletic facilities and equipment to determine maintenance needs. It is also responsible for the recruitment and supervision of players, game officials, volunteers and coaches.

The Athletics Director represents and coordinates the activities of the school in relation to its membership in the Cebu Schools Athletic Federation, Inc. (CeSAFI) and the Private Schools Athletic Association (PRISAA).

3. The Administrative Offices

The Administrative Offices consist of the following:

3.1 Accounting Department

The Accounting Department is responsible for the fiscal and budget management of the Institution, financial forecasting, and general accounting functions.

3.2 Human Resource Department

The Human Resource Department helps employees enhance their competencies and improve work performance by delivering appropriate and effective personnel services and transformational programs. As a service unit, it will support the strengthening of employee commitment to the CIT - University vision, mission, and values by helping create a work environment that promotes learning, teamwork, and client satisfaction. Overall, HRD offers quality solutions in people management and organizational development to CIT - University and its leaders as they work together in the constant quest for academic and service excellence.

3.3 Office of the Property Custodian

The Office of the Property Custodian is a support service department which provides the necessary supplies, materials, and services to the different sectors of the school to help them attain their respective goals.

3.4 Management Information Systems Office

The MIS Office implements advanced information systems using modern technology and innovative information management strategies to serve a globally competitive community.
3.4.1 **Software/Multimedia Development and Training Center**

The SMDTC meets the growing needs for conversion technologies of multimedia production which include audio, photo and video production, interactive presentation, broadcast-quality presentations, interactive instructional materials, games, and more. It also helps introduce multimedia in education.

SMDTC also provides top-quality computer hardware and software development training to artists and computer enthusiasts by means of special/non-degree courses.

3.4.2 **Technical Support Group Department**

The Technical Support Group (TSG) Department is designed to effectively and efficiently provide technical service that is due to the school clientele. It is tasked to supervise, monitor, and administer the technical requirements of all computer equipment and facilities for both academic and administrative uses. Aside from being the primary support group for various Information Technology (IT) infrastructures, TSG is also responsible for providing the network needs of the entire institute.

3.4.3 **Enrolment Technical Office**

The Enrolment Technical Office (ETO) under the Office of the Management Information Systems (MIS) works as an enrolment monitoring and controlling body tasked to carry out, among others, the following objectives:

a. Maintain a smooth and efficient enrolment process;
b. Ensures optimum use of classrooms and laboratory facilities;
c. Effect better control of class size through proper monitoring of the daily enrolment;
d. Initiate the making of schedule of classes;
e. Facilitate speedy production of RFID cards.

3.4.4 **Information Systems Development Department**

The Information Systems Development Department (ISDD) develops and implements
solutions to assist students, faculty, and staff in meeting their operational needs by providing leading technology decision support systems, advanced information recording systems, and effective solutions to administration and management concerns.

3.5 **Office of Industry Relations**

The Office of Industry Relations serves the CIT - University community by creating linkages between CIT - University and the industry. The office contributes to the holistic development of the students by providing services that would enhance co-curricular requirements such as on-the-job training and industry lectures, job placement services, job hunting seminars, and other job placement related activities in coordination with the Guidance Center and other offices.

3.6 **Safety and Security Department**

The Safety and Security Department maintains peace and order in the school campus. It ensures the safety of the lives of the students, personnel, and officials as well as the property of the school.

**OTHER PROGRAMS AND SERVICES**

A. **Canteens**

The campus canteens, which serve snacks and meals, enjoy the patronage of students, teachers, and the non-teaching staff. Accessibly located, they serve their clientele at all school hours.

B. **Campus Information**

1. CIT Website
2. Information Desk
3. Information Kiosk
4. Wildcat Radio
5. Wildcat TV
6. Bulletin Boards - The school maintains bulletin boards that are strategically located. All student postings therein must pass through the Student Affairs Office (SAO). The school reserves the right to deny the posting of materials, which it considers not important for the students in general.
C. Bridge Program

The Bridge Program is a learning assistance program for incoming first year students. The program aims to help the students adjust to college instruction. It offers free review classes in English, Mathematics, and Chemistry for a duration of two weeks, two (2) hours per day per subject, from Monday to Friday, before the start of the first semester of the school year. Registration in the Bridge Program is voluntary.

D. Learning Enhancement Program

The Learning Enhancement Program (LEP) offers free review and coaching classes in Mathematics and professional subjects with the following aims:

- To assist the academically challenged students improve their study habits;
- To improve the performance of students in the board examination; and,
- To produce more board topnotchers through personalized coaching sessions.

LEP classes are conducted every semester by the academic departments.

E. Peer Learning Program

The Peer Learning Program offers free tutorials to students from trained peer mentor volunteers. The Peer Learning Center serves as the venue for peer tutorials and for trainings of peer mentors. The Program aims to improve the learning of academically challenged students, help increase the board passing percentage, and train potential topnotchers. The PLC houses a mini library of reference books, students’ Math projects and access to the CIT E-Learning System.
X. SCHOOL CELEBRATIONS

To promote camaraderie among members of the administration, the teaching staff and the student body, the Cebu Institute of Technology – University holds three annual school celebrations.

A. Colors Day (August 26). Celebrates the birth anniversary of the late President Rodolfo T. Lizares, Sr. Appropriate ceremonies and activities participated in by the students, faculty and members of the administration bring about a festive spirit of music, drama, dances, and intramurals, highlighted by the symbolic raising of the department colors.

B. Founder’s Day (December 6). Commemorates the birth anniversary of the founder, Dr. Nicolas G. Escario, Sr. The Cebu Institute of Technology – University honors the late Dr. Nicolas G. Escario, Sr. whose far reaching vision and all pervading philanthropy have made education possible for thousands. Activities are held such as memorial lectures, academic exhibits and cultural presentations.

C. University Day (March 2). Celebrates the birth anniversary of the late Don Simplicio A. Lizares Sr., First Chairman of the Board of Trustees. Educational exhibits, lecture series, cultural presentations, fellowships and athletic games culminate college and departmental achievements for the current school year.

