



Villamor College of Business and Arts, Inc.

Student Handbook

2025 REVISED EDITION

GENERAL SANTOS CITY

VCBA STUDENT HANDBOOK

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Introduction

Welcome to Villamor College, where academic excellence and personal growth go hand in hand. This student handbook is your guide to the policies, procedures, and resources that will help you succeed here. Whether you are a new or returning student, this handbook provides valuable information to navigate college life. **At Villamor College, we aim to equip you to be right for work, ready for life, and relevant to society.**

Inside, you'll find details on academic requirements, student services, campus resources, and community standards. Our policies ensure a safe, respectful, and productive learning environment. Familiarize yourself with this handbook and use it as a reference throughout your time at Villamor College. Your success is our priority, and we are here to support you every step of the way. Together, we can create a vibrant community where every student thrives and makes a meaningful impact.

Message from the School President



Welcome to Villamor College of Business and Arts, Inc.!

We're thrilled to have you join our community. As you begin this exciting chapter of your educational journey, remember that your time here is all about growth—both academically and personally. This Student Manual is here to guide you every step of the way, helping you navigate academic policies, student services, and what it means to be part of the VCBA community.

At VCBA, we take pride in journeying with you as you shape the narrative of your life. We believe that when you choose to be resilient and hardworking, especially in the face of challenges, you open the door to a world of opportunities. Our goal is to empower you to build a future filled with possibilities, where your determination and efforts lead you to success in your chosen field.

I encourage you to take some time to explore the contents of this manual. It's more than just a list of rules—it's a resource designed to help you make the most of your college experience, from discovering opportunities that match your goals to supporting your personal and professional development.

Keep in mind that as we continue to grow and improve, some policies or services may be updated to better serve you and the entire student body. Rest assured, we're here to support you, and this manual will be a valuable tool throughout your journey at VCBA.

Wishing you all the best as you begin this exciting chapter!

Sincerely,

Eduardo R. Villamor, CPA
School President



The VCBA Education

Vision and Mission

Core Values

The VCBA Logo

Senior High Tracks

College Courses

The Government of VCBA

Governance and Policies

Organizational Chart

The General College Regulations

Vision, Mission, and Goals

Vision To raise up generations of life-changers and nation builders one student at a time.

Mission To equip students to be right for work, ready for life, and relevant for the society.

Institutional Goals and Objectives

Aligned with our mission and vision, VCBA pursues the following institutional objectives to ensure the holistic development of our students:

- **Deliver Accessible Quality Education:** To provide quality education that is inclusive and accessible through innovative and cost-effective approaches, ensuring students from different backgrounds can excel academically with little financial barriers.
- **Foster Ethical Leadership:** To cultivate leadership qualities that promote ethical decision-making, servant leadership, and personal responsibility in both personal and professional spheres in the whole school community.
- **Uphold Core Values:** To integrate the institution's core values (Competency, Character, Courage Compassion, Christlikeness) and apply them in different areas of learning.
- **Promote Community Engagement:** To actively involve students in community outreach programs that allow them to contribute positively to society while developing empathy and social responsibility.

VCBA

Core Values



Competency

We value academic excellence and the development of industry-relevant skills. VCBA is committed to providing students with the knowledge, training, and leadership qualities necessary to succeed in a globalized workforce.



Character

VCBA emphasizes the importance of moral and ethical behavior. We mold students to become individuals of conviction, respect, and well-founded character, instilling in them the virtues needed to lead with integrity.



Courage

Courage is at the heart of innovation and leadership. VCBA trains students to be bold protectors of truth and justice, encouraging them to face challenges head-on with confidence and determination.



Compassion

We emphasize the importance of compassion. Our students are called to make a positive social impact through involvement in the school and the broader community, acting in service to others.



Christlikeness

Christlikeness is the ultimate aspiration for every VCBA student. We encourage each individual to grow in their faith and become the person they are called to be—someone who leads with humility, love, and service to God and society.

The VCBA Logo



The official logo of Villamor College of Business and Arts, Inc.
Updated last 2016.

The logo of Villamor College of Business and Arts, Inc. represents the institution's commitment to educating students who embody its mission, vision, and core values. Each element in the logo serves as a symbol of the school's guiding principles, values, and Christian foundation.

VCBA Logo

Core Elements & Their Meaning



1) Torch with a Flame

- The torch symbolizes enlightenment, knowledge, and education. It represents the transformative power of learning and aligns with the institution's mission of preparing students to be "right for work, ready for life, and relevant to society." The flame symbolizes passion, drive, and the pursuit of truth, emphasizing the light of Christ guiding students in their academic and spiritual journey.

2) Holy to the Lord (Inscription on the Base of the Torch)

- This inscription highlights VCBA's Christian foundation, signifying that the institution's ultimate purpose is to glorify God. It reflects the core value of Christlikeness, reminding students to honor God in all their endeavors, both inside and outside the classroom.

3) Laurel Wreath (Encircling the Torch)

- Traditionally, the laurel wreath symbolizes achievement, victory, and honor. It reflects VCBA's vision of raising up life changers and nation builders, encouraging students to strive for excellence in every aspect of their lives. It resonates with the values of Competence and Character, which emphasize academic achievement and moral integrity.

4) Icons Around the Torch - The four icons around the torch represent VCBA's Core Values—Competency, Character, Courage, Compassion, and Christlikeness. Each icon is a visual reflection of these values:

- **Book Icon (Competency):** This symbolizes knowledge and academic excellence, reflecting the school's dedication to equipping students with the skills and leadership qualities needed to succeed in their careers.
- **Medal Icon (Character):** The medal represents achievement and integrity, emphasizing the institution's commitment to developing students with strong moral conviction and well-rounded character.
- **Eagle Icon (Courage):** The eagle stands for strength, vision, and bravery, which align with VCBA's goal of empowering students to face challenges head-on and act as protectors of what is right and true.
- **Handshake Icon (Compassion):** This symbolizes collaboration, community, and social impact. It underscores the school's call for students to engage in compassionate service, both within the VCBA community and beyond.
- **All the icons combined (Christlikeness)** - The epitome of a person possessing Christlikeness means that one knows the core values and lives them progressively in his/her own life, while putting their supreme trust in Christ.

5) Green and Gold Colors

- The green symbolizes growth, renewal, and a nurturing learning environment, while the gold represents excellence and high achievement. Together, these colors reflect the institution's core values, focusing on holistic student development and academic distinction.

6) 2012 (Establishment Year)

- The year 2012 marks the year when VCBA was officially accredited by the Commission on Higher Education (CHED) as a Higher Education Institution (HEI) - from being a technical vocational institution established last 2010. The year symbolizes the beginning of its journey to educate future leaders, professionals, and nation builders as a college. The establishment year also serves as a reminder of the institution's history and commitment to its foundational values.

Company History and Background



Villamor College of Business and Arts (VCBA) traces its beginnings to 2010 when it was first established as the Villamor Institute of Technology through the leadership of Mr. Eduardo R. Villamor, CPA, President and Owner of the MCM Villamor Group of Companies. The institution initially offered TESDA-accredited Technical-Vocational programs designed to provide accessible, competency-based, and industry-relevant training that equipped students with employable skills needed in the workforce.

In 2012, the institution earned its accreditation from the Commission on Higher Education (CHED) and transitioned into a recognized Higher Education Institution. This milestone enabled VCBA to grant official college degrees and expand its academic offerings, beginning with programs in Teacher Education, Tourism Management, Arts and Communication, Customs Administration, Entrepreneurship, and Criminology. During this period, the first permanent campus infrastructure with 15 classrooms and dedicated program facilities was completed.

By 2013, the institution—now formally known as Villamor College—further expanded its physical capacity through the construction of its second campus building along Balimbing Street, Dadiangas North, General Santos City, in response to increasing student enrollment and program demands.

Growth continued in the succeeding academic years. In 2014, new degree programs were introduced. In 2015, additional offerings such as the Bachelor of Science in Criminology and Bachelor of Science in Office Administration were implemented. In 2016, the school celebrated its first college graduates at the newly developed VCBA Events Center, which also serves as a community venue for programs, institutional activities, and academic-related engagements. In the same year, VCBA prepared for Senior High School under the K-12 Reform and officially opened its Academic (ABM Strand) and Technical-Vocational (HE and IA Strands) in compliance with RA 9155 and RA 10533.

In 2018, the institution inaugurated its multi-purpose VCBA Sports Center, enhancing facilities for physical education, wellness, sports development, and community integration. In 2020, in its continued commitment to accessible and inclusive higher education, VCBA implemented a landmark decision granting 100% Academic Scholarships to all incoming first-year students, ensuring that quality private education remained attainable, particularly during a period of national socio-economic disruption.

In the recent years, VCBA has continued to produce student and institutional achievements, demonstrating steady progress in institutional maturity, stakeholder engagement, and academic performance. Among these are VCBA's participation in the PRISAA Games (2024), the introduction of the VCBA STEP (Study, Travel, and Education Program) Internship initiative, and the formal opening of the VCBA Full Merit Scholarship Program in 2025 to support deserving graduate scholars.

Today, VCBA continues to evolve as an emerging Higher Education Institution committed to building character-driven, competent, and globally competitive professionals. The College remains anchored in its mission to nurture lifelong learning, academic excellence, values formation, and nation-building by continuously enhancing its programs, strengthening institutional systems and governance structures, and prioritizing initiatives that uplift both the local community and the broader Philippine society.

Senior High Tracks

Technical Vocational Track

Home Economics Strand

- Food Beverage Services
- Bread and Pastry Production
- Housekeeping
- Tour Guiding Services
- Tourism Promotion Services
- Attraction and Theme Parks

Industrial Arts Strand

- Automotive Servicing
- Refrigeration and Air-conditioning
- Consumer Electronics Servicing
- Electrical Installation and Maintenance

Academic Track

- Accountancy, Business and Management
- General Academic Strand
- Humanities and Social Sciences

College Courses

College of Arts, Technology, & Sciences (CATS)

Associate in Computer Technology (2 years)
Bachelor of Science in Information System
Bachelor of Science in Criminology
Bachelor of Arts in Communication

College of Business and Management (CBM)

Bachelor of Science in Customs Administration
Bachelor of Science in Entrepreneurship
Bachelor of Science in Tourism Management
Bachelor of Science in Office Administration

College of Teacher Education (CTE)

Bachelor of Technical-Vocational Teacher Education
Major in Food and Service Management

Bachelor of Technical-Vocational Teacher Education
Major in Electrical Technology

Bachelor of Technical-Vocational Teacher Education
Major in Electronics Technology

Bachelor of Technical-Vocational Teacher Education
Major in Automotive Technology

Others: TESDA

Bookkeeping NCIII*
Domestic Refrigeration Air Conditioning Servicing NCII (DOM-RAC)*

*Refer to VCBA TESDA office for more details

The Government of VCBA

The School President

The role of a college **president** is multifaceted and pivotal in shaping the institution's direction and success. They provide leadership by setting strategic goals, overseeing administrative operations, and fostering a culture of academic excellence. Presidents engage with external stakeholders to secure resources and support for the college, while also advocating for students and ensuring their needs are met. They collaborate closely with the governing board to ensure effective governance and accountability. Ultimately, presidents play a crucial role in advancing the college's mission, enhancing its reputation, and contributing to the broader community.

Board of Trustees

The **Board of Trustees** is the highest governing body of Villamor College of Business and Arts, responsible for providing leadership, setting strategic direction, and ensuring financial stewardship. Composed of committed individuals with a strong dedication to education and ethical governance, the Board upholds the college's mission by formulating policies, protecting institutional assets, and promoting academic integrity and excellence for the benefit of all students.

School Leadership

The **Executive Vice President** and the **Deans of the Schools** are the principal administrative officers and academic leaders. They are responsible for policy execution, for the enunciation and achievement of the educational goals and for coordination of the work of the different departments.

The **College Departments** operate under the school's statutes and are subject to the government of the College: the Board of Trustees and the officers of the School of which the President is the Chief Executive.

The **School Forum** is the assembly of faculty members and administrators which has the obligation to discuss significant matters of the school. It also has co-deliberative powers regarding the internal academic policies of the college subject to approval or revision by the Board of Trustees.

The Government of VCBA

Several administrative officers assist the **Executive Vice President**:

- **Deans** lead their academic divisions, guiding curriculum development, supporting faculty, overseeing student affairs, managing budgets, and engaging with stakeholders for partnerships and fundraising.
- **Program Heads** supervise curriculum, faculty, and student majors in their departments, handling academic advisement, load revisions, and related matters.
- The **Academic Affairs Coordinator** oversees the academic welfare of students, implements academic regulations, and reviews new course proposals with the Committee on Curriculum.
- The **Student Affairs Coordinator** manages non-academic student welfare, including basic services, discipline, and the Integrated Non-Academic Formation Program.
- The **School Registrar** processes and secures student records, supervises class scheduling and registration, and issues transcripts and transfer credentials.
- The **Senior High School Coordinator** oversees the senior high program, coordinating curriculum development, ensuring compliance with educational standards, managing daily operations, supporting teaching strategies, monitoring student progress, and liaising between students, parents, and administration.

Governance and Policies

At Villamor College of Business and Arts, Inc. (VCBA), we believe that governance plays a vital role in shaping the educational experience of our students. Our governance structure fosters collaboration between administration, faculty, and students, ensuring that policies are developed transparently and with student welfare in mind.

1. Institutional Governance Structure

VCBA operates under a governance model that is driven by our core values of Competency, Character, Courage, Compassion, and Christlikeness. The institution is led by the School President, supported by the Board of Trustees, which is responsible for major decision-making and institutional direction.

The administrative and academic departments work together to ensure that our policies, programs, and services align with our mission to provide a high-quality education.

2. Student Representation in Governance

VCBA values the voice of its students in institutional governance. To promote student involvement in decision-making, the Student Council serves as the primary representative body, working alongside school administration on various matters including student welfare, policy review, and campus activities.

Student Council Elections are held annually, and elected representatives serve as the bridge between students and administration.

3. Policy on Academic Appeals

VCBA is committed to providing a fair and transparent process for students to appeal academic decisions. The Academic Appeals Policy allows students to formally request a review of their academic results if they believe there has been an error or unfair treatment.

The process is as follows:

Step 1: Submission of Appeal

- A student wishing to appeal must submit a formal, written request to the Department Head within five (5) working days of receiving the disputed result.
- The appeal should outline the reason for the appeal and any supporting documents or evidence.

Step 2: Review by the Academic Appeals Committee

- The appeal will be reviewed by the Academic Appeals Committee, which consists of the Department Head and Academic Affairs Coordinator, a faculty representative, and additional witness (optional to ensure neutrality).
- The committee will assess the appeal and may consult with the Board or Trustees and/or additional faculty members if needed.

Governance and Policies

Step 3: Final Decision

- A decision will be made within fourteen (14) working days after the submission of the appeal. The student will be informed in writing of the final decision.
- The decision made by the Academic Appeals Committee is final and cannot be further appealed.

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- The decision made by the Academic Appeals Committee is final and cannot be further appealed.

4. Grievance Resolution Process

VCBA is dedicated to maintaining a supportive and respectful learning environment. Should students encounter issues or grievances related to their academic or campus life experience, they may utilize the Grievance Resolution Process.

- **Step 1: Initial Complaint:** Students should first attempt to resolve the issue by speaking directly with the relevant faculty or staff member. If no resolution is achieved, they may escalate the matter.
- **Step 2: Filing a Formal Grievance:** A formal grievance may be filed with the Office of Student Affairs. The complaint must be submitted in writing, clearly outlining the grievance and any supporting documentation.
- **Step 3: Investigation and Mediation:** The Office of Student Affairs will investigate the grievance and may call a mediation meeting between the student and the party involved. Mediation is aimed at resolving the issue amicably.
- **Step 4: Resolution:** The final resolution will be communicated in writing within fourteen (14) working days. In cases where further action is needed, the grievance may be escalated to the School President or Board of Trustees.

Governance and Policies

5. Code of Conduct and Disciplinary Procedures

VCBA expects all students to uphold the highest standards of behavior both on and off-campus. The Code of Conduct outlines acceptable behaviors and the consequences of violations. Students found in violation of the code will face the following disciplinary procedures:

1. **First Violation:** Written warning and counseling session.
2. **Second Violation:** Probation and a letter to the parent or guardian.
3. **Third Violation:** Suspension or expulsion, as decided by the Disciplinary Committee.

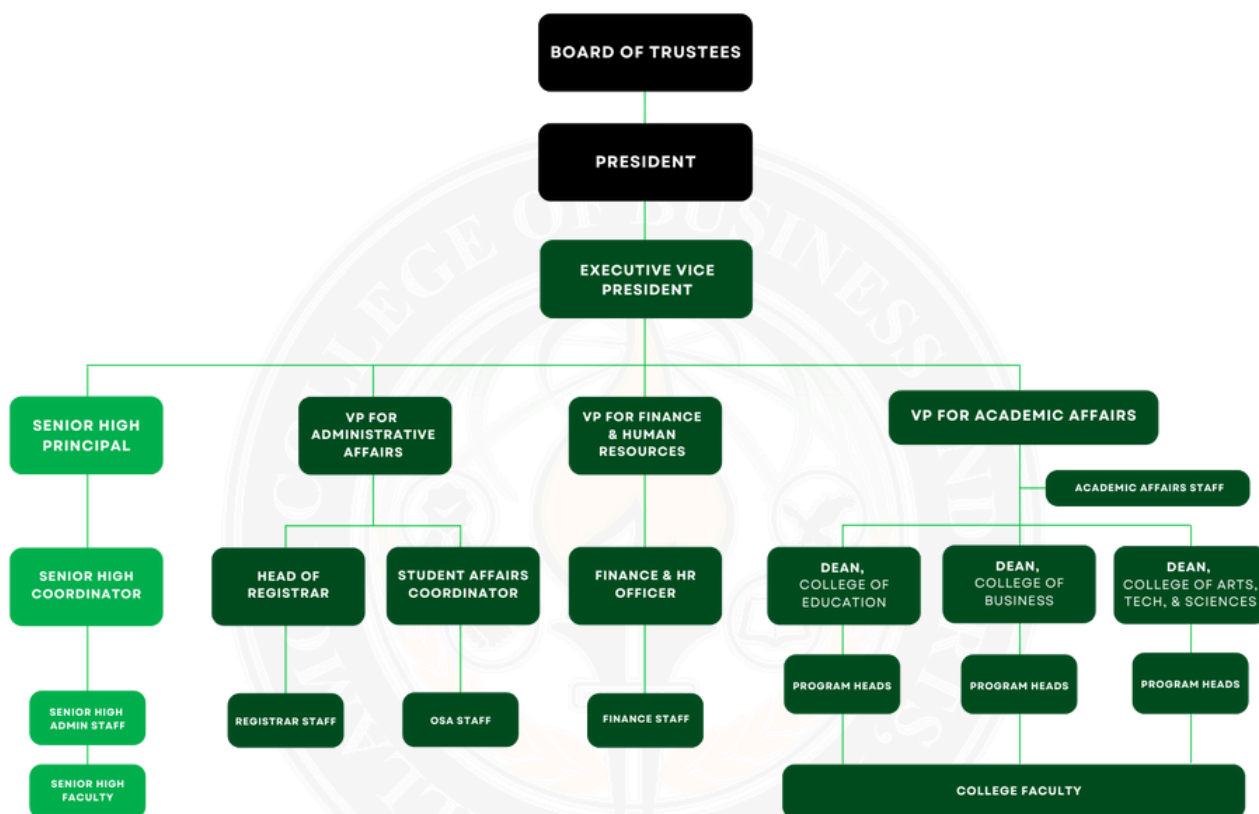
Students have the right to appeal disciplinary actions through the Academic Appeals Policy mentioned earlier.

Transparency and Fairness

VCBA is committed to maintaining transparency in all institutional processes. We ensure that all governance decisions related to student life, academics, and campus policies are communicated clearly through official channels, including the school's online page, student portal, and student assemblies.

By actively involving students in governance and providing avenues for them to raise concerns, VCBA fosters a collaborative and inclusive environment that respects both the rights of students and the integrity of the institution.

Organizational Chart



Although this chart is listed in the handbook, it may be subject to occasional changes. For the most current organizational chart, please refer to the Admin office.

The General College Regulations

The Villamor College of Business and Arts, Inc. (VCBA) is a Filipino, private higher education institution committed to the herculean task of honing the nation's future generation by providing quality and affordable education. The school values intellectual development as well as moral qualities to be able to give glory to God who is the foundation of the school.

As an Academic Student

1. The contents of this handbook are made to guide the students to be responsible citizens who excel holistically, reaching their full potential.
2. A student who is enrolled in VCBA shall abide by the rules and regulations set by the school. Also, major decisions concerning the school are all ultimately subject to the Board of Trustees.
3. School Programs and School Functions should be attended by the students especially in programs associated with their respective courses, as part of their student life.
4. VCBA requires students to be involved in extracurricular activities; provided that it will not compromise their academic performances. It is the student's obligation to fulfill his academic requirements above all.
5. A student-athlete may not represent the school in intercollegiate sports if he/she has a WPA rating of below 75 or failing grade in any subject.
6. If students, individual or group, plan to make use of the college seal/name/logo in printed programs, invitations, solicitations, tickets and similar materials, they must secure an authorization from the Student Affairs Coordinator.
7. Every student shall respect all the faculty members, school administrators and their fellow students in the campus. The institution also reserves the right to execute the sanctions necessary according to the code of conduct.

As a Citizen of General Santos City

1. The students are expected to achieve academic excellence and to identify their purpose in the society.
2. Parents residing outside of General Santos City must make sure that students are under supervision of a Guardian for their son/daughters.

Excerpt from The Education Act of 1982

Duties and Responsibilities of Students in addition to the provided rules, every student shall:

1. **Exert his utmost to develop his potential for service**, particularly by undergoing an education suited to his abilities, in order that he may become an asset to his family and to society.
2. **Uphold the academic integrity of the school**, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity.
3. **Promote and maintain the peace and tranquility of the school by observing the rules and discipline**, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.
4. **Participate actively in civic affairs and in the promotion of the general welfare**, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate and orderly society.
5. **Exercise his rights responsibly** in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others



College Academic Guidelines

Section 1: Admissions and Enrollment

- Admission Requirements
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- Shifting Policy
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- Cross Enrollment
- Withdrawal from School

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- Student Leadership Award

Section 4: Student Development and Practicum

- On-The-Job Training Practicum
- Off Campus Activities
- Leave of Absence

Section 5: Graduation Requirements

- Graduation Requirements
- Awards

Section 6: Continuous Improvement and Quality Assurance



SECTION ONE:

Admissions and Enrollment

Admission Requirements

Enrollment Guidelines

Shifting Policy

Changing, Adding, and Dropping of Subject/s

Cross- Enrollment

Withdrawal from School

Admission Requirements

The Villamor College of Business and Arts, Inc. welcomes all students who have satisfactorily complied with all admission requirements.

The following excerpts are taken from the Manual of Regulations for Private Higher Education, specifically Numbers 5 to 6 under Section 84 of the Rules of Registration:

- No. 5 - **No student shall be accepted for enrollment unless he presents the proper school credentials on or before the end of the enrollment period for the school term.**
- No. 6 - **A student is deemed officially enrolled after he has submitted his appropriate admission or transfer credentials; made an initial payment of his tuition and other fees to the institution and was allowed to attend classes by the institution.**
- **NOTE:** Failure to comply with the requirements stated above will mean that his/her enrollment status is considered null and void.

The following are the admission requirements:

Incoming Freshmen

- a. Form 137/ School Form 10(SHS)
- b. Form 138-A/ School Form 9 (High School/ Senior High School Report Card)
- c. Certificate of Good Moral Character from the school last attended
- d. Two (2) pieces 2 X 2 ID picture with white background
- e. PSA Issued Birth Certificate and/or PSA Marriage Certificate (if married)
- f. Accomplished Enrollment Form
- g. Enclose in Long Brown Envelope

*All documents abovementioned must be an Original Copy

Transferees

- a. Honorable Dismissal from the last school attended
- b. Certificate of Good Moral Character from the last school attended
- c. PSA Issued Birth Certificate and/or PSA Marriage Certificate (if married)
- d. Accomplished Enrollment Form
- e. Transcript of Record from the last school attended
- f. Enclose in Long Brown Envelope
- g. Result of the interview by College Dean or Program Head

*All documents abovementioned must be an Original Copy

Alternative Learning System (ALS) Graduate

ALS graduates are advised to undergo Senior High School education first before being admitted to College. Documents to prepare are the same as the ones stated above, in addition to the following: ALS Card, ALS Certificate, Photocopy of Diploma.

Enrollment Guidelines

General Enrollment Procedure

- Students must enroll on the specified date set by the school, and applicants are to follow the enrollment procedure of the school.
- Enrollment by substitute is not recommended, especially for incoming first-year students. In case of sickness, emergencies and the like, substitutes can enroll on behalf of the (old) students given that he/she has an Authorization Letter signed by the student.
- **For students with Grade Concerns:** Students must check their grades from the previous semester (or summer term) on the announced date of release. This can be viewed through the student's LMS (Learning Management System) account.
 - Students whose grades are not reflected in the LMS or from printed grades from the Registrar's Office should immediately inform their teachers and the Registrar regarding the matter.
 - Students wishing to apply for a change of grades are advised to follow the Grade Petition Policy in this Student Handbook.
 - After the end of the second semester, if a student's WPA (Weighted Point Average) does not meet the required grade, they are advised to follow the Retention, Dismissal, and Graduation Policy in this Student Handbook.
 - Returning Students (those who did not enroll last semester) should go to their departments for evaluation before they can enroll. They are also advised to follow the enrollment procedure for returnees specified in this handbook.

Enrollment Procedure For New Students

- **Interview at Information Desk:** Receive guidance and information regarding courses offered, enrollment procedures, academic requirements, and other relevant inquiries. Get a copy and fill-out the following:
 - Enrollment Form
 - Curriculum Attachment
 - **Loss and Replacement of Curriculum entails an administrative fee.*
- **Encoding of Profile:** Students' personal and academic information is entered into the system for official records and administrative purposes.
- **Subject Loading:** Selected courses or subjects based on their program requirements and availability are encoded in the system.
- **Payment:** Students make necessary payments to the cashier for enrollment fees and other fees required.
- **Submission of Requirements:** Students submit necessary requirements and forms to the Registrar.
- **ID Processing:** Student identification cards (IDs) are processed and issued to students.
- **Validation of ID:** The issued student IDs are validated to ensure accuracy, granting students access to facilities, services, and academic resources as needed.

Enrollment Guidelines

Enrollment Procedure for Old Students and Returnees

- **Information Desk:** Receive guidance and information regarding courses offered, enrollment procedures, academic requirements, and other relevant inquiries. Fill-out the enrollment form provided by the in-charge. Get a copy and fill-out the following:
 - Enrollment Form/s
 - Curriculum
 - **Loss and Replacement of Curriculum entails an administrative fee.*
- **Interview and Encoding:** Old students' profiles are updated based on the interview and encoded into the school's database.
- **Evaluation of Grades:** Grades from the previous semester are reviewed and evaluated by the Program Head or Dean to determine subjects to be enrolled, prerequisites to be considered, and eligibility for specific programs or scholarships.
- **Subject Loading:** Selected courses or subjects based on their program requirements and availability are encoded in the system.
- **Payment:** Students settle tuition fees and other financial obligations required for enrollment to the cashier.
- **Validation of ID:** The student IDs are validated to ensure accuracy, granting students access to facilities, services, and academic resources as needed.

Enrollment Process for Transferees

- **Interview at Information Desk:** Receive guidance and information regarding courses offered, enrollment procedures, academic requirements, and other relevant inquiries. Get a copy and fill-out the following:
 - Enrollment Form/s
 - Curriculum
 - **Loss and Replacement of Curriculum entails an administrative fee.*
- **Encoding of Profile:** Students' personal and academic information is entered into the system for official records and administrative purposes.
- **Credit Evaluation:** Transcripts or Copy of grades are evaluated to determine transfer credits or prerequisites needed for enrollment in specific courses or programs.
- **Subject Loading:** Selected courses or subjects based on their program requirements and availability are encoded in the system.
- **Payment:** Students make necessary payments to the cashier for enrollment fees and other fees required.
- **Submission of Requirements:** Students submit necessary requirements and forms to the Registrar.
- **ID Processing:** Student identification cards (IDs) are processed and issued to students.
- **Validation of ID:** The issued student IDs are validated to ensure accuracy, granting students access to facilities, services, and academic resources as needed.

Shifting Policy

Shifting students to a different program involves specific policies and steps to ensure smooth transitions and adherence to academic standards.

1) Eligibility Criteria:

- Students who will be transferring to a **non-board program** shall have no failed grades in the previous semester and have a minimum WPA of 75%.
- Students who will be transferring to a **board program** shall have no failed grades in the previous semester and have a minimum WPA of 80%. Students who don't meet the specified grade requirement may choose to shift to a non-board program.

2) Application Process: Students should have accomplished the Shifting Form and shall indicate a valid reason for doing so.

- First year students who wish to change their programs can be done before the start of the regular class. **No shifting shall take place after the adding and dropping period.**

3) Evaluation and Approval: An evaluation of the Program Head or Dean should they admit the student to their respective department. An interview and evaluation of the accomplished form shall take place.

- Second to Fourth Year students who wish to shift must first do **academic advising under the Academic Affairs Office and then proceed with consulting with the Program Head/Dean.**

4) Notification and Acceptance: Students shall be notified of the result of the shifting between 1 to 5 working days after application. They are requested to visit the office of the dean of their department for the results.

Shifting Policy

Process

There are instances wherein the shifting is advised by the Program head or Dean. In this case, the student shall still follow the steps and procedures on shifting.

Steps in Shifting of Students to a Different Program:

1) Fill-out 3 Copies of Shifting Application Form (from Registrar's Office):

- Obtain the Shifting Application Form from the Registrar's Office, ensuring all required fields are accurately filled out.
- Provide a valid reason or detailed description explaining the motivation for shifting courses. This may include academic interests, career goals, or personal circumstances influencing the decision.

2) Go to the Program Head/Dean:

- **Submit the form** to the respective Program Head or Dean responsible for overseeing the desired course of study. Ensure all supporting documents, such as academic transcripts and recommendation letters if required, are included with the application submission.
- **Interview with Program Head/Dean:** Upon receipt of the application, the Program Head or designated committee may schedule an interview with the student. The interview serves to further assess the student's reasons for shifting courses, clarify academic objectives, and evaluate readiness and capabilities for the new course.

3) Results of the Application:

- a. Results in form:** After the interview and review process, the Program Head or Dean will determine the outcome of the application. Results will be seen in the form and will be communicated clearly to the student, indicating whether the application has been approved, denied, or if further steps are necessary.
- b. Results Distribution:** Once the decision is made, the previous and new Program Head or Dean must forward the results of the application to the Registrar's Office. This step ensures that official records are updated promptly to reflect the student's approved course shift or any changes in academic standing.

Changing, Adding, and Dropping of Subject/s

Requests for changing, adding or dropping of subjects are allowed after the initial registration period set by the school. No request to change/add/drop a subject shall be entertained after the deadline set by the school.

- A student must fill out the **Adding/Dropping Form** from the Registrar's Office.
- The student is allowed to change, add, or drop subjects only **ONCE unless advised by the Registrar's Office, Program Head or Dean.**
- Dropping of subjects is permitted for any of these reasons:
 - Conflict of schedule
 - Change/Shift of program/course (provided that it is done before the start of the regular class).
 - Emergencies like employment and there is a need to cut no. of units due to personal reasons and other reasons provided that the Program Head/Dean approves the request for adding or dropping of subjects.
 - Students who fail to officially drop the subject within the specified time will receive a mark of (F) Failed.
 - The adding/dropping form must be signed by the following:
 - 1. Program Head/Dean
 - 2. Registrar
 - 3. Cashier
 - During the pendency of the application for course schedule adjustment, the student is required to continue to attend the original course schedule until the completed form has been submitted by the student to the offices concerned. In case of dropping, the reason must be clearly stated on the Adding/Dropping Form. It shall be subject to the approval of the Program Head/Dean, or the Office of the Registrar.

Changing, Adding, and Dropping of Subject/s

A student who wants to change his/her class schedule provided with a valid reason must inquire the Instructor if the class to be entered is still open. If the class is still open, the student must directly transact to the administration office.

- The registrar/admin office shall issue a new **Certificate of Registration (COR)**.
- **No instructor shall accept a student** in class when the specific class schedule does not appear on the student's Certificate of Registration or Official Class List from the Registrar.
- Any changes in the class schedule shall be done personally and directly with the Office of the Registrar or the Admin Office.

Cross Enrollment

Cross enrollment is the enrollment of specific courses of a student in another school than his/her mother institution as approved by both Registrars. The total load of the cross enrollee in both schools should not exceed the maximum number of units required by the curriculum.

Requirements for students cross enrolling from other schools:

1. **Permission to cross enroll by the Registrar** of the mother institution indicating the course, units, academic year, and specific school to admit the student.
2. **Certificate of Good Moral Character** from the Guidance Counselor/ Student Affairs Coordinator of the mother institution.

The student can cross enroll to another school either in his/her year level or in any year level. The student can also cross enroll any minor/ major course not offered during the particular semester. The student can also cross-enroll if there is conflict of schedule with other courses to be enrolled in. **However, the allowable unit agreed by both registrars should be observed.**

Withdrawal from the School

Withdrawing enrollment is a deliberate process that requires careful consideration and adherence to established procedures. It is not an instantaneous action but rather a thoughtful decision that involves completing necessary paperwork and obtaining approvals. We encourage students to approach withdrawal with thorough planning and to seek guidance from academic advisors to understand the implications fully.