D. University Conferment Day (July 7) Celebrates the granting of university status to the school by the Commission on Higher Education (CHED). Exhibits showing the development and accomplishments of the school and other fun-filled activities are undertaken.
ENROLMENT PROCEDURE
For FRESHMEN
EFFECTIVE Summer 2011

FLOWS DIAGRAM

1. Go to the **Office of Admissions and Scholarships (OAS):**
   a. Fill out the Enrolment Application Form
   b. Submit the following requirements:
      • Original copy of HIGH SCHOOL CARD
      • Original copy of Certificate of Good Moral Character
      • Original copy of Birth Certificate preferably NSO certified
      • NCAE Result
      • One (1) pc. – long size brown envelope

2. Proceed to the **Accounting Department** and pay P200 for the testing fee and P50 for the digital picture.

3. Proceed to the **Office of Admissions and Scholarships (OAS):**
   a. Present the receipt of payment for picture taking and get the schedule of Entrance Exam.
   b. Take the Entrance Exam at the Testing Room/Guidance Office upon presentation of the Testing Permit (detached portion of the Enrolment Application Form)
   c. Give the countersigned Testing Permit to **OAS** and wait for the test result, interview and issuance of the duly signed enrolment admission slip.
   d. For Nursing applicant, go to the College of Nursing Office for physical examination.

   **NOTE:** The OAS should ensure that the personal information of the freshman applicant has been encoded before releasing the duly signed enrolment admission slip and the test result.

4. Go to the **Enrolment Technical Office (ETO):** and present the enrolment admission slip for the following:
   a. Issuance of your student ID Number
   b. Encoding of your tentative subject load
   c. Printing and releasing of the duly signed enrolment form

5. Proceed to the **Accounting Department** for payment.
   • Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   • Brothers and sisters are entitled to a tuition fee discount.

6. Proceed to the **Enrolment Technical Office (ETO):**
   a. Submit the remaining copies of your enrolment form together with the acknowledgment receipt of the notification on random drug testing signed by the parent/guardian
   b. Claim your Official Study Load and ID Card. Check immediately if your study load contains all the subjects you intend to enroll and the correct schedule of classes. Changing (adding/dropping) of subjects is discouraged.

IMPORTANT REMINDERS:

♦ Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
♦ If your ID card is lost, see the Student Affairs Office (SAO) immediately.
♦ If your official study load is lost, see your Records In-Charge at the Registrar’s Office.
♦ Adding/dropping of subjects is charged per transaction.
ENROLMENT PROCEDURE
For TRANSFEREES
EFFECTIVE Summer 2011

FLOW DIAGRAM

1. Go to the **Student Affairs Office (SAO):**
   a. Fill-out the ENROLMENT APPLICATION FORM.
   b. Submit the following requirements:
      • Informative Copy of TRANSCRIPT OF RECORDS
      • Transfer Credentials
      • Original copy of Certificate of Good Moral Character
      • Original copy of Birth Certificate preferably NSO certified
      • One (1) pc. - long size brown envelope

2. Proceed to the **Accounting Department** and pay P300 for the testing fee and P50 for the digital picture.

3. Proceed to the **Office of Admissions and Scholarships (OAS):**
   a. Present the receipt of payment for picture taking and get the schedule of Entrance Exam.
   b. Take the Entrance Exam at the Testing Room/ Guidance Office upon presentation of the Testing Permit (detached portion of the Enrolment Application Form)
   
   **NOTE:** The OAS should ensure that the personal information of the transferee has been encoded before forwarding the enrolment admission slip to SAO.

4. Go to the **Student Affairs Office (SAO):**
   a. Fill-out the necessary form
   b. Give the countersigned Testing Permit to the SAO Head for interview and approval of your enrolment admission
   c. Get your Student ID Number

5. Go to the **College/ Department** where the course you wish to enroll belongs:
   a. See the Dean/ Chair for the approval of your Enrolment Admission.
   b. Have your subjects taken from other schools initially evaluated by the Dean/Chair using the prospectus/ checklist as basis of your tentative subject load.
   c. Present your tentative subject load to the enrolment adviser for encoding and printing/ releasing of the duly signed enrolment form.
   d. Attach the prospectus used by the dean/ chair in the preliminary evaluation of subjects taken to your enrolment form
   e. Get a copy of the Random Drug Testing Notification Form.

6. Proceed to the **Accounting Department** for payment.
   - Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   - Brothers and sisters are entitled to a tuition fee discount.

7. Proceed to the **Enrolment Technical Office (ETO):**
   a. Submit the remaining copies of your enrolment form together with the acknowledgment receipt of the notification on random drug testing signed by the parent/ guardian.
   b. Claim your temporary study load. Check immediately if your study load contains all the subjects you intend to enroll and the correct schedule of classes. Changing (adding/dropping) of subjects is discouraged.

8. Go to the **Registrar’s Office** on or after the date reflected in the temporary study load:
   a. Claim your official study load and ID Card. Failure to claim would mean “no official enrolment”.
   b. Sign an UNDERTAKING for OFFICIAL ACCREDITATION of subjects taken from other schools
      (see Important Reminders #3 below) using Registrar Form 22.
      
      **NOTE:** General Education subjects with the same descriptive title and units do not need to be accredited.

**IMPORTANT REMINDERS:**

- Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
- If your ID card is lost, see the SAO immediately.
- Have your subjects taken from other school/s officially accredited within one semester since admission to CIT using Registrar Form 20. Refer to your Records In-Charge at the Registrar’s Office.
- In rare cases, where no other subjects can be loaded except for certain subject/s which need immediate accreditation, accreditation of such subject/s must be done during enrolment.
- If your official study load is lost, see your Records In-Charge at the Registrar’s Office.
- Adding/dropping of subjects is charged per transaction.
ENROLMENT PROCEDURE
For OLD STUDENTS
EFFECTIVE Summer 2011

FLOW DIAGRAM

1. Go to your College/Department:
   a. Secure your computer-generated grades, tentative subject-load form, plotted schedule form and latest evaluation checklist provided by the Registrar’s Office.
   b. Present your final admission slip, tentative subject load and plotted schedule of classes to your enrolment adviser for encoding of subjects and printing/releasing of the duly signed enrolment form.
   c. Get a copy of the Random Drug Testing Notification Form

2. Proceed to the Accounting Department for payment.
   - Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   - Brothers and sisters are entitled to a tuition fee discount.

3. Proceed to the Enrolment Technical Office (ETO):
   a. Submit the remaining copies of your enrolment form together with the latest evaluation checklist supplied by the Registrar’s Office and the acknowledgment receipt of the notification for the random drug testing signed by the parent/guardian.
   b. Claim your temporary study load. Check immediately if your study load contains all the subjects you intend to enroll and the correct schedule of classes. Changing (adding/dropping) of subjects is discouraged.

4. Go to the Registrar’s Office on or after the date reflected in the temporary study load and claim your official study load upon presentation of ID card for validation. Failure to claim would mean “no official enrolment”.