- The student may withdraw from the school within seven **(7) working days** from the start of the semester. To initiate withdrawal, the student must complete the withdrawal form from the Registrar's Office and obtain approval from the Program Head or Dean. Requests for withdrawal will not be accepted once the specified deadline has passed.
- The student must pay a withdrawal fee at the finance office.
 - Fees vary if withdrawal is processed (refer to Finance Bulletin Board for details):
 - (1) Before the classes start
 - (2) During the 1st week of classes
 - (3) Beyond the 1st week of classes until the 2nd week
 - (4) Beyond the 2nd week of classes until the 3rd week
- The student should note that the enrollment fee is **non-refundable**. Additionally, they must settle any outstanding financial obligations with the Finance office to obtain school approval for the withdrawal.
- In the event that the student has paid the full tuition and miscellaneous before the withdrawal, the student shall abide by the rules of the cashier as to the duration and schedule of the refund.
- A student who intends to withdraw voluntarily from VCBA after a semester will be entitled to a transfer credential or Honorable Dismissal under the following conditions:
 - Dismissal is not due to disciplinary reasons.
 - A clearance from different offices must be secured - Academic Affairs, Student Affairs, Registrar's Office, Finance Office, Deans/Program Heads, Scholarship Office.



SECTION TWO:

Academic Policies and Procedures

Retention Policies for Board Programs

Study Load

Grading System

Dissemination of Grades

Class Attendance and Absences

Grade Change Procedure

Completion Procedure

Official Documents and School Term

Examinations

Regulation on Transfer Credit from other HEIs

Academic Procedures and Guidelines

These are the academic procedures and guidelines, in summary. If you wish to know more about each topic, please continue to read on the whole Academic Section.

Villamor College of Business and Arts, Inc. (VCBA) maintains clear and consistent academic policies to ensure a fair and supportive educational environment. These policies are designed to help students succeed academically while upholding the institution's standards for integrity, responsibility, and continuous improvement.

1. Grading System

VCBA follows a structured grading system designed to objectively measure student performance in each course. The grading system is as follows:

- 95%-100%: Excellent
- 90%-94%: Very Good
- 85%-89%: Good
- 80%-84%: Satisfactory
- 75% - 79%: Needs Improvement
- 74% and below: Failure

Each course syllabus will outline the specific criteria for grading, which may include exams, quizzes, projects, participation, and other academic requirements. Students are expected to regularly monitor their performance through the Learning Management System (LMS) and/or communicate with instructors for clarity on their grades.

2. Attendance and Class Participation

Attendance and active participation are crucial components of the academic experience at VCBA. Students are expected to attend all scheduled classes, including lectures, laboratory sessions, and seminars. The following policies apply:

- **Excused Absences:** Absences due to *serious* illness or emergencies must be accompanied by an official document (e.g., medical certificate). Student and/or parent or guardian must communicate to their teacher/s. Failure to communicate such information may significantly affect student's grades.
- **Unexcused Absences:** Students with a number of unexcused absences may face consequences, including a reduction in their final grade - according to the instructor's decision.
- **Participation:** Active class participation is encouraged and may be part of the grading criteria, as specified by individual instructors in the course syllabus.

3. Other Notes:

- **Number of Absences Allowed:** According to CHED MORPHE (Article XXI, Section 101), a student who incurs more than 20% of the prescribed number of class or laboratory period, during the school term shall fail and earn no credit for the course or subject except for validated excused absences. Ideally, one to two absences only per subject so that students could maximize their education experience.
- **20-minute rule:** A student who is late for less than 20 minutes merits a cut equivalent to a third of 1 absence. A student who is more than 20 minutes late shall be considered absent subject to the discretion of the instructor.
- **Notes:** The first day of class is counted as a regular class. A Student who is absent from class is responsible for all work given by the instructor on the day of his/her absence.

3. Leave of Absence - In case a student files for Leave of Absence during the academic year, he/she is advised to fill-up a [Leave of Absence Form](#), signed by the Program Dean/Head and to be passed to the Office of the Registrar.

Academic Procedures and Guidelines

These are the academic procedures and guidelines, in summary. If you wish to know more about each topic, please continue to read on the whole Academic Section.

3. Academic Integrity

VCBA upholds the highest standards of academic integrity. Students are expected to conduct themselves ethically in all academic activities, and any form of dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to:

- **Cheating:** Using unauthorized materials or help during exams or assignments.
- **Plagiarism:** Presenting someone else's work, ideas, or words as one's own without proper acknowledgment.
- **Fabrication:** Falsifying data, information, or citations in any academic work.
- **Facilitation of Dishonesty:** Helping another student cheat or plagiarize.

Consequences for Academic Dishonesty:

- a. **First Offense:** A formal warning and resubmission of the work with proper citation or completion.
- b. **Second Offense:** Automatic grade reduction for the course and mandatory attendance at an academic integrity workshop.
- c. **Third Offense:** Referral to the Discipline Committee, which may recommend suspension or expulsion from the institution.

4. Course Load and Overload Policy

Students are advised to follow the recommended course load per semester to maintain a balance between their academic requirements and extracurricular activities. Students who wish to take more than the prescribed load (overload) must seek approval from the Program Head and/or Dean. Approval is granted based on the following:

- Academic performance in previous semesters (minimum GPA requirement).
- Special circumstances such as graduating status.
- Availability of course slots and faculty recommendations.
- Final review from the Academic Affairs Office.

Seat-in arrangements do not fall under legitimate academic processes. If students want to explore their options, one should consult their respective program head/dean.

5. Examination Policies

Students must adhere to all examination protocols to ensure fairness and integrity during assessments:

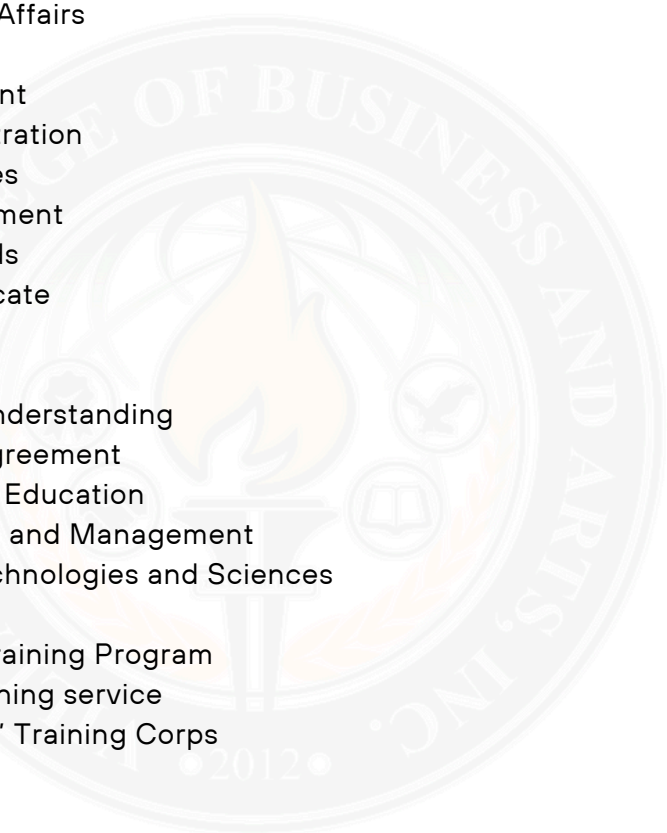
- **Exam Permits:** Students are required to secure their examination permits from the Finance Office before exam week. Permits are only issued upon the settlement of tuition and fees or submission of an approved promissory note.
- **Special Exams:** Students who miss exams due to valid reasons (e.g., illness, emergency) must fill out Special Exam Form to the Office of Academic Affairs, three (3) working days before the scheduled Special Examination.
- **Examination Misconduct:** Any student caught (1) cheating, (2) being an accessory to a cheating-related conduct, (3) disturbing conduct affecting the welfare of the class, during an exam will be immediately removed from the examination room and will face disciplinary action according to the Academic Integrity policy.

Academic Procedures and Guidelines

These are the academic procedures and guidelines, in summary. If you wish to know more about each topic, please continue to read on the whole Academic Section.

DEFINITION OF TERMS

GWA - General Weighted Average
WPA - Weighted Percentage Average
GPA - General Percentage Average
OSA - Office of Student Affairs
SAS - Student Affairs and Services
OAA - Office of Academic Affairs
OR - Official Receipt
SOA - Statement of Account
COR - Certificate of Registration
COG - Certificate of Grades
COE - Certificate of Enrollment
TOR - Transcript of Records
GMC - Good Moral Certificate
HD - Honorable Dismissal
LOA - Leave of Absence
MOU - Memorandum of Understanding
MOA - Memorandum of Agreement
CTE - College of Teachers Education
CBM - College of Business and Management
CATS- College of Arts, Technologies and Sciences
SHS - Senior High School
NSTP - National Service Training Program
CWTS - Civic Welfare Training service
ROTC - Reserved Officers' Training Corps



Academic Procedures and Guidelines

These are the academic procedures and guidelines, in summary. If you wish to know more about each topic, please continue to read on the whole Academic Section.

6. Academic Progress and Retention Policies

VCBA monitors students' academic progress to ensure they meet the institution's academic standards. The retention policy is designed to help students stay on track with their studies while receiving the necessary support to improve performance if needed:

- **Warning Status:** Students who fail to meet the minimum academic performance standards (75% - 79% GPA) will be placed on Warning Status. Students can check their current grade standing through the Learning Management System (LMS).
- **Failure:** Students who fail subject/s will receive a mark, "Failure" from the program. If student decides to take the subject again, he/she may then get academic advising from respective program head before doing so.

7. Academic Advising and Support

To help students navigate their academic journey, VCBA provides comprehensive advising services through the the Program Head, Dean and/or Registrar's Office. Each college (e.g. COE, CATS, CBM) is assigned an academic advisor who assists with:

- Course selection and degree planning.
- Academic progress tracking and GPA monitoring.
- Addressing academic challenges or personal issues that may affect academic performance.

Students are encouraged to meet with their advisors regularly to ensure they are on track for graduation and to discuss any concerns related to their academic journey.

8. Completion and Graduation Requirements

To be eligible for graduation, students must complete all required courses and credits as specified in their respective programs. Additional requirements include:

- A minimum General Weighted Average (GWA):
 - For non-board courses, 75% or higher
 - For board courses, refer to "Retention for Board Courses" (page 26)
- Completion of any required internships, practicum, or on-the-job training.
- Clearance from all school departments, including the Program Head/Dean, Library, Finance Office, Office of Academic Affairs, Office of Student Affairs, Office of the Registrar, Office of Financial Aid and Scholarship, Supreme Student Council, and/or General Admin.

Students are encouraged to apply for graduation at least one semester (during first semester) before their expected graduation date to ensure they meet all requirements.

Retention Policies for Board Programs

Students enrolled in board programs are held to a higher standard compared to other programs. It is crucial for them to understand that maintaining passing grades from the first year is essential for their continued enrollment in the program.

This expectation underscores the program's commitment to academic rigor and prepares students for the demands of their chosen field. It ensures that students are well-prepared and competitive upon completion of their studies.

The board programs of VCBA are the following:

1. Bachelor of Technical Vocational Teacher Education (BTVTED, formerly BTTE)
2. Bachelor of Science in Customs Administration
3. Bachelor of Science in Criminology
4. Bachelor of Science in Accountancy

- **Maintaining Grade and Re-take Policy:**

- For academic (institutional) scholars, refer to signed memorandum.
- For non-academic (institutional) scholars, if student gets a grade below 75% (GPA), he/she is advised to re-take the subject/s. The student can take the subject at most, three times.

- **Shifting Guidelines:**

- Before taking the subject on the third attempt, student should fill out the [Third Attempt Agreement and Advisement Form](#).
- Once signed, student agrees that if he/she gets a failing mark on the third try, he/she is advised to shift.
- The student will be recommended to other non-board courses in the institution.

- **Grading System-** The recommended standard bases for the calculation of a student's term grade shall be as follows:

- Quiz 20%
- Assignment 5%
- Recitation 10%
- Project 15%
- Attendance 10%
- Examination 40%
- Total 100%

- Note: The teacher may modify the standard bases above mentioned for his/her class.

Study Load

Study loads are prescribed for all students based on their prescribed curriculum. Students who carry the full term load as prescribed in the curriculum are classified as regular students while irregular students do not carry the full term load.

- **Term Load-** The Standard regular load depends on the units prescribed in the curriculum of a certain program.
- **Summer/ Intersession Load** - The summer load/intersession should not exceed nine (9 units).
- **Underload** - Underload refers to a condition wherein a student takes a study load which is less than the prescribed number of units in his/her curriculum. A student may choose to have an underload status on any of the following conditions:
 - Employment considerations either in or out of the institution, with certification from the company.
 - With warning or probationary status, with a **Subject Load Form** signed by the College Dean
 - Health Reasons, certified by attending physicians.
 - Unavailability of courses needed in the curriculum to complete the full load, certified by the Program Head/ Dean.
 - Students are expected to be fully aware of the consequences of such arrangement.
- **Overload** - Overload refers to a condition wherein the students take a study load which is more than the prescribed number of units in his/her curriculum. A student may be allowed to have overload, on his/her third or fourth year depending on advise of Program Head/Dean - totaling to a maximum of 30 units per semester.
- **Overload guidelines**
 - During the final year of their curriculum, students may be allowed a maximum overload of six (6) units. This requires endorsement from the Program Head and Dean, and final approval from the Registrar must be obtained.

Grading System

The school uses the **base 20** in the computation of the grades in all programs, departments, and schools of the College.

The computation of the Semestral Grades are as follows:

Midterm Grade	50%
Final Grade	50%
SEMESTRAL GRADE	100%

*Recommended basis for the calculation of students grade during Summer comprises of two major grades – Midterms and Finals.

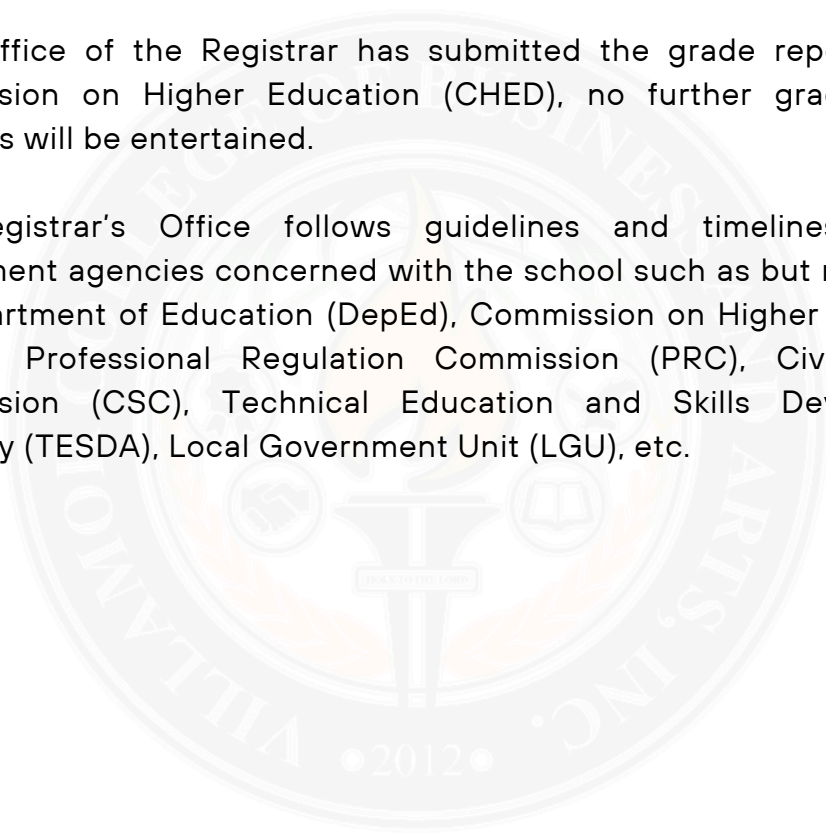
The following supplementary marks will appear on a student's report:

P	Passed
F	Failure
INC	Incomplete
DP	Dropped

- **PASSED (P)** means that a student has met the minimum required standard or score set by the educational institution to successfully complete a course, exam, or subject. This usually indicates that the student has achieved a satisfactory level of understanding or competence in the material covered.
- **FAILURE (F)** means that a student has not met the minimum required standard or score set by the educational institution to successfully complete a course, exam, or subject. This indicates that the student did not demonstrate sufficient understanding or competence in the material and may need to retake the course or subject.
- **INCOMPLETE (INC) Mark** - The INC mark shall be complied by following the steps hereafter:
 - 1.For Student- Submission of completed work to the instructor is within 15 days following the final exam.
 - 2.For the instructor- he/she must forward to the Office of the Registrar the student's computed grade not later than 15 days following the completion of work.
 - 3.If the student fails to comply with his/her requirement for the completion of the grade during the 15 days following the exam, the Office of the Registrar shall change the INC to Failure (F).
- **DROPPED (DR)** - means that a student has officially withdrawn from a course before completing assessments or exams. It does not affect the GPA or GWA, but students must follow proper procedures by the set deadline to avoid a failing grade.

Dissemination of Grades

- The student's grades can be viewed in their (Learning Management System) LMS accounts.
- Requesting of Certificate of Grades (COG) from the Office of the Registrar will be charged with a fee.
- Once Office of the Registrar has submitted the grade report to the Commission on Higher Education (CHED), no further grade-related concerns will be entertained.
- The Registrar's Office follows guidelines and timelines of the government agencies concerned with the school such as but not limited to: Department of Education (DepEd), Commission on Higher Education (CHED), Professional Regulation Commission (PRC), Civil Service Commission (CSC), Technical Education and Skills Development Authority (TESDA), Local Government Unit (LGU), etc.



Grade Change Procedure

A. The school promotes objectivity and consistent assessment of each student's performance that is why the student can apply for a grade petition from the instructor.

B. Teacher-Student initiated procedures- This may be resorted to by any teacher/student who thinks that there was a miscalculation of his/her Midterm or Final grades, or that there may be a typographical error in the transfer of grade to the official grade sheet by the instructor.

Procedure: The student must discuss the matter with the concerned instructor if he/she agrees to the request. If the teacher consents, the teacher must coordinate with the Office of the Registrar for the changing of grade. The request should be backed up with test papers, reports, assignments, projects and other documents to prove accuracy of grade calculation.

- 1.If the teacher does not agree, the student must write a letter to the Office of Academic Affairs to look into the matter.
- 2.If still unresolved, the Office of Academic Affairs may call the student or the teacher involved to appear in a hearing - attended by witnesses from the faculty and/or student organization leader/s.

Assessment of Reasons: Having opinions such as "I don't deserve this grade, I deserve a better grade" are not valid reasons in themselves. If it is not supported by material evidence, the request shall not be endorsed. Secondly, perfect record attendance is not itself a valid reason for a change of grade.

Grade Dispute Resolution Clause: Any concerns or disputes regarding grades must first be addressed through the internal procedures of the institution. The student must raise the issue with the course instructor, and if unresolved, escalate it to the Program Head or Dean for review.

Completion Procedure (INC Grade)

1. Final list of validated change of grade requests from the instructor will then be received by the Office of the Registrar, 15 days after the submission of the definitive final grade of the subject - which is the semestral grade.
- 2.This procedure is only applicable only for students who have excusable grounds such as emergencies, illnesses and accidents.
- 3.Students who will be taking a special exam, for any valid reason, can only accomplish the test on the specified date set by the Office of Academic Affairs.

Official School Documents

- 1) No student shall receive any official school document unless he/she performs all existing school obligations with different office/s.
- 2) Official school documents such as but not limited to Transcript of Records (TOR), Certificate of Grades (COG), Good Moral Certificate (GMC), Transfer Credentials (TC), Certificate of Registration (COR), Diploma must have the official seal.

School Term & Calendar

- 1) VCBA school year consists of two (2) semesters.
- 2) The institution releases the official School Calendar every start of the school year to guide students regarding both academic and non-academic schedules of activities. Please note that schedules may be subject to changes due to unexpected holidays, calamities, or emergencies in the city.

Examinations

- The students' examination shall be composed of the Midterm and Finals.
- **Before the Examination:** In order for the student to take their exam, he/she must pay their corresponding fees due in the Finance Office. The Finance Office shall issue an Official Receipt and Examination Permit upon full payment.
- **During Examinations:** The students are required to present their Exam Permit. Examination Permits are SOLELY for the name of the person indicated therein. Each student must write the Exam Permit Number in the upper right corner of every test paper. The proctor will go around the examination room to compare the names indicated in the Exam Permit and the Test Paper.
- **Offense:** Cheating is a major offense under the Code of Conduct. Anyone caught cheating shall be dealt accordingly.
- **Special Exams policy:** Special examination schedules are set by the Office of Academic Affairs and shall be governed by certain guidelines. For special exam arrangement, please see Academic Affairs Bulletin Board for updates.

Regulation on Transfer Credit from other Higher Education Institutions

Students seeking credit transfer for courses taken at a previous school should familiarize themselves with the following general guidelines and procedures.

Courses are considered the same if they have the same course titles, course descriptions, and course content.

Documents needed are as follows:

- **FROM STUDENT** - Transcript of Records
- **FROM VCBA** - Accomplished Course Crediting Form
- **OPTIONAL** - Course Syllabi or Course Outlines covering course title, description, references used in previous school.

Student-initiated procedure:

- **INITIAL EVALUATION:** The student must bring the documents mentioned above to the Program Head or Dean for evaluation during the enrollment.
- **DELIBERATION:** Courses that will be credited are based on the prerogative of the institution as reflected from the decision of the Office of the Registrar/Program Head/Dean.
- **RESULTS:** No student shall insist on certain courses to be credited if they were not approved by the institution. Subjects formerly taken in the previous school shall only be credited upon submission of necessary documents.



SECTION THREE:

Academic Recognition and Scholarships

Academic Scholarship

President's List

Dean's List

Graduation Awards

Special Awards

Core Values Award

Student Leadership Award

Academic Scholarship

The Academic Scholarship is offered by Villamor College of Business and Arts, Inc. to students who meet specific academic criteria. The scholarship is awarded with discounts ranging from 25% to 100% on tuition fees, based on the certain grade requirements.

Grantees must meet the following responsibilities and must understand all terms and conditions below to remain eligible:

- The Grantee is required to sign a Memorandum of Understanding (MOU) upon applying for the scholarship.
- The Grantee should have submitted all requirements for registration and be tagged as officially enrolled by the Registrar's Office.
- The Grantee should maintain a certain grade in all of her subjects to be renewed as a Grantee. Failure to reach the required grades means immediate termination of the scholarship grant. Grantees' academic records are reviewed every semester to ensure continued eligibility for the scholarship.
- The Grantee should pay the miscellaneous and activity fees only.
- Students who have subjects with remarks such as "Dropped" or "Failed" at the end of the semester shall immediately be terminated in the scholarship grant.
- There shall be no probation period for grantees who failed a subject.
- Discounts are not convertible to cash and are non-transferrable.
- **Students should also exemplify good moral character in order to continue receiving the grant, the institution reserves the right to terminate the student's scholarship if he/she has violated school policies that affects the school community welfare.**
- In the event that the student wishes to drop during the scholarship grant period, he/she is automatically terminated from the grant.
- In case the Grantee wishes to transfer to another school, he/she shall agree to pay the total amount of tuition fees granted to him/her as an academic scholar, before being granted an honorable dismissal.
- Students with terminated academic scholarships are subject to pay the total amount of tuition fees granted to him/her if he/she transfers to another school.
- The grantee is required to participate in seminars and other activities related to their scholarship
- For updated guidelines, refer to Scholarship Bulletin Board.

President's List

1) The President's List is given to students at the end of the semester who have excelled academically and are not disqualified to receive it as well.

- The students must have at least 18 units and above in school load.
- The student must have a Grade Point Average (GPA) of at least 95 in all subjects.
- The President's List is a prerogative of the student.

Dean's List

1) The Dean's List is given to students at the end of the semester who have excelled academically and are not disqualified to receive it as well.

- The students must have at least 18 units and above in school load.
- The student must have a Grade Point Average (GPA) of at least 88 in all subjects.
- The Dean's List is a prerogative of the student.

Graduation Awards

The granting of Latin honors, such as cum laude, magna cum laude, and summa cum laude, is a discretionary decision made by an educational institution based on specific criteria. These honors recognize outstanding academic achievement and are typically awarded to students who meet stringent requirements regarding their cumulative Grade Point Average (GPA) or Grade Weighted Average (GWA).

Institutions set their own standards and guidelines for determining eligibility for Latin honors, ensuring consistency and fairness in acknowledging academic excellence among graduates. Additionally, recipients of Latin honors are expected to uphold high moral character and integrity.

A. Scholastic requirements for academic honors for graduation are as follows:

1. Summa Cum Laude

- A student who obtained a cumulative GWA of 95% with no grade in any subject lower than 90%
- The entire four-year course was taken in Villamor College of Business and Arts, Inc.

2. Magna Cum Laude-

- A student who obtained a cumulative GWA of 93% with no grade in any subject lower than 88%.
- At least three years in Villamor College of Business and Arts, Inc.
- Records from previous school must also adhere to the same standards - cumulative GWA of 93% with no grade in any subject lower than 88%.

3. Cum Laude-

- A student who obtained a cumulative GWA of 90% with no grade in any subject lower than 85%.
- At least three years in Villamor College of Business and Arts, Inc.
- Records from previous school must also adhere to the same standards - cumulative GWA of 90% with no grade in any subject lower than 85%.

B. A student must show exemplary character during his/her stay in the school. If the student has a record with the Office of Student Affairs, his/her Latin Honors Standing is subject for evaluation. Results may vary depending on the severity of the case. If the student has committed serious misconduct, he/she will be involuntarily disqualified from graduating with honors.

C. The student must not engage in illegal activities within and outside of the school.

D. Candidates are also required to undergo an interview conducted by the Graduation Committee. The outcome of this interview may influence the type of academic award or Latin honor conferred upon the student.

Special Awards

A. Candidates for graduation must fill-out the [Graduation Form](#) indicating their notable accomplishments and other awards.

B. Special Awards that pose significant contribution for and to the institution, shall also be recognized - to be recommended by the Program Head or Dean and verified by the Graduation Committee.

C. Honor Graduate Eligibility by the Civil Service Commission (ref: Presidential Decree 907 series of 1976 granting CS Eligibility to Honor Graduates).

- **WHO ARE QUALIFIED FOR THE GRANT OF HGE.** The following individuals shall be entitled to the grant of HGE upon submission of required documents:
 - 1) Those who graduated summa cum laude, magna cum laude or cum laude, in their baccalaureate degree, regardless of the number of years of completion;
 - 2) Those who graduated from school year 1972-1973, and thereafter; and
 - 3) Those who graduated in:
 - Private Higher Education Institution in the Philippines with baccalaureate/bachelor's degree recognized by the CHED; or
 - State/Local College or University with baccalaureate/bachelor's degree included in its charter, or baccalaureate/ bachelor's degree duly approved by its Board of Trustees/Board of Regents.
- **APPROPRIATENESS OF HGE.** The HGE shall be considered appropriate for first and second level positions in the government that do not involve practice of profession and are not covered by Bar/board/other special laws.
- **DATE OF EFFECTIVITY OF HGE.** The date of effectivity of the HGE shall be the date of course completion/graduation (as indicated in the Transcript of Record/school certification that the applicant graduated with honors).
- **PERIOD OF FILING OF APPLICATION FOR HGE:** Filing of applications for the grant of HGE is continuous.

Core Values Award

The Core Values of the institution is the heart of the mission of the school. The institution recognizes graduating students whose actions exemplify VCBA's Core Values

The student should uphold the core values in his day to day living in the following areas:

- **Competency** - The student shows excellence as observed in academics and even non-academic activities.
- **Character** - The student possesses a commendable character, a model towards fellow students.
- **Courage** - The student is courageous by upholding convictions grounded on the common good.
- **Compassion**- The student is compassionate, relating to fellow citizens inside and outside the school.
- **Christ-Likeness**- The student's life mirrors his/her Creator in words and deeds.

To qualify for the award,

- **Eligibility**. -He/she must be a graduating student enrolled in the institution from 1st year to 4th year who exemplifies the Core Values throughout his/her stay in the school.
- **Recommendation** - He/she must be recommended by a Program Head/Dean.
- **Screening** - He/she must go through a screening process conducted by a panel comprising of faculty members, administrative authorities, and program heads.

The VCBA Core Values Award is a prestigious non-academic award bestowed by the institution. However, it is at the discretion of the school whether to confer this award to a deserving graduation candidate or not.

Student Leadership Award

The Student Leadership Award recognizes a graduating student for his/her outstanding efforts in promoting and supporting the institution with its mission and vision and also exemplifies as a model of action in his/her service.

To qualify for the award, he/she must be an **active leader** who does not only participate during the events of the school, but goes an extra mile with his service either in front or behind the scene.

It is not necessarily that he/she is the President of a certain school organization. Thus, this award will be given to the one who depicts exemplary service having CHARACTER and INTEGRITY in his/her leadership in the student organization.

To further qualify he/ she must uphold the following:

1. Be a graduating student of of Villamor College of Business and Arts, Inc.
2. Be an enrolled student of VCBA from 1st year to 4th year.
3. Have a Cumulative Grade of at least GWA 85% and does not have any failure.
4. Be an officer/ head of any organization on the campus for at least two to three years as certified by the Office of Student Affairs.
5. Must have a proven record of effectively executed programs, and projects throughout under his/her leadership or the leadership of the organization within the particular school year
6. Must exhibit good moral character and must not have committed any major offense, as certified by the Office of the Student Affairs.

The selection of the leadership awardee will undergo further deliberation by the Graduation Committee. It is solely within the institution's discretion whether to confer this recognition or not, and no student is entitled to claim it.

Other Special Awards

The selection of the special awardees will undergo further deliberation by the Graduation Committee. It is solely within the institution's discretion whether to confer this recognition or not, and no student is entitled to claim it.

To qualify for the special award,

- **Eligibility** -He/she must provide proof of winning or any credential related to his/her achievement.
- **Recommendation** - He/she must be recommended by a Program Head/Dean.
- **Screening** - He/she must go through a screening process conducted by a panel comprising of faculty members, administrative authorities, and program heads.

List of Special Awards:

- **College of Education**
 - Best Research
- **College of Business**
 - Best Research
- **College of Arts, Technology, and Sciences**
 - Programmer of the Year
 - Best Thesis
- **Sports Related**
 - Athlete of the Year
 - Winner of Regional-Level Sports Competition
 - Winner of National-Level Sports Competition
 - Winner of International-Level Sports Competition
- **Pageantry**
 - Winner of Regional-Level Pageantry
 - Winner of National-Level Pageantry
 - Winner of International-Level Pageantry
- **Socio-cultural and Academic Contests**
 - Winner of Regional-Level Contest
 - Winner of National-Level Contest
 - Winner of International-Level Contest



SECTION FOUR:

Student Development and Practicum

On-The-Job Training Practicum

Off Campus Activities

Leave of Absence

On-The-Job Training/Practicum

The On-the-Job Training/Practicum Program provides students in specific courses with the opportunity to apply the competencies they are learning at the institution. It exposes them to real-world working environments that complement their academic studies. Moreover, this early exposure aims to enhance their foundational skills and instill a sense of responsibility, which are essential traits for future employment. Thus, this program facilitates a smooth transition from student life to the professional workforce.

- The required number of OJT hours shall be prescribed by the curriculum of the specific course that the student is taking.

The following steps shall be followed in order to enroll for On-the-Job Training:

- The student must **pass the required subjects** that are prerequisites for the OJT. However, in the event that the student has remaining subjects, he/she must consult his/her Program head or Dean for further assessment.
- The student must accomplish the **requirements** for them to be admitted in the Industry partner (Company) together with Memorandum of Agreement (MOA) which will be given by the School to be signed by the company and vis a vis.
- The student must secure an Industry **Immersion Student Manual** to be accomplished by the student / trainee through out his/ her On-the-Job Training;
- A **waiver** will be given by the school to be signed by the parents/ guardian of the student for accountability (See Student Manual of Immersion for further details of the roles and regulations of the school/ industry partner/ student and parents)
- The **assigned coordinator** will visit the company where the student/ trainee will be deployed for monitoring purposes.
- An additional **OJT fee** shall be imposed to students who are undergoing training outside General Santos City - depending on industry partner and course.
- An **evaluation** shall be conducted to the student both by the school and the company;
- Lastly, a **Culmination Day** shall be conducted after the student accomplishes his/her On-the-Job-Training, as advised by the institution.

Off-Campus Activities

(Tours, Field Trips, Etc.)

The institution ensures quality learning by implementing a sustainable teaching and learning delivery process, which includes off-campus activities. These activities are designed to enhance the learning experience beyond traditional classroom instruction and align with the specific requirements of degree programs.