IMPORTANT REMINDERS:
- Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
- If your ID card is lost, see the SAO immediately.
- If your official study load is lost, see your Records In-Charge at the Registrar’s Office.
- Adding/dropping of subjects is charged per transaction.
**ENROLMENT PROCEDURE**

**For SHIFTEES**

**EFFECTIVE** Summer 2011

### FLOW DIAGRAM

<table>
<thead>
<tr>
<th>College/ Department</th>
<th>SAO</th>
<th>College/ Department</th>
<th>Accounting Department</th>
<th>ETO</th>
<th>Registrar's Office</th>
</tr>
</thead>
</table>

1. Secure your computer-generated grades from your Department/ College.
2. Go to the **Student Affairs Office (SAO)**:
   a. Ask for clearance and alignment of program/course
   b. Surrender your ID card
3. Go to the **College/ Department** where the course you wish to enroll belongs:
   a. See the Dean/ Chair for the approval of transfer to the new program/course and preliminary evaluation of subjects taken to determine tentative subject load.
   c. Present your tentative subject load to the enrolment adviser for encoding and printing/releasing of the duly signed enrolment form.
   d. Attach the prospectus used by the dean/ chair in the preliminary evaluation of subjects taken to your enrolment form
   e. Get a copy of the Random Drug Testing Notification Form.
4. Proceed to the **Accounting Department** for PAYMENT of the following:
   a. Tuition fee (separate receipt)
   b. ID card (separate receipt)
   **NOTE:**
   - Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   - Brothers and sisters are entitled to a tuition fee discount.
5. Proceed to the **Enrolment Technical Office (ETO):**
   a. Submit the remaining copies of your enrolment form together with the acknowledgment receipt of the notification on random drug testing signed by the parent/guardian.
   b. Claim your temporary study load. Check immediately if your study load contains all the subjects you intend to enroll and the correct schedule of classes. Changing (adding/dropping) of subjects is discouraged.
   c. Request for the printing of your ID Card upon presentation of SAO clearance and receipt of payment.
6. Go to the **Registrar's Office** on or after the date reflected in the temporary study load:
   a. Claim your official study load and ID card. Failure to claim would mean “no official enrolment”.
   b. Sign an **UNDERTAKING** for OFFICIAL ACCREDITATION of subjects taken from your previous program/course (see Important Reminders #3 below) using Registrar Form 23.

**NOTE:** General Education subjects with the same descriptive title and units do not need to be accredited.

**IMPORTANT REMINDERS:**
- Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
- If your ID card is lost, see the SAO immediately.
- Have your subjects taken from former program/course officially accredited within one semester using Registrar Form 20. Refer to your Records In-Charge at the Registrar's Office.
- In rare cases, where no other subjects can be loaded except for certain subject/s which need immediate accreditation, accreditation of such subject/s must be done during enrolment.
- If your official study load is lost, see your Records In-Charge at the Registrar's Office.
- Adding/dropping of subjects is charged per transaction.
ENROLMENT PROCEDURE
FOR RETURNEES (enrolling in the same course)
EFFECTIVE Summer 2011

1. Secure clearance and report card/ grades at the Registrar’s office.

2. Go to the Accounting Office for account verification and clearance.

3. Proceed to the Student Affairs Office (SAO) for clearance.

4. Go to your College/ Department:
   b. Secure your tentative subject-load form and plotted schedule form.
   c. Present your tentative subject-load, plotted schedule of classes and SAO clearance to your enrolment adviser for encoding and printing/releasing of the duly signed enrolment form.
   d. Procurement of the Random Drug Testing Notification Form

5. Proceed to the Accounting Department for payment.
   ▪ Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   ▪ Brothers and sisters are entitled to a tuition fee discount.

6. Proceed to the Enrolment Technical Office (ETO):
   b. Submit the remaining copies of your enrolment form together with the acknowledgment receipt of the notification on random drug testing signed by the parent/ guardian and SAO clearance.
   c. Claim your temporary study load. Check immediately if your study load contains all the subjects you intend to enroll and the correct schedule of classes. Changing (adding/dropping) of subjects is discouraged.

7. Go to the Registrar’s Office on or after the date reflected in the temporary study load and claim your official study load upon presentation of ID card for validation. Failure to claim would mean “no official enrolment”.

IMPORTANT REMINDERS:
♦ Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
♦ If your ID card is lost, see the SAO immediately.
♦ If your official study load is lost, see your Records In-Charge at the Registrar’s Office.
♦ New tuition fee rate is charged to your school account.
♦ Adding/dropping of subjects is charged per transaction.
ENROLMENT PROCEDURE
FOR RETURNEES (shifting to another course)
EFFECTIVE Summer 2011

FLOW DIAGRAM

1. Secure clearance and report card/grades at the Registrar’s office.

2. Go to the Accounting Office for account verification and clearance.

3. Proceed to the Student Affairs Office (SAO):
   a. Ask for clearance and alignment of program/course
   b. Surrender your ID card

4. Go to the College/Department where the course you wish to enroll belongs:
   a. See the Dean/Chair for the approval of transfer to the new program/course and preliminary evaluation of subjects taken to determine your tentative subject load.
   b. Present your tentative subject load to the enrolment adviser for encoding and printing/releases of the duly signed enrollment form.
   c. Attach the prospectus used by the dean/chair in the preliminary evaluation of subjects taken to your enrollment form
   d. Get a copy of the Random Drug Testing Notification Form.

5. Proceed to the Accounting Department for payment.
   ■ Students who will pay in full are entitled to a cash discount which will be evaluated by the Accounting Department.
   ■ Brothers and sisters are entitled to a tuition fee discount.

6. Proceed to the Enrolment Technical Office (ETO):
   a. Submit the remaining copies of your enrollment form together with the acknowledgment receipt of the notification on random drug testing signed by the parent/guardian.
   b. Claim your temporary study load. Check immediately if your study load contains all the subjects you intend to enroll and the correct schedule of classes. Changing (adding/dropping) of subjects is discouraged.
   c. Request for the printing of your ID Card upon presentation of SAO clearance

7. Go to the Registrar’s Office on or after the date reflected in the temporary study load:
   a. Claim your official study load and ID card. Failure to claim would mean “no official enrolment”.
   b. Sign an UNDERTAKING for OFFICIAL ACCREDITATION of subjects taken from your previous program/course (see Important Reminders #3 below) using Registrar Form 23.

NOTE: General Education subjects with the same descriptive title and units do not need to be accredited.