The guidelines provided by CHED Memo. 63, s. 2017, outline the following requirements for conducting off-campus activities:

- **COMPLIANCE:** Conducting of off-campus activities shall be in accordance to the curriculum requirement and shall be relevant to the institution's particular context or respective mission. It shall adapt and implement the policies, including adherence to requirements under the CMO of CHED as part of its duty to observe due diligence.
- **CLEARANCE:** The Students shall submit a written consent of the parents or student's guardian and medical clearance. If appropriate. A waiver shall also be submitted to the Office of the Academic Affairs.
- **ACCOUNTABILITY:** It shall have a personnel in charge (PIC) or teachers that shall join the Off- Campus Activities, that has qualifications and experience. The organizing committee comprised of the teacher and student leaders shall ensure safety and welfare of mobility of students through transportation vehicles. (See VII Sec. 11)
- **PROGRAM:** Establish mechanisms to provide parallel activities for curricular and alternative activities for non- curricular which provides similar acquisition of knowledge and/ or competencies to achieve the learning objectives who cannot join the activities. However, it shall not be a SUBSTITUTE OF THE MAJOR EXAMINATION for compelling students to participate.
- **CONSIDERATION:** Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs)
- **NOTICE:** The conduct of Off- Campus Activities shall not unduly benefit or accommodate any of the establishments owned by the institutions. Or any owner who is a relative within the third civil degree of consanguinity or affinity.

Leave of Absence

Taking a leave of absence preserves academic standing by maintaining eligibility without risking penalties. It also prevents unnecessary financial obligations like tuition fees for a semester not attended. Additionally, it provides a structured break to address personal matters and allows time for planning and preparation for a smoother return to academic life, minimizing disruption to your educational journey. Students may only take leave for a **maximum of (2) semesters within a 1-year period.**

Students shall take note of the following guidelines and procedures:

1. Fill out the Leave of Absence Form.

- Student must apply for Leave of Absence before or during the semestral break.
- Students wishing to take a leave of absence must get 2 copies of Leave of Absence Form from Office of Academic Affairs - specifying the reason and intended duration of the leave. He/she must then formally submit it one copy to the Office of the Registrar, and one copy to the Program Head/Dean.

2. Approval Process. The student will be notified of the results after deliberation of concerned office/s. Approval will be based on validity of reason stated in the form.

3. Duration and Conditions: Leaves of absence typically range from one semester to one academic year. During the leave, students are ineligible for financial aid or other privileges of an enrolled student.

4. Returning from Leave: Prior to returning, students must inform the following Office/s - Office of the Registrar, Office of the Academic Affairs, Program Head/Dean, their intention and adhere to any stipulated conditions, such as settling financial obligations or going through an academic evaluation to know their standing.

5. Impact on Academic Standing: Taking a leave of absence may affect academic progression, graduation timeline, and eligibility for certain academic honors or programs. Students are encouraged to consult with their Program Head or Dean to plan accordingly.

These guidelines ensure a structured process for students considering a leave of absence, facilitating a seamless transition and clear understanding of their rights and responsibilities.



SECTION FIVE

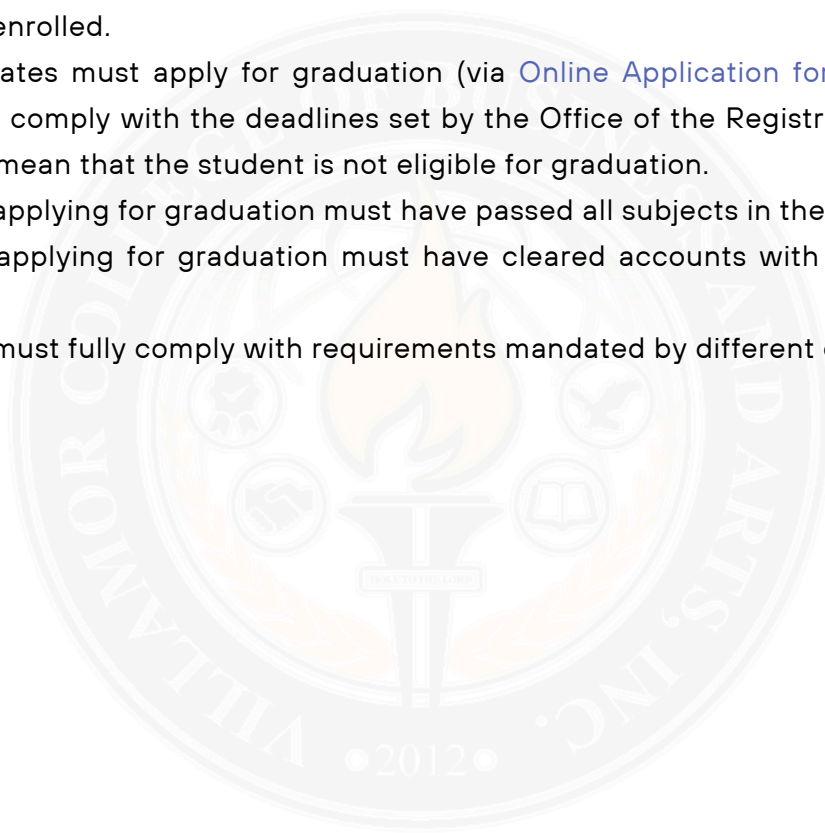
Graduation Requirements

Graduation Requirements

Awards

Graduation Requirements

1. All candidates for graduation must undergo evaluation during the first semester of their last school year.
2. All candidates must have submitted all required documents for admission.
3. All queries regarding graduation eligibility will only be accommodated during the evaluation and enrollment period.
4. The student must have completed the requirements of the curriculum of which he/she is enrolled.
5. All candidates must apply for graduation (via [Online Application for Graduation Form](#)) and comply with the deadlines set by the Office of the Registrar. Failure to do so will mean that the student is not eligible for graduation.
6. Students applying for graduation must have passed all subjects in the curriculum.
7. Students applying for graduation must have cleared accounts with the Finance Office.
8. Students must fully comply with requirements mandated by different office/s.



Continuous Improvement and Quality Assurance

4. Preparation for External Accreditation

Our institution follows internal standards modeled on the criteria set by accrediting bodies to ensure that we are prepared when we apply for formal accreditation.

- **Curriculum Development:** We are continuously revising and updating our programs to align with industry needs and the expectations of accreditation bodies.
- **Faculty Development:** VCBA ensures that its faculty are well-trained and engaged in continuous professional development to meet the educational standards required by accreditation organizations.
- **Resource Allocation:** We are progressively enhancing our facilities and resources, including our library, computer labs, and learning management system (LMS), to meet the benchmarks set by accrediting institutions.

5. Professional Development for Faculty and Staff

VCBA places a high priority on the professional growth of its faculty and staff, as this is key to improving educational quality. We invest in:

- **Workshops and Seminars:** Faculty members participate in ongoing training sessions focused on innovative teaching methods, curriculum development, and subject-specific advancements.
- **Peer Review and Collaboration:** Faculty engage in peer review sessions to exchange best practices and receive constructive feedback on their teaching methods.
- **Training for Administrative Staff:** Administrative personnel are also encouraged to attend workshops on student services, process optimization, and compliance with institutional policies.

6. Benchmarking for Continuous Improvement

To ensure that we are on the right track towards accreditation and meeting industry standards, VCBA benchmarks its academic programs and operational practices against other leading institutions. By adopting best practices from successful schools and universities, we continue to enhance our offerings and provide a more competitive educational experience.

7. Quality Improvement Team (QIT)

VCBA's Quality Improvement Team is responsible for leading the institution's efforts toward continuous improvement. The team's role includes:

- Conducting regular assessments of academic and non-academic departments.
- Gathering and analyzing data from student feedback and internal audits.
- Recommending and overseeing the implementation of changes to improve the overall quality of education and services.
- Preparing the institution for future accreditation by aligning our policies and practices with recognized quality standards.



Non-Academic Guidelines

Section 1: Student Welfare and Services

- Mental Health and Counseling Services
- Career Services
- Academic Advising
- Health and Wellness Program
- Spiritual Development and Support
- Student Life and Extracurricular Activities
- Community Services and Volunteerism

Section 2: Code of Conduct and Discipline

- Code of Discipline
- Responsibilities, Offenses, and Disciplinary Procedure
- Anti-Sexual Harassment Policy

Section 3: Dress Code

- Uniform Guidelines
- Offenses Regarding School Uniform
- Proper Grooming
- Prohibited Clothing
- School Uniform and Department Uniform
- Uniform Exemption Slip

Section 4: School ID

- About the School ID
- Offenses involving School ID
- Replacement of School ID

Section 5: School Activities and School Facilities

- Conduct of School Activity
- Use of School Facilities
 - Library Policies
 - BTVTED Lab Policies
 - Criminology Lab Policies
 - Computer Lab Policies

Section 6: Student Contributions and Communications

- Student Monetary Contribution
- Posting of Announcement/Posters
- Participation in Defamatory Activities on Social Media



SECTION ONE:

Student Services and Welfare

Mental Health and Counseling Services

Career Services

Academic Advising

Health and Wellness Program

Spiritual Development and Support

Student Life and Extracurricular Activities

Community Services and Volunteerism

Student Welfare and Services

At Villamor College of Business and Arts (VCBA), student well-being is a top priority. The institution provides a range of services that are designed to support the holistic development of students beyond academics. These services aim to help students thrive mentally, emotionally, and socially throughout their educational journey.

1. Mental Health and Counseling Services

VCBA offers confidential mental health and counseling services to all students who may be experiencing personal, emotional, or academic challenges. The Guidance and Counseling Office provides one-on-one sessions with licensed counselors to help students navigate stress, anxiety, relationship issues, and other mental health concerns. Regular mental health workshops, mindfulness activities, and well-being programs are also offered to promote resilience and positive mental health.

- **How to Access:** Students can schedule appointments by visiting the Guidance Office or sending an email request through the Student Portal.
- **Workshops and Support Groups:** The college regularly hosts workshops on stress management, emotional well-being, and peer support groups to foster a healthy and supportive campus environment.

2. Career Services

VCBA is committed to helping students transition smoothly from academia to the professional world. The Career Development Office offers a variety of services aimed at preparing students for their careers, including:

- Resume Writing Workshops
- Mock Interviews
- Career Counseling
- Job Placement Assistance

The office also connects students with internship opportunities, career fairs, and on-campus recruitment events where they can network with potential employers.

- **Job Posting:** VCBA students can access the college's Job Portal through the school's Official Facebook Page, or Career Services Bulletin Board, where they can find internship and job listings that are relevant to their field of study.

3. Academic Advising

VCBA provides students with academic advising services to ensure they are on track with their academic goals and program requirements. Each student is assigned an academic advisor who assists with:

- Course selection
- Degree planning
- Navigating academic challenges

Academic advisors help students maximize their academic success by providing personalized support and guidance.

Student Welfare and Services

4. Health and Wellness Programs

In addition to mental health services, VCBA offers a range of health and wellness programs designed to promote the physical and emotional well-being of its students. These include:

- **Fitness Programs:** Regular fitness classes such as yoga, Zumba, and Pilates are available for students who want to maintain physical fitness.
- **Wellness Events:** The college hosts wellness fairs and events where students can learn about healthy living, nutrition, and stress management.
- **Medical Services:** The campus clinic provides basic healthcare services, including first aid, health consultations, and referrals to specialists if needed.

5. Spiritual Development and Support

As a Christ-centered institution, VCBA integrates spiritual development into its student services. The college offers opportunities for students to deepen their faith and participate in Christian fellowship, including:

- School-wide Word Reading during Activities
- Bible Study Groups/Fellowship
- Christian Counseling

Spiritual mentors are available to guide students through personal and faith-related challenges.

6. Student Life and Extracurricular Activities

VCBA believes that student life extends beyond the classroom. The Student Affairs Office organizes a variety of extracurricular activities and clubs that allow students to explore their interests, develop leadership skills, and connect with peers. Students are encouraged to participate in:

- Student Government and Leadership Programs
- Cultural and Social Events
- Sports and Athletic Programs

Participation in these activities is not only a way to enrich the student experience but also a means of developing interpersonal skills and building a strong sense of community.

7. Community Service and Volunteerism

VCBA encourages students to engage in community service and outreach activities that promote social responsibility and contribute to the welfare of others. The Community Extension Office organizes regular service projects and volunteer opportunities in partnership with local organizations. Students are required to complete a minimum number of service hours as part of their holistic education.



SECTION TWO:

Code of Conduct and Discipline

Code of Discipline

Dress Code

School ID

Anti-Sexual Harassment Policy

Code of Conduct

All students are expected, in the performance of their obligations and exercise of their rights, to observe respect and good faith at all times. It is the fundamental responsibility of every student to ensure that the academic environment of VCBA is wholesome and conducive to learning.

- It is the responsibility of the students to strictly abide by the school dress code.
- Students are required to visibly wear their Identification Cards (ID) at all times in campus.
- Students must follow the classroom policies established by the VCBA and its instructors. The classroom instructor upon his discretion may send out a student who misbehaves or violates the classroom policies. The student may then be marked absent.
- Gadgets and other electronic devices cannot be used in the classroom without permission from the instructor.
- Students must at all times protect and preserve the good name of the institution especially in off-campus activities. A student must acquire official approval from the Office of Student Affairs if he seeks to represent VCBA in any external activities.
- Students must at all times respect the school environment and property. It is the responsibility of every student to keep the school clean, and preserve all school properties.
- Students must at all times respect all School employees. It is the responsibility of every student to give respect to every school employees regardless of the position they have.
- Students shall not possess or use any school property without proper authorization. If a student causes damage or destruction of school property, he shall be responsible for the repair or replacement of such.
- Smoking and drinking of alcoholic beverages are strictly prohibited in the campus and outside area of the campus. The student is not allowed to enter the school premises if one shows signs of drunkenness.
- All members of the VCBA Community share the common responsibility of maintaining a peaceful and harmonious environment conducive to growth and development.
- All students must pay the Tuition Fees and other Fees of the School.

Major Offenses

A. Offenses against Security

1. Assaulting a student or school personnel
2. Threatening any student or school personnel
3. Fighting inside the campus or in any school activities
4. Possession of deadly weapons
5. Possession, use, or distribution of dangerous or illegal drugs (according to RA 9165) for something other than their intended medical purpose
6. Engaging in endangering behavior, defined as any action that might lead to loss of life or serious injury, whether intentionally or as a result of recklessness or gross negligence (as with removing fire alarms, tampering with fire extinguishers, sitting on ledges, dropping objects from buildings, refusing to conform to safety protocols, etc.)

B. Offenses against Code of Conduct

1. Unauthorized usage of the name of the school, school logo, school identity, or any school personnel
2. Cyberbullying/online comments/joining fb pages that disrespect the name of the school, faculty, or staff.
3. Academic Dishonesty or Cheating
4. Forgery
5. Stealing or attempting to steal school property, or from any member of the VCBA Community
6. Display, possession, and distribution of pornographic materials
7. Tampering or using other student's school ID
8. Malversation of student Funds
9. Bullying and Hazing
10. Instigating or leading illegal concerted activities resulting to disruption of classes
11. Disrespecting school Employees and Personnel.

Minor Offenses

A. Offenses against Security

1. Failing to wear the student identification card visibly.
2. Coming into the campus under the influence of alcohol or any intoxicating beverages on campus
3. Smoking and drinking of alcoholic beverages within 100-meter radius from the school campus

B. Other minor offenses

1. Using profanities, vulgar, or insulting language against any person inside the school premises
2. Unjustified refusal to attend school activities
3. Removing, erasing, mutilating, and posting announcement on the bulletin boards without permission from the Student Affairs Coordinator
4. Unauthorized usage of school property
5. Irresponsible use of comfort rooms; and dumping any waste materials anywhere
6. Vandalism
7. Hooliganism/Harassment

Penalties

MINOR OFFENSES	
1st Offense	Verbal Warning: The student may receive a verbal warning from SAC.
2nd Offense	Written Warning: A formal written warning will issued and placed in the student's file and 1 hour community service.
3rd Offense	Suspension: The student will be suspended for three days and 1 day community service.

MAJOR OFFENSES	
1st Offense	Written Notice to Parent: Parent-School Conference and will render 3 days of community service.
2nd Offense	Suspension: The student will be suspended for one week and will render 5 days of community service
3rd Offense	Exclusion: The student is banned in institution for admission.

Disciplinary Procedure

VCBA ensures Due Process in all disciplinary proceedings, adhering to the following steps:

1. Filing a Complaint:

- The Student Affairs Coordinator (SAC) in coordination with the Guidance Counsellor, oversees student discipline cases.
- To file a complaint, obtain and complete the standard [Complaint Form](#) from the SAC, including any evidence.

2. Submission and Initial Decision:

- Submit the completed Complaint Form and evidence to the SAC.
- The SAC decides on cases involving minor offenses.

3. Forwarding Major Offenses:

- For major/grave offenses, the SAC forwards the complaint to the Discipline Committee for deliberation.

4. Notification and Response:

- The SAC or Discipline Committee informs the student of the complaint.
- The student must submit a written statement regarding the complaint within 3 days. Failure to respond is considered a waiver of rights in the proceedings.

5. Hearing and Decision:

- A hearing is scheduled within one week of receiving the student's reply. Parents or guardians are notified.
- For minor offenses, the SAC makes the final decision.
- For major offenses, the Discipline Committee submits findings and recommendations to the College President, who may enforce, amend, substitute, or disregard them.

Discipline Committee Composition:

- Student Affairs Coordinator
- Guidance Counsellor
- Head of the Department of the accused
- Any member of the Board of Trustees

Anti-Sexual Harassment Policy

In accordance with Republic Act 7877, known as the Anti-Sexual Harassment Act of 1995, and in alignment with VCBA's mission to foster a community grounded in respect for human rights and dignity, the following rules and regulations are established to govern cases involving sexual harassment.

Scope and Applicability - Any school administrator, faculty member, employee, or student who commits sexual harassment shall be subject to disciplinary action, which may include termination of employment or expulsion from the institution.

Section II: Definition of Sexual Harassment

Sexual harassment occurs when any school administrator, instructor, coach, trainer, employee, or any person with authority, influence, or moral ascendancy over another demands, requests, or requires any sexual favor, regardless of whether the demand is accepted by the victim. Any accomplice or accessory to the act of sexual harassment shall also be held liable.

Forms of Sexual Harassment - Sexual harassment may take the following forms:

1. Overt Sexual Advances
2. Improper Gestures of Affection
3. Request or Demand for Sexual Favors
4. Showing of Pornographic Materials
5. Any other conduct of a sexual nature (whether in person, or through online communication)

Place of Commission - An act of sexual harassment may occur within or outside the campus, as long as the offender has a professional or academic relationship with the victim.

Conditions Under Which Sexual Harassment is Committed - Sexual harassment is considered committed in the following situations:

1. When the victim is under the care, custody, or supervision of the offender.
2. When the offender is entrusted with the education, training, apprenticeship, or tutorship of the victim.
3. When a sexual favor is made a condition for:
 - Admission to courses
 - Receiving a passing or higher grade
 - Granting of honors, scholarships, stipends, or allowances
 - Appointments or recommendations to student organization leadership positions
 - Employment or other academic privileges
4. When the act creates an intimidating, hostile, or offensive environment for the victim.

Complaint and Resolution Procedure - The following steps outline the procedure for handling complaints of sexual harassment:

1. **Filing of Complaint**
 - Complaints shall be submitted to the Student Affairs Coordinator.
2. **Investigation by Fact-Finding Committee**
 - A Fact-Finding Committee will be formed to investigate the case, prepare and submit reports, and recommend a course of action.
3. **Final Decision**
 - The institution will review the committee's findings and make a final decision on the case.
4. **Confidentiality**
 - Full confidentiality will be maintained throughout the proceedings to protect both the complainant and the accused.

Prohibition of Student-Teacher Relationships - Romantic or sexual relationships between students and teachers are strictly prohibited under any circumstances to maintain a professional and respectful educational environment.



SECTION THREE:

Dress Code

Uniform Guidelines

1) NO ID, NO ENTRY

2) COLLEGE UNIFORM SCHEDULE - Schedule is to be followed by the whole school community. The School's Security Team reserves the right to give notice or refuse entry to students who are not wearing the complete and prescribed uniform.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
REGULAR/ NIGHT CLASSES	School Uniform	School Uniform	Free Day (PE/NSTP/ DEPART- MENT)	School Uniform	School Uniform		
WEEKEND CLASSES					Free Day (PE/NSTP/ DEPART- MENT)	School Uniform	School Uniform

3) DEPARTMENT UNIFORM SCHEDULE - For 3rd, 4th year students, and graduating students, only applicable to courses with approved department uniform

	Mon	Tue	Wed	Thu	Fri
REGULAR STUDENT	School Uniform	School Uniform	Free Day (PE/NSTP/DEPAR T-MENT)	Department Uniform or School Uniform	School Uniform

Offenses regarding School Uniform

All students must wear their prescribed uniform starting on prescribed date by the School Administration per school year.

Please be guided by our rules and regulations:

- **1st Offense**

- Verbal Warning: The student will receive a verbal warning from SAC - aided by Entry Guards/Interns.

- **2nd Offense**

- Written Warning: A formal written warning may be issued and placed in the student's profile.

- **3rd Offense**

- Suspension: The student will be suspended for three days.

Proper Grooming

A. Exercise Proper Hygiene

1. Students are encouraged to bring their own hygiene kit – which includes toothbrush and toothpaste.
2. Students are encouraged to smell good. Smelling bad can be countered by using deodorant or spraying a scent.

B. Other Concerns

1. Hair must be fixed. Men should maintain clean hair cut.
2. Students must avoid extreme hair colors (ex. Red, blue, green and others).
3. For Males, the wearing of earrings is strictly prohibited inside the school premises.
4. Footwear for Males: the prescribed footwear shall be closed black leather shoes.
5. Footwear for Females: the footwear must be closed black leather shoes with the height of the heel – 1 to 2 inches only.



Prohibited Clothing

The following are prohibited during non-uniform days (every Wednesday):

1. For Female Students, see-through, plunging necklines, sleeveless, tight mini-skirts, or short shorts.
2. For Male Students, top-less, Short shorts, see-through, off shoulders and sleeveless clothing.
3. Cross-dressing shall be strictly prohibited.

The list abovementioned is not exclusive. The school authority may add to the list through administrative issuances. Image on next page lists all prohibited clothing on non-uniform days

PROHIBITED CLOTHING DURING NON-UNIFORM DAYS



SANDO



SLEEVELESS



HALTER/MIDRIFF TOPS



SEE-THROUGH



ATHLETIC WEAR



TUBE/SHORT DRESS/SKIRT



PLUNGING NECKLINE



SPORTS SHORTS



LOW WAIST JEANS



TATTERED JEANS



SHORT SHORTS



SLIPPERS



OTHER UNNECESSARY FOOTWEAR

ALSO PROHIBITED: CROSS-DRESSING, SOILED CLOTHES, TOPLESS

Senior High Uniform



College Uniform



Department Uniform

Bachelor of Science in Criminology



Department Uniform

Bachelor of Science in Information System



Department Uniform

Bachelor of Technical Vocational Education



Department Uniform

Bachelor of Technical Vocational Education



Department Uniform

Bachelor of Science in Office Administration



Department Uniform

Bachelor of Science in Tourism Management



Department Uniform

Bachelor of Science in Custom Administration



Department Uniform

Bachelor of Science in Entrepreneurship



Other Uniforms

- 1) P.E. uniform shall be worn only during Wednesday, Activity Day.
- 2) For 2nd to 4th year students, Department/Laboratory uniform shall be worn only every Thursdsay



Uniform Exemption Slip

A. Exemption Criteria

Students may be exempted from wearing the prescribed school uniform if they secure a Uniform Exemption Slip and/or Working id from the Student Affairs Coordinator (SAC).

B. Eligible Applicants

The following students may apply for a School Uniform Exemption Slip:

1. Pregnant students
2. Working students

C. Working-Students

Working students are required to wear their official uniform (vcba shirt)

D. Application Requirements

To obtain a Uniform Exemption Slip, students must submit the following to the SAC:

1. Letter of Request:
 - Noted by Parents or Guardian
 - Noted by the Department Head
 - Addressed to the SAC
2. For Working Students:
 - A Notarized Employment Certificate

E. Renewal

Uniform Exemption Slips must be renewed every semester.

Note: It may vary on the situations



SECTION FOUR:

School ID

School Identification Card (ID)

1. The School ID is a vital part of the uniform. Therefore, it shall be worn visibly and clearly at all times with the proper VCBA sling when inside the school premises.
2. Without the School ID, the student will be prevented from entering the school premises.

All students must wear their prescribed uniform starting on prescribed date by the School Administration per school year.

Please be guided by our rules and regulations:

- **1st Offense**
 - Verbal Warning: The student will receive a verbal warning from SAC - aided by Entry Guards/Interns.
- **2nd Offense**
 - Written Warning: A formal written warning may be issued and placed in the student's profile.
- **3rd Offense**
 - Suspension: The student will be suspended for three days.

Offenses involving School ID

The following are considered minor/major offenses under the code of conduct:

MINOR OFFENSE

1. Deliberate covering the I.D. with one's clothing
2. Carrying the I.D. inside a bag or the like
3. Using another school's ID Sling leading to deception

MAJOR OFFENSE

1. Tampering with the I.D.
2. Using another person's I.D.
3. Allowing another to use one's I. D.

1. OTHER CONCERNS

2. The penalties under the Code of Conduct shall apply in offenses involving the School I.D.
3. No student shall be accepted in class without an I.D.
4. A student who left his ID must immediately secure a temporary ID from the Office of Student Affairs.

Replacement of Lost ID

In case of loss of the School ID, the student shall present an Affidavit of Loss to the Student Affairs Coordinator. The latter shall then issue an ID Exemption Slip. A fee is charged for the replacement.



SECTION FIVE:

School Activities and School Facilities

Conduct of School Activity

Use of School Facilities

Library Policies

BTVTED Lab Policies

Criminology Lab Policies

Computer Lab Policies

Conduct of School Activity

All school activities, both within and outside the school premises, must adhere to the following guidelines:

A. Activity Design and Approval

- Activity Design must be noted by the Organization President
- Activity Design must be noted by the Program head/dean and Student Affairs Coordinator (SAC)
- Activity Design must Addressed to the School President

B. Jurisdiction and Approval

1. Academic Activities:

- Include field trips, immersion, On-the-Job Training, etc.
- Fall under the jurisdiction of the Academic Affairs Coordinator (AAC)
- Must be addressed to the AAC for approval

2. Extracurricular Activities:

- Include interschool competitions and other extracurricular activities
- Fall under the jurisdiction of the Student Affairs Coordinator (SAC)
- Must be addressed to the SAC for approval

3. Use of School Properties:

- Submit a request letter to the School Property Custodian for activities involving school properties

C. Submission Deadline

- Letters of Request must be filed at least two weeks prior to the scheduled activity

D. Activity Restrictions

- All school activities are suspended during examination week

E. Post-Activity Reporting

- Submit a post-activity and financial report within one week after the activity
- The report should be submitted to the Office of the President and approved by the SAC

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Learning Resources and Facilities

Villamor College of Business and Arts (VCBA) provides a range of learning resources and facilities designed to support students' academic growth and ensure access to the tools necessary for their success. The college is committed to maintaining an environment conducive to learning, research, and personal development. The following are the key resources and facilities available to students:

1. Library Services

The VCBA library offers an extensive collection of academic resources, including textbooks, reference materials, journals, and digital resources to support students' learning needs across various disciplines. The library provides:

- **General Circulation Books:** Students can borrow books from the general collection for a period of 3 days, with an option to renew.
- **Reserved Books:** These materials are for in-library use only and can be taken out briefly for photocopying.
- **Electronic Resources:** Students can access a variety of online databases and e-books through the Learning Management System (LMS) for research purposes.

Library Usage Guidelines:

- Silence must be observed at all times.
- Food and drinks are prohibited inside the library.
- Misuse of library cards, such as using another person's card, is strictly prohibited and considered a violation of the student code of conduct.

2. Computer Laboratories

The VCBA computer labs are equipped with the latest technology to support courses in Information Systems, programming, and other IT-related subjects. Students can use these facilities for:

- **Research and Project Work:** The labs are available for students to complete coursework and projects requiring computer-based tools and software.
- **Supervised Sessions:** Some classes, particularly in IT-related programs, may have scheduled lab sessions where students work on practical assignments under the supervision of an instructor.

Lab Rules:

- Students are assigned specific terminals and must not alter system settings.
- Food, drinks, and playing games in the computer lab are strictly prohibited.
- Any malfunctioning equipment should be reported to the lab assistant immediately.

Learning Resources and Facilities

3. Specialized Laboratories

VCBA provides specialized laboratory facilities for specific programs, including:

- Criminology Lab: Equipped for forensic and criminal investigation training, offering hands-on experience in fingerprint analysis, crime scene investigation, and other practical exercises.
- BTVTED Lab (Technical Education): This lab provides practical training in various technical and vocational fields such as electronics, automotive, and food service management.

Lab Safety and Conduct:

- Proper attire, including closed shoes, must be worn at all times.
- Students are required to follow all safety protocols and guidelines specific to each lab.
- Any damages to equipment must be reported and replaced by the student responsible.

4. Learning Management System (LMS)

The LMS is an integral part of VCBA's digital infrastructure, providing students with online access to course materials, assignments, quizzes, and important announcements. Through the LMS, students can:

- Submit assignments electronically.
- Access lecture notes and recorded sessions.
- Communicate with instructors and classmates via the platform.

5. Study Areas

Designated study areas are available for individual or group study sessions. These areas provide a quiet and conducive space for students to focus on their academic work, with:

- Access to Wi-Fi.
- Charging stations for laptops and other devices.
- Study cubicles and tables for group discussions.

6. Academic Advising Office

The Academic Advising Office is available to assist students with academic planning, course selection, and navigating any challenges that may arise during their time at VCBA. Students are encouraged to visit the office for guidance in:

- Understanding course requirements.
- Preparing for on-the-job training (OJT) or practicum experiences.
- Mapping out academic progress towards graduation.

Library Policies

A. General Rules

1. Observe proper decorum at all times.
2. Refrain from making any unnecessary noise.
3. Maintain cleanliness and orderliness.
4. Refrain from eating and sleeping inside the library.

B. Library Card Procurement

1. Eligibility:
 - All students not otherwise prohibited by school authority have the right to procure a Library Card.
2. Requirements:
 - Completed Application Form (issued by the school librarian)
 - 1x1 Coloured ID Picture
 - Certificate of Registration
 - School Identification Card
3. Conditions:
 - The VCBA Library Card is non-transferable.
 - Using another student's Library Card is considered dishonesty, a major offense under the Code of Conduct.

C. Borrowing Library Materials

1. General Circulation, Fiction, and Biography:
 - Borrowing period: 3 days.
 - Maximum of 3 different books at a time.
2. Library Use Only:
 - Certain materials may be declared "Library Use Only" by the Librarian and cannot be borrowed.
3. Reserved Books:
 - May be taken out for photocopying only.
 - Must be returned within 1 hour.

D. Fines and Penalties

1. Overdue Books:
 - General Circulation, Fiction, and Biography: P10 per day (excluding Sundays and Holidays).
 - Reserved Books: P10 per hour.
2. Lost Books:
 - Must be replaced with the same title or the borrower can pay the full value of the book plus a service charge.
 - Payment is made to the cashier and an official receipt is issued.

E. Conduct and Usage

1. Behavior: Student behavior in the library is governed by the Code of Conduct.
2. Electronic Devices: Students may bring laptops and other electronic devices for learning purposes inside the library.

BTVTEd Lab Policies

The following rules and precautions must be observed at all times in the laboratory. These rules are for the benefit of the experimenter as well as those around them. Additional rules and precautions may apply to specific laboratories.

A. General Safety

1. Presence: There must be at least two people in the laboratory while working on live circuits or chemical processing.
2. Attire:
 - Shoes must be worn at all times.
 - Remove all loose conductive jewelry and trinkets, including rings, which may come in contact with exposed circuits.
 - Avoid wearing long loose ties, scarves, or other loose clothing around machines.

B. Laboratory Conduct

1. Cleanliness: Be as neat as possible. Keep the work area and workbench clear of items not used in the experiment. Clean as you go.
2. Food and Drink: Never eat inside the laboratory.
3. Equipment and Safety:
 - If in doubt about electrical safety, consult the laboratory instructor.
 - For specific equipment, refer to the instruction manual provided by the manufacturer for information on safe use and possible hazards.

C. Handling Equipment

1. Damages: Any group or student who accidentally breaks or damages any tools or equipment must replace the item with one of the same value.
2. Electronic Devices: Students are not allowed to use cellphones and other gadgets during laboratory sessions unless required by the instructor.

D. Group Work- Work well with group mates enthusiastically.

E. Miscellaneous - Follow any additional rules and precautions that may apply to specific laboratories.

Criminology Lab Policies

The following rules and guidelines must be strictly observed at all times in the laboratory to ensure safety for all participants. Additional rules may apply to specific laboratory settings.

A. General Safety

1. Accidents and Injuries: Report all accidents, injuries, and breakage of glass or equipment to the instructor immediately.
2. Pathways: Keep pathways clear by placing extra items (books, bags, etc.) on shelves or under work tables, ensuring items cannot be stepped on.
3. Hair and Clothing:
 - Long hair (chin-length or longer) must be tied back to avoid catching fire.
 - Wear sensible clothing, including secure footwear. Loose clothing should be secured to avoid catching fire or coming into contact with chemicals.
4. Behavior:
 - Work quietly and attentively. Read the assigned experiment carefully before starting and pay attention to any cautions described.
 - Do not lean, hang over, or sit on laboratory tables.
 - Do not leave your assigned laboratory station without the teacher's permission.
 - Absolutely no fooling around or "horse play" in the laboratory. Violators will be barred from future labs and could face suspension.

B. Equipment and Chemical Handling

1. Do not taste or smell chemicals.
2. Wear safety goggles to protect your eyes when heating substances, dissecting, etc.
3. Unauthorized experiments or procedures are strictly prohibited.
4. Anyone wearing acrylic nails is not allowed to work with matches, lighted splints, Bunsen burners, etc.
5. Follow all instructions given by your teacher.