IMPORTANT REMINDERS:
♦ Keep your official study load and ID card as these will be inspected by your teachers during the FIRST WEEK of classes.
♦ If your ID card is lost, see the SAO immediately.
♦ Have your subjects taken from former program/course officially accredited within one semester using Registrar Form 20. Refer to your Records In-Charge at the Registrar’s Office.
♦ In rare cases, where no other subjects can be loaded except for certain subject/s which need immediate accreditation, accreditation of such subject/s must be done during enrolment.
♦ If your official study load is lost, see your Records In-Charge at the Registrar’s Office.
♦ New tuition fee rate is charged to your school account.
♦ Adding/dropping of subjects is charged per transaction.
ANNEX H
INC MARK COMPLETION PROCESS

Secure an **Application for INC Completion** from the Dean’s Office

Accomplish the Application for INC Mark Completion (Make sure that a photocopy of your admission slip and other supporting document/s are attached to the application form)

Submit the accomplished Application for INC Completion to your Records-in-charge at the Registrar’s Office. You will be issued the **INC completion fee assessment**.

Proceed to the Accounting Office for payment of the **INC completion fee**.

Present your receipt back to your records-in-charge. You will be issued the blank **Certificate/s of Completion**, which you should give to your instructor, and your copy of the application for INC completion.

Take the INC completion examination on the set schedule and venue.
- Present to the instructor/proctor your admission slip, school ID, and the application for INC completion
- Give him/her the Certificate of Completion (per course)

Submit the lacking academic requirement on or before the prescribed deadline.
- Present to the instructor your admission slip, school ID, and the application for INC completion
- Give him/her the Certificate of Completion
ANNEX I
CIT – UNIVERSITY GRADING SYSTEM

Legend:

CS₁  Class Standing during midterm period
  • includes quizzes, homework, seatwork, reports
  • for a 3-unit course, there should be at least 3 quizzes
    (other than the prelim and midterm exam) and for a 5-unit
    course, there should be at least 5 quizzes

CS₂  Class Standing after the midterm period (excluding CS₁)
  • includes quizzes, homework, seatwork, reports
  • for a 3-unit course, there should be at least 3 quizzes
    (other than the prelim, midterm and pre-final exam) and
    for a 5 unit course, there should be at least 5 quizzes

PE   Prelim Exam
ME   Midterm Exam
PFE  Pre-final Exam
FE   Final Exam
LabE₁ laboratory exercises/activities during the midterm period
LabE₂ laboratory exercises/activities during the midterm period
LabME Midterm Laboratory Exam
LabFE Final Laboratory Exam
MA   Midterm Average
FA   Final Average
MG   Midterm Grade, transmuted MS
FG   Final Grade, transmuted FS

• The grade components: class standing and scores for summative
  evaluation (PE, ME, PFE & FE) shall be expressed in percentage form.

• The only transmutation table that will be used is the one with 100
  items and it should only be used after the Midterm Average and Final
  Average have been computed

For LECTURE Classes:
• Faculty members are given the freedom to decide on the percentage
  to allocate for each requirement based on the range of values
  provided below taking into consideration, among others, the coverage
  and difficulty of the examinations/quizzes, and the number of
  quizzes/homework, seatwork/reports (in the case of class standing)

For computation of MIDTERM Grade: for CS₁, A is 0.20 to 0.40
for PE, B is 0.20 to 0.30
for ME, C is 0.30 to 0.40

Formula: \[ MA = (A) \text{CS₁} + (B) \text{PE} + (C) \text{ME} \]
where : \( A+B+C = 1.0 \)
\[ MG = \text{transmuted MA} \]
For computation of **FINAL** Grade:  
- for MA, D is 0.40 to 0.50  
- for CS2, E is 0.15 to 0.25  
- for PFE, F is 0.15 to 0.20  
- for FE, G is 0.20 to 0.25  

**Formula:**  
$$ FA = (D) \text{ MA} + (E) \text{ CS}_2 + (F) \text{ PFE} + (G) \text{ FE} $$  
where: $D+E+F+G = 1.0$  
$$ FG = \text{ transmuted FA} $$

**Example:**  
$$ \text{MA} = (0.30) \text{ CS}_1 + (0.30) \text{ PE} + (0.40) \text{ ME} $$  
$$ FA = (0.50) \text{ MA} + (0.15) \text{ CS}_2 + (0.15) \text{ PFE} + (0.20) \text{ FE} $$

**For LABORATORY classes**  
- Faculty members have the freedom to devise their own grading system; however, the following formula is suggested:  
  
  $$ \text{MA} = (0.6) \text{ Lab E}_1 + (0.4) \text{ LabME} $$  
  $$ \text{FA} = (0.5) \text{ MA} + 0.3 \text{ LabE}_2 + (0.2) \text{ LabFE} $$  
  $$ \text{MG} = \text{ transmuted MA} $$  
  $$ \text{FG} = \text{ transmuted FA} $$

**Summary of percentage distribution requirement:**  
- Overall Laboratory Standing ($\text{LabE}_1 + \text{LabE}_2$) $= 60\%$  
- Laboratory Exam ($\text{LabME} + \text{LabFE}$) $= 40\%$

**For Classes with Lecture and Laboratory components**  
- For courses with both lecture and laboratory, the computation will be proportionate to the unit distribution between lecture and laboratory

Ex. ChE 420 [3 units lec 1 unit lab 4 units total]  
$$ FG = (0.75) \text{ FG}_{\text{lec}} + (0.25) $$

**N.B.:**
1. At the start of classes, the students should be provided with the course outline or syllabus.  
2. Grading is based on class work, tests, examinations and other learning activities which should be explained to the students at the start of classes.  
3. The following steps must be observed for deviations from the recommended grading system:  
   a. The faculty member must obtain prior approval from the Dean/Chair  
   b. At the beginning of the term, the faculty member shall disseminate to the students the approved deviations
ANNEX J
(Republic Act No. 7877)
AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL
IN THE EMPLOYMENT, EDUCATION OR TRAINING
ENVIRONMENT, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Title – This Act shall be known as the “Anti-Sexual Harassment Act of 1995”

SECTION 2. Declaration of Policy – The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SECTION 3. Work, Education or Training-related Sexual Harassment Defined. – Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

(1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions, or privileges, or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

(2) The above acts would impair the employee’s rights or privileges under existing labor laws; or

(3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

(1) Against one who is under the care, custody or supervision of the offender;

(2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
(3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

SECTION 4. **Duty of the Employer or Head of Office in a Work-related, Education or Training Environment.** – It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulation in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among other, guidelines on proper decorum in the workplace and educational or training constitutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainors and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainors, teachers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.
SECTION 5. **Liability of the Employer, Head of Office Educational or Training Institution.** - The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

SECTION 6. **Independent Action for Damages.** - Nothing in this Act shall preclude the victim of work, education or training related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. **Penalties.** - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (Ps10,000) nor more than Twenty thousand pesos (Ps20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8. **Separability Clause.** - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall no be affected by such declaration.