C. Conduct and Cleanliness

1. Leave your work station clean and in good order before leaving the laboratory.
2. No eating or drinking in the lab at any time.

D. Material and Equipment Transport

1. Learn how to transport all materials and equipment safely.

By adhering to these rules, we ensure a safe and productive laboratory environment for everyone.

Computer Lab Policies

The following rules and guidelines ensure a safe, productive, and respectful environment in the computer laboratory. All students must adhere to these regulations.

A. Personal Belongings and Security

1. Bags and Valuables:

- Personal belongings like backpacks and bags (of reasonable size) are allowed.
- Large bags must be placed on designated shelves.
- Students are responsible for their valuables (e.g., cell phones, wallets, electronic devices).
- The Information Technology Services Office is not liable for any loss or damage.

B. Conduct and Usage

1. Assigned Terminals:

- Use only the terminals assigned by the laboratory assistant.
- No swapping of tag numbers or loitering.
- One student per terminal, unless group work permits two.

2. Equipment and Configuration:

- Do not alter settings or configurations without authorization.
- Only authorized personnel may move equipment and cables.
- Personal hardware/software attachments require permission.

3. Reporting Issues: Report any malfunctions or damage to the laboratory assistant immediately.

C. Prohibited Activities

1. Prohibited Behaviors:

- No chewing gum, eating, drinking, smoking, or vandalism.
- No games, including computer-related or card games.
- No accessing pornographic sites or using social media.
- No display of personal affection.
- No wearing distracting accessories like hats/caps.

2. Noise and Disturbance:

- Keep cell phones in silent mode.
- Maintain silence.
- No disturbing conduct; hostile behavior will result in removal.

D. Academic Priority

1. Academic Use:

- The lab is for academic use.
- Priority is given to students working on academic assignments.

E. Enforcement

1. Authority of Laboratory Assistants:

- Laboratory assistants can ask violators to leave.
- Serious offenses may involve the Discipline/Security Office.

By following these rules, we maintain a productive and respectful computer laboratory environment for all users.



SECTION SIX:

Student Contributions and Communications

Student Monetary Contribution

Posting of Announcement/Posters

Student Monetary Contribution

No monetary contributions from students shall be permitted except upon strict compliance with the following requirements. This policy is to be taken seriously to ensure transparency and accountability:

1) Letter of Request:

- Must be noted by the Organization President and Student Affairs Coordinator or any Admin Staff Representative assigned by the Board of Trustees
- The letter must include the reason for the proposed contribution and a detailed breakdown of expenses, or a detailed account of where and when will the funds be used.

2) Liquidation Report:

- A comprehensive Liquidation Report must be submitted to the Office of the President.
- The report must be duly noted by the Student Affairs Coordinator.

Failure to comply with these requirements will result in the denial of the request for monetary contributions. This policy is enforced to maintain integrity and trust within the institution.

Posting Announcements and/or Posters

All duly accredited organizations must obtain approval from the Student Affairs Coordinator before posting any announcements or posters within the school premises. This policy must be strictly adhered to ensure order and proper communication.

1) Approval Requirement:

- Organizations must acquire approval from the Student Affairs Coordinator for all postings.
- Approved postings will be allocated designated space on the Bulletin Board.

2) Designated Posting Areas:

- Postings must be placed only in designated areas.

3) Unauthorized Postings:

- Any postings not placed in the designated areas or without proper approval will be removed without notice.

Compliance with this policy is mandatory to maintain an orderly and respectful campus environment. Violations will be taken seriously and dealt with accordingly.

Participation in Defamatory Activities on Social Media

Villamor College of Business and Arts (VCBA) upholds the values of respect, integrity, and professionalism within our educational community. We take seriously any actions that undermine these values, particularly those involving defamatory statements or activities on social media platforms that harm the reputation of the institution, faculty, staff, or students.

Defamatory comments about VCBA, its faculty, and staff have been posted on a Facebook page damage the reputation of individuals but also negatively affect the entire VCBA community. To address this issue, the following policies apply:

1) Investigations - The administration is actively investigating group chats, Facebook pages, and other social media platforms related to these defamatory activities. If a student is found to be involved in such activities, they will be required to report to the administration office for appropriate action.

2) Sanctions - Students found participating in defamatory activities will face disciplinary measures as outlined in the Code of Conduct in this Student Handbook. The following violations will be taken into account:

- **Dishonesty:** Making false or misleading statements, or providing inaccurate information in situations where honesty is expected.
- **Unauthorized Use of School Name or Logo:** Using the school's name, logo, or any personnel's identity without proper authorization.
- **Disrespecting the School and its Personnel:** Acts of disrespect towards the institution, its employees, or faculty members.
- **Cyberbullying and Defamatory Online Comments:** Posting or joining social media pages or group chats that disrespect the school, its faculty, or staff.

Please be guided with our school policy regarding **MAJOR OFFENSES:**

- **1st Offense** - Written Notice to Parent (Parent-School Conference)
- **2nd Offense** - Suspension (The student will be suspended for one week)
- **3rd Offense** - Exclusion (The student is banned in the institution for admission)

3) Free Speech and Accountability - While the institution respects each individual's right to free speech, this right does not protect students from the consequences of making defamatory or harmful statements about the school or its personnel. Students are encouraged to engage in constructive dialogue and resolve concerns through proper channels.

4) Guidance and Support - Students with concerns are encouraged to visit the administration office for information and guidance. VCBA is committed to addressing all issues fairly and upholding due process in the resolution of complaints or grievances.



Finance Guidelines

School Fees

Examination Permit

Promissory Note

School's Financial Sustainability

Graduation Requirement

Graduate's School Fees

School Fees

Upon enrollment at Villamor College of Business and Arts (VCBA), the following standard fees apply:

School Standard Fees

1. Enrollment Fee (Non-refundable)
2. Tuition Fee
3. Miscellaneous Fees, which include:
 - Energy Fee, Maintenance & Security
 - School Development Fee
 - Insurance Fee
 - School ID Validation
 - Medical/Dental Fee
 - Athletic Fee
 - Learning Management System Fee
 - Student Development Fee
 - Internet Fee
 - Community Extension Fee
 - Information Development Fee
4. Other Fees, which may include:
 - VCBA Days
 - Intramurals
 - Socialization Day
 - Laboratory Fees
 - School ID
 - School Uniform

Changes in Tuition and Fees

Changes to tuition and other fees may be implemented, provided they are approved by the Commission on Higher Education (CHED). Any adjustments will be communicated to students in advance and will comply with CHED regulations.

Payment Policies

- **Refund Policy:** The enrollment fee is strictly non-refundable. Full tuition fees will be charged for subjects not officially dropped within the first two weeks of the semester or by the deadline set by the Office of the Registrar.
- **Excess Payment:** Any excess payment from the previous semester will not be refunded in cash unless the student transfers or discontinues their studies. The excess amount will be credited towards the next semester's school fees.

Billing and Payment Schedule

Each semester at VCBA consists of two (2) terms. Prior to the exams in each term, the Accounting Office will issue a Statement of Account, detailing the fees due. The statement will be provided two (2) weeks before the scheduled exam, and students may pay at any time during this period.

- **Exam Permits:** An exam permit will only be issued upon full payment of the current statement of account.

School Fees

- **Official Payments:** All payments must be made at the school cashier by the deadline indicated in the statement of account. Payments will only be considered valid if accompanied by an official receipt.

Additional Fee Policies

- **Notice of Fee Increases:** The school will not impose any fee increases or additional fees without prior notification to students through an official statement issued by the School Administration, noted by the President and/or Member/s of the Board of Trustees.
- **{IMPORTANT}_Collection of Other Fees:** No department, school organization, or faculty member is permitted to collect any additional fees or contributions without following the guidelines outlined Part IV Section 5, "Student Monetary Contribution"
- **Non-Payment Clause:** The school reserves the right to withhold school credentials, grades, certifications, and transfer permissions from students who have not fully settled their financial obligations to VCBA.

Examination Permit

Students are required to secure an Examination Permit before their scheduled exams. The following guidelines apply:

1) Issuance of Examination Permits

- Examination permits are issued by the Accounting Department upon full payment of tuition and fees. However, students who are unable to settle their fees on time may submit a Promissory Note for consideration, which must be approved by the School President or designated official.

2) No Permit, No Exam Policy with Exceptions

- In compliance with Republic Act No. 11984 (No Permit, No Exam Prohibition Act), financially disadvantaged students certified by the Department of Social Welfare and Development (DSWD) will be allowed to take periodic and final exams without an exam permit. These students must provide official documentation of their disadvantaged status from the relevant social welfare office.
- Institutional Safeguards: The school reserves the right to require these students to submit a Promissory Note for their outstanding balance. Additionally, the school may withhold academic records, including transcripts and diplomas, until all financial obligations are settled.

3) Eligibility for Promissory Notes

- Not all students will qualify for this exemption. The school will assess requests based on individual financial circumstances, with consideration given to students who genuinely demonstrate financial hardship. Students who do not qualify for the exemption must settle their accounts or submit a Promissory Note to be eligible for exams.

Promissory Notes

A Promissory Note allows students to request an extension for the payment of school fees, subject to the following terms and conditions:

1) Submission Guidelines

- A Promissory Note must be addressed to the Office of Finance and must include:
 - Date of Issuance
 - Date of Payment or performance of the obligation
 - Name and Signature of the student and their parent/guardian

2) Parental Involvement

- The student's parent or guardian must personally sign the Promissory Note. If required by the school, the parent/guardian may need to present the note in person for additional verification.

3) Approval Conditions

- Promissory Notes will only be accepted if the student has settled all outstanding balances from the previous term and demonstrates the intent and ability to settle their remaining obligations.
- Promissory Notes must be submitted within three (3) days after the payment deadline.

4) Special Cases for Disadvantaged Students

- While students certified as financially disadvantaged under RA 11984 may be exempt from presenting an exam permit, they must submit a Promissory Note as part of their financial arrangement with the school.

5) Payment Deadlines and Installments

- The institution may work with students to set a clear, manageable payment plan. Failure to meet these installment payments will result in the suspension of privileges, including access to school services, records, and registration for future semesters.

6) Advisory for Promissory Notes

- While students may apply for a Promissory Note, it is not recommended, as deferring payments may result in larger accumulated fees, making it harder to meet financial obligations later. Students are encouraged to settle their fees as promptly as possible to avoid financial strain in the future.
- Failure to comply with the agreed-upon terms of the note will result in the withholding of academic records and may affect the student's ability to register for future terms.

School's Financial Sustainability

This policy revision ensures that the institution complies with Republic Act No. 11984 while maintaining financial stability:

- **Selective Application:**
 - Only students with proper certification from the DSWD are exempt from the "No Permit, No Exam" policy. This prevents widespread abuse of the exemption.
- **Promissory Notes for Financial Accountability:**
 - Even students who qualify as disadvantaged are required to submit Promissory Notes, ensuring the institution has a formal agreement in place to collect outstanding fees after the examination period.
- **Safeguarding Records:**
 - The institution retains the right to withhold student records, ensuring that students with outstanding financial obligations are still accountable for their unpaid fees while preserving their access to education.

Graduation Requirements

- 1) All candidates for graduation must undergo evaluation during the first semester of their last school year.
- 2) All candidates must have submitted all required documents for admission.
- 3) All queries regarding graduation eligibility will only be accommodated during the evaluation and enrollment period.
- 4) The student must have completed the requirements of the curriculum of which he/she is enrolled.
- 5) All candidates must apply for graduation (via Application for Graduation Form) and comply with the deadlines set by the Registrar's Office. Failure to do so will mean that the student is not eligible for graduation.
- 6) Students applying for graduation must have no failing grade.
- 7) Students applying for graduation must have cleared accounts with the Finance Office.

Graduate's School Fees

The Graduate School Fee will be adjusted from a lump sum payment term to a more manageable four-semester payment term.

Benefits of the New Structure

1. **Financial Flexibility:** Instead of paying a lump sum payment for the graduation fees, it will be spread over four semesters - starting 3rd year first semester. Students will experience less financial strain each term, making it easier to budget for other educational expenses.
2. **Increased Accessibility:** This adjustment aims to ensure that more students can continue their studies without the burden of high upfront costs.
3. **Supportive Learning Environment:** We believe that reducing financial stress can contribute to better academic performance and overall well-being.

Inclusions in the Graduate Fees:

1. Baccalaureate Ceremony and Graduation Ceremony (Formal Prestigious Event)
2. Yearbook & Solicitation Materials (Includes Photoshoot, Photos, Actual Yearbook)
3. Professional Development Seminar (Formal Event; Pre-employment Seminar with Food & Certificate)
4. College Retreat (Last Batch Activity at CCT Malungon includes Food and Accommodation)
5. Graduation Materials (Toga, Hood, & Cap - To be used in Photoshoot and Ceremony, Rent)
6. Contingency (contingency reserved for other graduation-related fees)

Implementation

This change has been carefully considered and implemented to support our students in managing their financial responsibilities more effectively. We are committed to providing you with all necessary support during this transition. Regular students shall have their graduate fees reflected in their respective SOA's.

Cases of Drop or Transfer

If however, the student drops and shall return, the graduate fee will be updated accordingly to the present posted fees. We understand that circumstances may arise that require a student to leave the institution before completing their degree. If the student transfers to another school, the paid graduation fee shall be considered payment to any outstanding school fees, including graduate services availed. However, if after deducting the outstanding fees, there is still an excess, the following refund policy for the graduate fee will apply: (1) If a student must withdraw from the institution after paying the graduate fee, they will be eligible for a refund of up to 60% of the fee. This refund accounts for the costs of services already rendered in preparation for graduation.



Student Rights & Responsibilities

Academic Rights and Performance

Freedom of Expression

Freedom - Inclusivity and Equal Opportunity

Freedom to Establish School Publication

Freedom to Form an Organization

Right to Due Process in Disciplinary Action

Right to File Complaint

Other Rights

Transparency and Accountability

Academic Rights & Performance

Every student has, but not limited to, the following academic rights:

1. The Student determines what he or she likes to take among the existing course offering of the school, considering the specific conditions and requirements of that particular course
2. To apply what is written in the Student Handbook concerning their disapproval in their teachers, grades, class policies and other academic related matters.

On Academic Performance:

1. Student Handbook: Each student will be given access after officially enrolling in VCBA
2. Academic Deliberation: Students have the right to know all relevant information about their courses and should stay informed about academic records and curriculum updates.
3. Class Schedule: The Academic Affairs Coordinator provides class schedules, determined by the School Administration. Any changes require official approval and must be posted upon student enrollment.
4. Course Syllabus: Students must receive a written course syllabus at the beginning of each semester.
5. Academic Assessment: Students are graded based on performance. Teachers provide evaluation standards at the semester's start. Changes require department head/administration approval and class consent. Absences should not solely determine overall performance unless they exceed allowed limits.
6. Class Appraisal: Students will be appraised during the semester and have the right to see graded work before final exams. They can know the basis for grades on assignments and exams. For group work, clear guidelines must ensure fair grading.
7. Major Requirements: Students will have four major exams: Prelim, Midterm, Semi-finals, and Finals. Major projects must include a 30-day submission timetable. Students may catch up on missed work due to valid reasons or official school representation.
8. Final Examination: Students must obtain a Clearance Form one week before Finals, ensuring all obligations are cleared.
9. Semester Grade: Students have the right to know their semester grades by the Registrar's appointed date.
10. Consultation: Students can consult their teachers about grades during specified availability times.

Freedom of Expression

Villamor College of Business and Arts (VCBA) recognizes and upholds the right of students to express their ideas, opinions, and beliefs freely, as enshrined in the Philippine Constitution and aligned with national laws governing higher education institutions.

Students have the right to freely express their thoughts and ideas, whether through speech, writing, creative arts, or peaceful assembly, so long as such expression does not infringe on the rights of others or disrupt the learning environment. This includes the right to engage in academic discourse, participate in school-organized discussions in accordance with institutional guidelines.

While VCBA encourages open dialogue and the exchange of ideas, students are reminded to **exercise their freedom of expression responsibly, with due respect** for the institution's values, the rights of other individuals, and the general welfare of the academic community.

Relevant Laws and Regulations

This clause is in accordance with the following laws and regulations:

1. The 1987 Philippine Constitution
 - Article III, Section 4: "No law shall be passed abridging the freedom of speech, of expression, or of the press, or the right of the people peaceably to assemble and petition the government for redress of grievances."
 - This guarantees the protection of freedom of speech and expression for all citizens, including students.
2. Republic Act No. 7722 (The Higher Education Act of 1994)
 - This act mandates the Commission on Higher Education (CHED) to ensure that higher education institutions promote academic freedom, which includes the right of students to express their views freely within the academic environment.
3. The Universal Declaration of Human Rights (UDHR)
 - Article 19: "Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers."
 - This international standard promotes the protection of freedom of expression as a fundamental human right.

Limitations

Freedom of expression, while protected, is not absolute. Expressions that involve violence, harassment, hate speech, or actions that disrupt the normal operations of the institution will be subject to disciplinary actions in accordance with the school's Code of Conduct. The institution reserves the right to impose reasonable regulations regarding the time, place, and manner of expression to maintain campus order and safety.

Freedom – Inclusivity and Equal Opportunity

At Villamor College of Business and Arts (VCBA), we are committed to fostering an inclusive environment rooted in our Christian values, where the dignity of every individual is respected. Guided by these values, we promote a culture that encourages freedom of expression while also upholding responsibility and respect for institutional policies.

1. Commitment to Inclusivity

VCBA welcomes students from all backgrounds, ensuring that diversity is embraced within the context of our Christian worldview. We honor the uniqueness of each individual and promote respectful dialogue and understanding across different perspectives.

- **Freedom of Belief and Expression:** Students are encouraged to express their beliefs and ideas freely, provided they do so with respect for others and in alignment with the college's values.
- **Respect for Diversity:** While we are guided by Christian principles, we respect the diversity of our community and strive to ensure that students from various backgrounds feel included and supported.

2. Compliance with Philippine Laws

VCBA upholds all inclusivity and non-discrimination laws in the Philippines, ensuring that every student has equal access to education, resources, and opportunities in line with both national regulations and our Christian ethos.

- **Non-Discrimination:** The institution prohibits any form of discrimination based on race, religion, gender, disability, or other protected characteristics. We strive to foster fairness and respect for all, aligned with our values.

3. Exercising Freedom within Institutional Policies

While VCBA encourages students to exercise their God-given freedom, it must be done in respect to our shared values and institutional policies, which promote ethical behavior, respect for others, and the well-being of the community.

- **Accountability:** Students are expected to follow the institution's guidelines and act responsibly, ensuring that their freedom is exercised in ways that promote a respectful, ethical, environment.
- **Core Values in Action:** We encourage students to use their freedom in ways that reflect our school's values, contributing positively to the community with a focus on integrity, kindness, and responsibility.

4. Support for Students with Disabilities - VCBA ensures that students with disabilities have access to the necessary accommodations and support to succeed academically and fully participate in campus life.

5. Promoting a Culture of Respect

VCBA promotes a culture of respect, where students are encouraged to engage with one another in a spirit of mutual understanding, valuing diversity while upholding Christian principles of kindness, love, and fairness.

- **Respecting Differences:** Students are expected to engage in respectful dialogue, even when their beliefs differ, fostering an environment where mutual respect is practiced.
- **Safe Spaces:** VCBA provides safe spaces where students can express their views and beliefs without fear of judgment or exclusion, in line with our commitment to Christian compassion and inclusivity.

Freedom to Form an Organization

Section I: Right to Organize - Students at Villamor College of Business and Arts (VCBA) have the right to form, join, and participate in organizations that are duly accredited by the Office of Student Affairs (OSA). These organizations should foster students' intellectual, cultural, spiritual, and physical growth, or serve other purposes that align with the values of the academic community, this code, and the laws of the Philippines.

Section II: Accreditation - Student organizations may acquire accreditation upon meeting all requirements outlined by this code. Accreditation is necessary for the organization to function officially within the college.

Section III: Policies Governing Student Organizations - All student organizations must adhere to the following policies:

- 1.No student organization may be established for purposes that violate the law, school policy, or this code.
- 2.The Office of Student Affairs (OSA) holds supervisory authority over all student organizations and has the power to grant or withdraw accreditation with the approval of the School President. Accreditation will be revoked if an organization violates school rules, regulations, or provisions of this code.
- 3.Each student organization must have at least one (1) adviser who is a faculty member of VCBA.
- 4.Any form of hazing or initiation that inflicts harm is strictly prohibited.
- 5.At the end of each semester, all student organizations must submit comprehensive Financial and Accomplishment Reports to the OSA.
- 6.All student organizations must prioritize the welfare of the VCBA community, adhere to school policies, and comply with the provisions of this code. They are also responsible for upholding and protecting the good name of the school.

Section IV: Requirements for Accreditation - To apply for accreditation, student organizations must submit the following to the Office of Student Affairs (OSA):

- 1.Letter of Intent
- 2.List of Members and Set of Officers
- 3.Organizational Rules and Regulations
- 4.Name of Adviser with Curriculum Vitae or Personal Data Sheet
- 5.Calendar of Activities
- 6.If the organization is a chapter of a larger body, a letter of consent from the main organization must also be submitted.
- 7.Once all required documents are submitted, the OSA will forward the accreditation application to the School President for approval.

Section V: Renewal of Accreditation - Accreditation is valid for one (1) academic year. For renewal, organizations must submit the following documents to the OSA no later than July:

- 1.Letter of Intent for Renewal
- 2.Updated List of Members and Set of Officers
- 3.Organizational Rules and Regulations
- 4.Name of Adviser with updated Curriculum Vitae or Personal Data Sheet
- 5.Calendar of Activities for the upcoming academic year
- 6.Program Plans for Seminars and Symposiums
- 7.Accomplishment and Financial Report from the previous academic year
- 8.Once the required documents are submitted, the OSA will forward the renewal application to the School President for approval.

Right to Due Process in Disciplinary Action

When a student is alleged to have committed a violation of this code, they are entitled to a fair and transparent process. No disciplinary action will be taken without proper observance of the following procedures:

1. **Right to Presumption of Innocence** - The student is presumed innocent until proven otherwise by the Discipline Committee. No penalties will be imposed unless sufficient evidence supports the allegations.
2. **Right to Be Informed of the Charges** - The student will be notified in writing of the charges against them. This notification will clearly state the alleged offense and the corresponding provisions of the code that were violated.
3. **Right to Access Pertinent Information** - While some complaints, especially those filed anonymously, may limit the availability of certain details, the student has the right to access the key information relevant to their case, as determined by the Discipline Committee. The Committee will ensure that the student is given sufficient information to prepare a defense, without compromising the confidentiality or safety of complainants in cases of anonymous reports.
4. **Right to Defend and Representation** - The student has the right to present their defense during the disciplinary process. They may also be represented or accompanied by a chosen representative, such as a faculty member or a peer, to support their case.
5. **Right to Appeal** - If the student disagrees with the decision of the Discipline Committee, they may appeal to the College President. The appeal must be submitted in accordance with the procedures outlined in this code and within the prescribed timeframe.
6. **Right to Parental Involvement** - In cases where the student is a minor or requires additional support, they may request the presence of their parents or legal guardians during the disciplinary proceedings. This allows for greater transparency and protection of the student's rights.
7. **Proportional Disciplinary Action** - The disciplinary action imposed must be fair and proportional to the severity of the violation. The Discipline Committee will ensure that the penalty reflects the seriousness of the offense, taking into account any mitigating or aggravating factors.

Right to File Complaint

Students at Villamor College of Business and Arts (VCBA) have the right to file a complaint against a School Administrator, Instructor, Employee, or fellow Student. Any student seeking redress for a grievance must file the appropriate Complaint Form with the Office of Student Affairs (OSA) or the Guidance Counselor.

Section I: Complaint Against a Student

If a complaint is filed against a student, the procedures outlined in the Code of Conduct will apply.

Section II: Complaint Against a Teacher or Employee

Complaints filed against an instructor or school employee shall follow these procedures:

1. **Filing the Complaint** - The Administration or Human Resources (HR) will receive all complaints against instructors or school employees.
2. **Forwarding the Complaint** - Upon receiving the complaint, the Administration/HR will forward it to the School President for further action.
3. **Formation of an Investigative Committee** - An impartial fact-finding committee will be created to:
 - Investigate the complaint,
 - Prepare and submit reports, and
 - Recommend a course of action.
4. **Rights of the Accused** - The accused shall be presumed innocent until proven guilty. They have the right to be informed in writing about the complaint, to be heard, and to defend themselves against any accusations.
5. **Final Decision** - The Board of Trustees will review the committee's findings and decide on the case.

Section III: Confidentiality and Due Process

The principles of due process and justice will be observed at all levels of the proceedings. Full confidentiality will be maintained to protect the interests of both the complainant and the accused.

Section IV: Filing Complaints in Bad Faith

Any student who files a complaint in bad faith or with malicious intent will be subject to strict disciplinary action in accordance with school policies.

Other Rights

Right to Security of Tenure

Students have the right to complete their program of study without unjustifiable cause. Dismissal from the program will only occur after due process, following the provisions of this code. The institution ensures that no student's education is prematurely terminated unless valid reasons are established through a fair and transparent process.

Right to Instructor Performance Evaluation

Students have the right to provide feedback on their instructors' performance through a Performance Assessment and Evaluation (PAE) at the end of each semester. The PAE will be conducted by the Academic Affairs Coordinator or their delegate, ensuring that instructors meet the institution's standards of competence and commitment to excellent education.

Right to Access Information and Records

Students have the right to be informed about matters impacting their welfare. Upon fulfilling all conditions outlined in this code and any administrative directives, students are entitled to access their school records. This includes the right to obtain certificates, Transcripts of Records (TOR), diplomas, and similar documents, as long as the student or alumni has complied with the institution's policies.

Transparency & Accountability

At Villamor College of Business and Arts (VCBA), we are committed to upholding the principles of transparency and accountability in all aspects of our operations, governance, and academic processes. As a community guided by integrity and responsibility, we believe that clear communication and accountability are essential to building trust between students, faculty, and administration.

1. Institutional Transparency

VCBA ensures that all policies, procedures, and decisions affecting students are communicated clearly and in a timely manner. We are committed to providing students with access to accurate information regarding academic policies, financial matters, and institutional changes.

- **Access to Information:** Students have the right to access information regarding tuition fees, academic policies, program requirements, and institutional updates through official channels such as the Student Portal, Registrar's Office, and Office of Student Affairs.
- **Tuition and Fees:** Any changes to tuition or fees will be communicated in advance through formal announcements, ensuring that students and parents are aware of any adjustments. VCBA strictly adheres to the policy that no unauthorized or hidden fees will be charged.
- **Academic Records:** Students are entitled to timely access to their academic records, including grades, transcripts, and certifications, upon completion of institutional requirements - given that student has fully complied with the Office of the Registrar's Office

2. Accountability in Academic and Administrative Affairs

VCBA holds itself accountable to students, faculty, and other stakeholders by adhering to high standards of governance and ethical practices. We believe that accountability starts with clear policies and extends to how we manage both academic and administrative operations.

- **Academic Accountability:** Faculty members are accountable for maintaining transparency in grading, class expectations, and feedback. Grading criteria for each course are outlined in the syllabus and communicated to students at the beginning of each semester.
- **Faculty and Staff Performance Evaluation:** VCBA conducts regular evaluations of faculty and staff performance to ensure they meet the highest standards of education and service. Students are encouraged to participate in anonymous course evaluations at the end of each semester to provide feedback on their learning experiences.
- **Student Accountability:** Students are expected to uphold the principles of integrity and responsibility in their academic work and interactions within the VCBA community. Dishonesty, misconduct, or failure to comply with institutional policies may result in disciplinary action.

Transparency & Accountability

3. Financial Accountability

VCBA is committed to maintaining transparency and accountability in all financial matters, ensuring that students, parents, and guardians are well-informed about tuition payments, scholarships, and financial aid processes.

- **Payment Schedules and Processes:** Students will receive clear information regarding payment schedules, deadlines, and procedures through the Accounting Office. Students are responsible for adhering to these timelines to avoid penalties.
- **Scholarships and Financial Aid:** VCBA provides transparent processes for applying for scholarships and financial aid. Criteria for eligibility are clearly outlined, and applicants are kept informed about the status of their applications through official channels.
- **Refund Policies:** VCBA has a clear refund policy for tuition and fees in the event of withdrawal from courses or programs, ensuring that students are aware of their entitlements.

4. Grievance and Complaint Resolution

VCBA provides students with clear avenues for addressing concerns or grievances related to academic, financial, or administrative issues. We are committed to resolving these issues in a fair, transparent, and timely manner.

- **Grievance Procedure:** Students who have complaints or grievances may submit them in writing to the Office of Student Affairs or the relevant department. The institution ensures that complaints are handled impartially, with a structured process for investigation and resolution.
- **Right to Appeal:** If students believe that a decision made by the administration or faculty is unjust, they have the right to appeal the decision. Appeals must be submitted in writing, and students will receive a formal response outlining the resolution process.

5. Regular Reporting and Institutional Improvement

VCBA conducts regular assessments and audits to ensure that we are meeting our goals of academic excellence and operational efficiency. These evaluations are shared with relevant stakeholders and used to inform continuous improvement efforts.

- **Student Feedback Mechanisms:** VCBA values student input and encourages feedback through surveys, focus groups, and course evaluations. The feedback is used to enhance academic programs, student services, and overall institutional performance.
- **Accreditation and External Reviews:** VCBA is working toward accreditation from recognized external bodies and follows best practices in institutional governance. Any significant changes resulting from these processes will be communicated to the student body.



PART SIX

Forms

Academic Forms

Non-Academic Forms

Academic Forms

- **Enrollment/Registration Form:** Form to officially enroll in classes for the semester.
- **Course Add/Drop Form:** Form to add or drop courses after initial enrollment.
- **Leave of Absence Form:** Form to request a temporary break from studies.
- **Change of Major/Course Form:** Form to switch your current major or course program.
- **Course Withdrawal Form:** Form to withdraw from a course after the add/drop period.
- **Graduation Application Form:** Form to apply for graduation.
- **Request for Documents:** Form to request a copy of your academic records.
- **Promissory Note:** Form which is a legally binding document in which one party formally promises to pay a specific amount of money to another party by a designated date or under agreed-upon terms.

Check this link: <https://bit.ly/VCBAforms>

Non-Academic Forms

- **Counseling Request Form:** Form to request counseling services.
- **Student Incident Report Form:** Form to report any incidents or accidents on campus.
- **Complaint/Grievance Form:** Form to file a complaint or grievance.
- **Student Organization Registration Form:** Form to register a student club or organization.
- **Lost and Found Report Form:** Form to report lost or found items.
- **Field Trip/Excursion Permission Form:** Form to get permission for off-campus trips.
- **Student Feedback/Evaluation Form:** Form to provide feedback on courses or services.
- **Request for Use of Facilities Form:** Form to request the use of campus facilities.
- **Student Identification Card Application Form:** Form to apply for a student ID card.
- **Working Student Card Application Form:** Form to apply for a working student card.



PART SEVEN

Appendices

Other Resources:

Campus Journalism Act of 1991 (R.A. No. 7079)

The Campus Journalism Act of 1991 promotes the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and fostering campus press freedom. It provides guidelines for establishing student publications in schools and protects the rights of student journalists to express themselves freely while ensuring responsible journalism.

Anti-Hazing Law (R.A. No. 8049)

The Anti-Hazing Law prohibits physical and psychological harm during initiation rites or hazing in fraternities, sororities, and other organizations. It requires prior written notice to the school authorities for any initiation activities, ensuring transparency and safety. The law aims to protect students from any form of abuse and mandates strict penalties for violations.

The Anti-Sexual Harassment Act of 1995 (R.A. No. 7877)

This law addresses sexual harassment in work, education, and training environments. It defines sexual harassment as an act committed by a person in authority against another person, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. The law requires institutions to implement measures to prevent and address sexual harassment, promoting a safe and respectful environment.

Comprehensive Dangerous Drugs Act of 2002 (R.A. 9165)

The Comprehensive Dangerous Drugs Act aims to safeguard the well-being of Filipinos by preventing the use, manufacture, and trafficking of dangerous drugs. It imposes strict penalties on drug-related offenses and mandates drug prevention and control programs in educational institutions. Schools are encouraged to implement awareness and prevention programs to educate students about the dangers of drug use.

Education Act of 1982

The Education Act of 1982 establishes the rights and duties of students, teachers, and administrators in the Philippine educational system. It emphasizes the importance of providing quality education, academic freedom, and student welfare. Students are encouraged to be actively involved in their education, while schools are tasked with creating an environment conducive to learning and personal development.

Anti-Violence Against Women and Children Act of 2004 (R.A. No. 9262)

This law addresses violence against women and children, protecting them from physical, sexual, psychological, and economic abuse. It provides mechanisms for victims to seek protection and assistance. Educational institutions are encouraged to raise awareness about the rights and protection of women and children, fostering an environment of respect and equality.

Acknowledgement

Date

I have fully read, studied and understood the contents of the Villamor College of Business and Arts Student Handbook. I will uphold and abide by all the policies and regulations set forth therein at all times.

Signature of the student: _____

Printed Name of the Student: _____

Year and Course: _____

ID #: _____ Contact Number: _____

Signature of the Parent/Guardian: _____

Printed Name of the Parent/Guardian: _____

Contact Number: _____



Villamor College

EST 2012

GENERAL SANTOS CITY