SECTION 9. **Repealing Clause.** - All laws, decrees, orders, rules and regulations, other issuance’s, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10. **Effectivity Clause.** - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Approved,

(SGD.) EDGARDO J. ANGARA
President of the Senate

(SGD.) JOSE DE VENECIA, JR.
Speaker of the House of Representatives

This Act which is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

(SGD.) EDGARDO E. TUMANGAN
Secretary of the Senate

(SGD.) CAMILO L. SABIO
Secretary General
House of Representatives

Approved: Feb. 14, 1995

(SGD.)
FIDEL V. RAMOS
President of the Philippines
ANNEX K
GRIEVANCE SYSTEM

1. A written complaint shall be formally filed before the Head of the Student Affairs Office.

2. The Student Affairs Office will issue summons to the respondent allowing him/her to answer the said complaint within three working days from receipt.

3. Once the answer has been submitted, a copy thereof is furnished to the complainant. If the complainant is satisfied with the answer, the case is closed. However, if the complainant decides otherwise, the Head of the Student Affairs Office will schedule an investigation with the other members of the Committee composed of the Head of the Guidance Center, Head of Safety and Security, respective dean/department chair/head of the college and/or office concerned and an authorized representative from the Supreme Student Government. The respondent is informed of the right to bring his/her parents (if the student is a minor) and/or counsel.

4. After the investigation, the committee will recommend to the Executive Vice President/President appropriate sanctions. The following factors are taken into account in the determination of the imposable penalty:
   a. nature and gravity of the offense;
   b. previous record of the erring student;
   c. character and position of the aggrieved party;
   d. established precedents; and
   e. other similar circumstances as may be deemed proper and necessary.

5. The penalty to be imposed on the students are found in Annex K of the Student Handbook (Table of Offenses and Penalties).
ANNEX L
TABLE OF OFFENSES AND PENALTIES

This table is merely a general guideline on the imposition of penalties. It does not limit the rights of the school granted to it by law to penalize erring students. The investigating body may recommend and the administration may impose penalties for offenses that are violative of the school rules and regulations and that of CHED even if such offenses are not listed in this table. Likewise, the investigating body may recommend and the administration may impose penalties higher or lower than what is indicated in this table taking into consideration, among others, any of the following factors: (a) nature and gravity of the offense; (b) previous record of the erring student; (c) character and position of the aggrieved party; (d) established precedents; and (e) other similar circumstances as may be deemed proper and necessary.

Legend:

<table>
<thead>
<tr>
<th>Frequency of Occurrence</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeric</td>
<td>Description</td>
</tr>
<tr>
<td>1st</td>
<td>1 Warning</td>
</tr>
<tr>
<td>2nd</td>
<td>2 Reprimand / Censure</td>
</tr>
<tr>
<td>3rd</td>
<td>3 Suspension</td>
</tr>
<tr>
<td>4th</td>
<td>4 Dropping or Dismissal / Exclusion/Non-readmission</td>
</tr>
<tr>
<td>5th</td>
<td>5 Expulsion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFENSES</th>
<th>Occurrence and Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forbidden Behavior</td>
<td>1st</td>
</tr>
<tr>
<td>1. GROSS MISCONDUCT &amp; DISHONESTY (inside and outside the campus which may cause dishonor and discredit to CIT - University)</td>
<td></td>
</tr>
<tr>
<td>a) Cheating (during exams, leakage, plagiarism, etc)</td>
<td>2*</td>
</tr>
<tr>
<td>b) Immorality</td>
<td></td>
</tr>
<tr>
<td>1. obscene language</td>
<td>2</td>
</tr>
<tr>
<td>2. obscene behavior/ indecent act</td>
<td>3</td>
</tr>
<tr>
<td>3. possession of pornographic materials</td>
<td>3</td>
</tr>
<tr>
<td>4. indecent display of amorous affection</td>
<td>3</td>
</tr>
</tbody>
</table>
## OFFENSES

<table>
<thead>
<tr>
<th>Forbidden Behavior</th>
<th>1&lt;sup&gt;st&lt;/sup&gt;</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt;</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt;</th>
<th>4&lt;sup&gt;th&lt;/sup&gt;</th>
<th>5&lt;sup&gt;th&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>c) Lending one’s ID to another person</td>
<td>3</td>
<td>4 (5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Gambling or unauthorized possession of gambling paraphernalia within the school premises</td>
<td>3</td>
<td>4 (5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) Drunkenness or unauthorized bringing of alcoholic beverages inside the campus</td>
<td>3</td>
<td>4 (5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f) Forging or tampering school’s ID’s, records, forms and transfer credentials</td>
<td>4 (5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g) Stealing or pickpocketing</td>
<td>4 (5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h) Threatening teachers, students, employees or any other person</td>
<td>4 (5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) And other analogous acts</td>
<td>4 (5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* In addition to the above penalty, the student will get zero for the said exam. *

## 2. VANDALISM AND LITTERING

### VANDALISM

<table>
<thead>
<tr>
<th>Action</th>
<th>1&lt;sup&gt;st&lt;/sup&gt;</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt;</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt;</th>
<th>4&lt;sup&gt;th&lt;/sup&gt;</th>
<th>5&lt;sup&gt;th&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Destroying and defacing classroom walls, furniture and other school properties</td>
<td>3**</td>
<td>4**(5)**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Graffiti (writings on any part of the school buildings)</td>
<td>3**</td>
<td>4**(5)**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Mutilating and tearing pages of library books and other library materials</td>
<td>3**</td>
<td>4**(5)**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) And other analogous acts.</td>
<td>3**</td>
<td>4**(5)**</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Restoration, replacement or payment for the damage caused at the option of the school as additional penalty **
<table>
<thead>
<tr>
<th>OFFENSES</th>
<th>Occurrence and Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>LITTERING</strong></td>
<td></td>
</tr>
<tr>
<td>a) Throwing pieces of paper</td>
<td>1</td>
</tr>
<tr>
<td>or any garbage anywhere.</td>
<td></td>
</tr>
<tr>
<td>Garbage cans are situated</td>
<td></td>
</tr>
<tr>
<td>in strategic places inside</td>
<td></td>
</tr>
<tr>
<td>the campus.</td>
<td></td>
</tr>
<tr>
<td>b) Leaving leftover food,</td>
<td>1</td>
</tr>
<tr>
<td>candy wrappers, and other</td>
<td></td>
</tr>
<tr>
<td>food wrappers</td>
<td></td>
</tr>
<tr>
<td>c) Urinating in places other</td>
<td>1</td>
</tr>
<tr>
<td>than the comfort rooms.</td>
<td></td>
</tr>
<tr>
<td>d) Spitting in places other</td>
<td>1</td>
</tr>
<tr>
<td>than the designated areas.</td>
<td></td>
</tr>
<tr>
<td>(designated areas:</td>
<td></td>
</tr>
<tr>
<td>comfort rooms)</td>
<td></td>
</tr>
<tr>
<td>e) And other analogous acts.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. HOOLIGANISM</strong> (Lawless,</td>
<td></td>
</tr>
<tr>
<td>disorderly conduct)</td>
<td></td>
</tr>
<tr>
<td>a) Whistling and heckling</td>
<td>1</td>
</tr>
<tr>
<td>b) Shouting and boisterous</td>
<td>2</td>
</tr>
<tr>
<td>laughter in and out of the</td>
<td></td>
</tr>
<tr>
<td>classroom</td>
<td></td>
</tr>
<tr>
<td>c) Brawls and fistfights</td>
<td>3</td>
</tr>
<tr>
<td>d) Picking a fight with</td>
<td>3</td>
</tr>
<tr>
<td>anyone in the campus</td>
<td></td>
</tr>
<tr>
<td>including school personnel</td>
<td></td>
</tr>
<tr>
<td>and security guard</td>
<td></td>
</tr>
<tr>
<td>e) Carrying deadly weapons</td>
<td>4 (5)</td>
</tr>
<tr>
<td>or explosive</td>
<td></td>
</tr>
<tr>
<td>e.1 carrying firecrackers</td>
<td>3</td>
</tr>
<tr>
<td>f) Infliction of physical</td>
<td>4 (5)</td>
</tr>
<tr>
<td>harm against a teacher,</td>
<td></td>
</tr>
<tr>
<td>school personnel, student</td>
<td></td>
</tr>
<tr>
<td>or any other person</td>
<td></td>
</tr>
<tr>
<td>g) Infliction of moral harm</td>
<td>4 (5)</td>
</tr>
<tr>
<td>such as slander, verbal</td>
<td></td>
</tr>
<tr>
<td>fights, rumor-mongering</td>
<td></td>
</tr>
</tbody>
</table>
### Offenses

<table>
<thead>
<tr>
<th>Offense Description</th>
<th>Occurrence and Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4. DISRUPTION OF NORMAL SCHOOL ACTIVITIES</strong> (such as classes, co-curricular activities and extra-curricular activities)</td>
<td></td>
</tr>
<tr>
<td>a) Loitering in the lobby, corridors, hallways and stairways</td>
<td>1 2 3 4 (5)</td>
</tr>
<tr>
<td>b) Using mobile/cell phones and other electronic devices during classes, meetings, programs, and other activities which prohibit their use (Mobile/Cell phones should be switched off or placed in a silent mode).</td>
<td>1 2 3 4 (5)</td>
</tr>
<tr>
<td>c) Disturbing classes such as excessive noise/reaction in the classroom and within the school premises and loud playing of sound system or other devices</td>
<td>2 3 4 (5)</td>
</tr>
<tr>
<td>d) Instigation or participating in group activities leading to stoppage of classes or presentations</td>
<td>4(5)</td>
</tr>
<tr>
<td>e) Preventing or threatening teachers and students from performing their duties, attending classes or entering school premises</td>
<td>4(5)</td>
</tr>
<tr>
<td><strong>5. DISREGARD FOR LAW AS WELL AS SCHOOL AND CHED POLICIES</strong></td>
<td></td>
</tr>
<tr>
<td>a) Violation of the prescribed dress code.</td>
<td>1 2 3 4 (5)</td>
</tr>
<tr>
<td>b) Smoking in the campus</td>
<td>1 2 3 4 (5)</td>
</tr>
<tr>
<td>c) Violation of school traffic and parking rules and regulations</td>
<td>2 3 4 (5)</td>
</tr>
<tr>
<td>OFFENSES</td>
<td>Occurrence and Penalty</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>d) Use, possession or distribution of marijuana, shabu, hallucinogens, and other prohibited drugs.</td>
<td>4(5)</td>
</tr>
<tr>
<td>e) Illegal assembly or unauthorized meeting within the school campus</td>
<td>4(5)</td>
</tr>
<tr>
<td>f) Possession or distribution of subversive, libelous publication or materials</td>
<td>4(5)</td>
</tr>
<tr>
<td>g) Unauthorized use of school facilities</td>
<td>4(5)</td>
</tr>
<tr>
<td>h.) Violation of any penal statute, rules and regulations of the Commission on Higher Education and those of CIT - University, or any valid component of a competent school authority</td>
<td>4(5)</td>
</tr>
</tbody>
</table>
ANNEX M
GUIDELINES TO BE OBSERVED IN THE ESTABLISHMENT AND OPERATION OF STUDENT ORGANIZATIONS AND IN THE IMPLEMENTATION OF STUDENT ACTIVITIES

RULE I - General Policies

Section 1. These guidelines cover all present and future student or campus organizations in the school.

Section 2. Subject to the limitations provided for under these guidelines, the establishment and operation of student organizations in the school shall be allowed as a medium to afford them a forum for enriching student life as well as provide a vehicle for more productive endeavors towards the attainment of the goals of the school and that of society; provided, however, that the activities of such organizations shall be along academic, social or cultural areas; and provided further, that such activities shall be approved by the Head of Student Affairs or his/her duly authorized representative upon recommendation of the Adviser, Department Chair/s and College Dean/s concerned.

Section 3. Student or campus organizations can only be established if their purposes are not contrary to law, morals, good custom, public policy or public order as well as the goals of the Cebu Institute of Technology University.

RULE II - Definition of terms

Section 1. The term “student” or “campus organizations” shall mean club, societies, councils, or other similar organizations of students whose membership in general, comes from a college or department, or from different colleges or departments of the school.

Section 2. School refers to the Cebu Institute of Technology University (CIT – University).

RULE III - Authority to Operate and Supervision of Activities

Section 1. The Head of Student Affairs or his/her duly authorized representative, upon the recommendation of the Department Chair/s and Dean/s concerned, shall authorize the establishment and operation of student organization upon compliance with the requirements prescribed under these guidelines.

Section 2. The Student Affairs Office shall have the authority to supervise and regulate the operations as well as the activities of all duly recognized student organizations for the purpose of directing their resources and efforts toward the attainment of their goals and objectives.
RULE IV - Procedure and Standards for Recognition

Section 1. The recognition of the student organization as provided for in these guidelines shall be a prerequisite for its operation in the school.

Section 2. Any group of at least twenty (20) students except in the case of class organizations with an enrolment of less than 20 students, may apply with the Student Affairs Office to organize and operate a club, society or other similar student organizations, provided, that the membership of such organizations shall be limited to bona fide students of the school. The said application shall first be noted by the Department Chair/s concerned with their comments and recommendations before the same is submitted to the Head of Student Affairs or his/her duly authorized representative for approval.

Section 3. Each student organization shall submit its constitution and by-laws together with the application. No student organization shall be allowed to function without prior approval of its application and Registration with the Student Affairs Office, as herein required.

Section 4. Each student organization shall have one or more faculty advisers. No student organization may hold any meeting or undertake any activity for any purpose whatsoever, except that of adopting a constitution before its advisers are appointed and have assumed office.

Section 5. The officers of such organization, as provided for in its approved by-laws, shall be elected by the members thereof or appointed by the organization’s president or chairperson; provided, however, that the election of officers of the organization shall be under the direct supervision of, and subject to, regulation by the faculty adviser/s.

Section 6. The corresponding Certificate of Recognition shall be issued by the Student Affairs Office to each student organization upon full compliance with the requirements herein prescribed; provided, however, that such certificate shall be effective for one year, subject to the renewal for a similar period; provided further, that the certificate may be revoked, withdrawn or cancelled as provided for in Sec. 3 of Rule X of these guidelines.

Section 7. Chapter organizations are subject to the same rules as any other student organization with the following additional requirements:
a. Letter from the mother organization requesting permission to establish a chapter in the school;
b. List of officers of the mother organization;
c. Constitution and By-Laws of the mother organization.

RULE V - Registration of Recognized Organizations

Section 1. Every recognized student organization must be registered with the Student Affairs Office. For this purpose, the following shall be required upon registration and every first semester, viz:
   a. A copy of the constitution and by-laws of the organization signed by all officers, members and adviser/s of the organizations;
   b. A list of the officers, members and adviser/s of the organization including an indication of their respective positions, date of assumption or office, and their respective specimen signatures;
   c. A tentative program of activities for the semester;
   d. A semestral accomplishment report based on their program of activities;
   e. Note of acceptance of the faculty adviser/s; and
   f. Such other documents as may be required under the school rules and regulations.

Section 2. The Student Affairs Office shall keep and maintain a Registry of Student Organizations which shall consist of the following:
   a. An entry book in which the following data on student organization shall be entered:
      1. name of organization
      2. date of registration
      3. date of filing of a certified copy of constitution and by-laws
      4. date of filing of a list of officers, adviser/s and their specimen signatures.
   b. A loose-leaf folder containing the constitution and by-laws filed by the organizations, duly indexed according to the name of the organizations, together with subsequent amendments.

Section 3. Any member of the school community i.e. administration, faculty and students, for meritorious reasons as determined by the Head of SAO, shall have the right to inspect and avail of any item of information in the Registry Book, during regular office hours and subject to reasonable regulations.

RULE VI - Qualifications and Mode of Selection of Organization Officers
Section 1. All officers of student organizations must possess the following minimum qualifications at the time of election or appointment:
   a. At least one-semester residence in the school except for Freshman Class Organizations.
   b. Must have earned at least 18 academic units in school.
   c. At the time of his election or appointment and during his incumbency, he/she must be carrying a minimum load of 18 academic units, except graduating students.
   d. He must have passed all his subjects and has no mark of “NC” in the semester immediately preceding his election or appointment.
   e. Must be of good moral character as certified to by at least two (2) faculty members of the school.

Section 2. Election shall be held at least once every school year on the dates set by the Student Affairs Office.

Section 3. Election campaigns may be held only in places and on dates designated by the Student Affairs Office.

Section 4. Distribution of election campaign materials should be cleared with the Student Affairs Office.

RULE X - Renewal of Authority and Dissolution of Organization

Section 1. Each recognized student organization shall renew its authority to operate within thirty (30) days after the start of regular classes during the first semester of every school year. The failure of any organization to secure a renewal of its authority to operate as provided herein, shall be considered a sufficient cause for the cancellation of its name from the Registry Book of Student Organizations.

Section 2. When the dissolution of the student organization is through voluntary action of its members, it shall be the responsibility of the president to formally issue a corresponding written notice to the Student Affairs Office, through the Dean/s and Department Chair/s concerned and the proper notation of such dissolution shall be indicated in the Registry Book of Student Organizations.

Section 3. Any violation of the organization’s Constitution and By-Laws, school rules and regulations, CHED order and other existing laws shall be a ground for the revocation of its permit as a recognized organization and its subsequent dissolution. This is without prejudice to the filing of appropriate actions and the
imposition of appropriate sanctions against those who may be held responsible.

Section 4. Certificate of Clearance – Whether the dissolution of student organization is voluntary or otherwise, it shall be the right of the school head to require the officers of such organization to secure a clearance from money or property accountability from the school authorities concerned.

RULE XI - Conduct and Discipline

Section 1. Every student shall observe the laws, the rules and the regulations of the school, and the standards of good society; be courteous and considerate on all occasions as befitting men and women of refinement and good breeding; respect for the opinions and feelings of others, bearing in mind that education stands for the appreciation and understanding human principles and values.

Section 2. Membership Acceptance
   a. Corporal punishment of any form is not allowed.
   b. Membership shall not subject a candidate to undergo any action which is immoral, detrimental to health or derogatory to human dignity.
   c. All membership requirements should be undertaken within the campus with the direct supervision of the faculty adviser/s and or officers who shall be held responsible for such activity.

Section 3. Violation of any of the foregoing rules shall subject the students and/or organization to appropriate sanctions as specified in the CHED Manual of Regulations, the school’s Student Manual and other pertinent laws, rules and regulations.

RULE XII - Miscellaneous Rules

Section 1. All amendments to the Constitution of any student organization are subject to the approval of the Student Affairs Office as recommended by the Department Chair/s and Dean/s concerned.

Section 2. Other subsequent and supplementary rules and regulations promulgated by the school shall be effective upon the date of their adoption.

Section 3. Directives, prescriptions and regulations issued by CHED shall be effective on the date prescribed.
ANNEX N
GENERAL GUIDELINES
PHASES OF AN EARTHQUAKE DRILL
(BY DOST & PHIVOLCS)

Students perform the DUCK, COVER and HOLD during the actual drill.

Phase 1. Alarm
A pre-arranged signal such as siren/bell should be known to all. During the drill, the siren/bell indicates earthquake/shaking. Students and teachers will be alerted by this signal.

Phase 2. Response
While the siren/bell is ongoing, everyone should move away from windows, glass or light fixtures. In this phase, everyone should perform “duck, cover and hold” under desks, tables or chairs. Remain in this position until the “shaking” stops.

Phase 3. Evacuation
Once the “shaking” stops, teachers and students should evacuate the school building and proceed using pre-determined routes to go to identified evacuation areas.

Phase 4. Assembly
At the designated evacuation area, students must be grouped together according to the class where they belong.

Phase 5. Head count
Teachers should check and make sure all students are accounted for.

Phase 6. Evaluation
An evaluation of the drill must be conducted to identify problems encountered during the drill and how this can be corrected in future earthquake drills.
ANNEX O
EVACUATION ROUTE & EVACUATION AREA

TRES DE ABRIL ST., LABANGON

(Back Gate)

N. BACALSO AVE.

(Main Gate)
ACADEMIC PROGRAMS OFFERED

COLLEGE OF ENGINEERING AND ARCHITECTURE
BS Chemical Engineering
BS Civil Engineering
BS Computer Engineering
BS Electrical Engineering
BS Electronics Engineering
BS Industrial Engineering
BS Mechanical Engineering
BS Mechanical Engineering (w/ Mechatronics)
BS Mining Engineering
BS Architecture

COLLEGE OF COMPUTER STUDIES
Doctor in Information Technology
Master in Computer Science
Master in Information Technology
BS Computer Science
BS Information Technology
Associate in Computer Technology

COLLEGE OF COMMERCE
Doctor in Public Administration
Doctor in Business Administration
Master in Public Administration (Thesis/Non-Thesis)
Master in Business Administration (Thesis/Non-Thesis)
BS Accountancy
BS Business Administration, major in:
  Banking and Financial Management
  General Business Management
  Operations Management
  Marketing Management
  Human Resource Management
  Management Accounting
  Quality Management
  5 Year Industrial Quality Management
BS Hotel and Restaurant Management
BS Tourism Management
BS Accounting Technology
Bachelor in Public Administration
BS Office Administration
Associate in Office Administration (2 years)

COLLEGE OF ARTS AND SCIENCES
AB major in:
  Mass Communication
  Graphics and Media (Fine Arts)
  English with Applied Linguistics
BS Psychology
BS Biology
BS Mathematics

COLLEGE OF NURSING
BS Nursing

COLLEGE OF EDUCATION
Master of Education major in Mathematics
Master of Science in Teaching Mathematics
Bachelor of Elementary Education, major in:
  Early Childhood Education
  General Education
  Special Education
Bachelor of Secondary Education, major in
  English
  Filipino
  Science
  Mathematics
Diploma in Professional Education
Certificate in Professional Education

EXPANDED TERTIARY EDUCATION EQUIVALENCY AND ACCREDITATION PROGRAM (ETEEAP)
SHORT-TERM COMPUTER COURSES
Microsoft Office Package  45 hrs.
PC Technology   50 hrs.
HTML/Front Page/Java Script  40 hrs.
Web Page Design  50 hrs.
Multimedia Basics  50 hrs.
Photoshop & Premiere  30 hrs.
Photo Editing & Animation  20 hrs.
MS Visual Basic I  40 hrs.
MS Visual Basic II  40 hrs.
C++ Programming  40 hrs.
Java Programming  40 hrs.
AutoCad Advanced  50 hrs.
PHP and My SQL  30 hrs.

HIGH SCHOOL

ELEMENTARY

KINDERGARTEN (AGES 5 & 6)

NURSERY (AGES 3 & 4)
### ACADEMIC PERFORMANCE RECORD

College _______________________________________________
Curriculum ____________________________________________

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PAMBANSANG AWIT NG PILIPINAS

Lupang Hinirang

Bayang Magiliw
Perlas ng Silanganan
Alab ng puso
Sa dibdib mo’y buhay

Lupang hinirang
Duyan ka nang magiting
Sa manlulupig
Di ka pasisiil

Sa dagat at bundok;
Sa simoy at sa langit mong bughaw
May dilag ang tula
At awit sa paglayang minamahal

Ang kislap ng watawat mo’y
Tagumpay na nagniningning
Ang bituin at, araw niya
Kailan pa ma’y di magdidilim

Lupa ng araw, ng luwalhati’t pagsinta
Buhay ay langit sa piling mo.
Aming ligaya na pag may mang-aapi
Ang mamatay ng dahil sa iyo.
GENERAL NOTICE

The University reserves the right to add, interpret, amend, supplement and apply the rules printed herein. Other subsequent and supplementary rules and regulations promulgated by the University shall be effective on all students upon the date of their official adoption.

Directives, prescriptions and regulations issued by the Department of Education (DepEd) / Commission on Higher Education (CHED) shall be effective on the date prescribed.
THE CIT – UNIVERSITY HYMN

The university hymn embodies the noble spirit and fine traditions of CIT – University. Inspired by the official hymn of the Purdue University of Indiana, USA, Engr. Leon Magbanua, then student and Editor of the official student publication The Technician, composed the Maroon and Gold. Incidentally, one of the moving spirits behind the institution, Engr. Jose A. Cavan, is an alumnus of Purdue. Mr. Floro Abadia, then Bandmaster of CIT – University, arranged the hymn into a choir rendition.

The hymn was first published in the first issue of the residuum in 1948 and first sung on the first graduation exercise of the same year.

At about the 60th anniversary celebration of CIT – University, the composition was enriched by the musical insights of Dr. Nicolas L. Escario, Jr. weaving unto the hymn the depth and breadth of tradition, a native Filipino aura and a touch of the contemporary times.

As a symbol of student loyalty and belongingness, the CIT – University Hymn is sung by members of the CIT – University family with respect expressive of profound esteem to and high veneration of the ideals that the institution represents.
Maroon and Gold

All hail, maroon and gold
Thy colors unfold
O’er loyal Technologists
Whose hearts are strong and bold

All hail, maroon and gold
On breezes ye sail
Thy sight we love
All hail, all hail!
All hail, maroon and gold
To thee we shall cling
Through all the years and ages
Thy praises we will sing

All hail, maroon and gold
Thy strength ne’er shall fail
For thee we’ll die
All hail, all hail!
Graduation Song
(Gear for Life)

I
It was yesterday when we first met?
How quickly did we learn to trust and wait;
Learned right from wrong,
But most of all, we learned whom to belong

II
Now that we have reached tomorrow’s door
Truly filled with joy my heart and soul;
I live to learn work and strife,
Move on with the Gear for Life!

(Refrain I)
Soon the world would know
It’s for me to show
That our faith is strong and bold...
Anxious times unfold...
Spirits clothed in gold;
Fear not!
Fly with the Gear for Life

III
Bless my school and friends I love so dear
And deep in my heart you’re always there
Farewell my friend, wherever you may go
We’ll meet again for sure, I know...
We’ll meet again for sure, I know...