

BATAAN HEROES COLLEGE

STUDENT MANUAL

SY 2022-2023



RS

Highway, Brgy. Catanning, Balanga City, Bataan

TABLE OF CONTENTS

Table of Contents

CHAPTER I	4
INSTITUTIONAL OVERVIEW.....	
4 1. HISTORY OF BATAAN HEROES	
COLLEGE.....	4 2. VISION
MISSION.....	5 3.
4. OBJECTIVES.....	5 4. INSTITUTIONAL
VALUES.....	5 5. CORE
	6
CHAPTER II	6
SCHOOL	7
FACILITIES	7
1. THE CAMPUS	7
2. THE HEROES' CLASSROOM	7
3. LABORATORIES AND INCUBATION AREAS.....	7
4. OFFICE.....	7
5. ROOMS.....	7
6. CENTER.....	7
7. STAGE.....	7
8. ADMISSIONS/MARKETING	7
9. AVR AND CONFERENCE	7
10. GUIDANCE	7
11. OPEN	7
12. STAGE	7

LIBRARY/READING AREA	8
9. CAFETERIA	
8	10. STUDENT CENTER
11. PLAY/SPORTS AREA.....	8
12. ATHLETIC EQUIPMENT.....	8
14. HEROES HALL	8
15. MEDICAL AND DENTAL CLINICS	
9	16. FACULTY ROOM
9	17. BULLETIN BOARDS.....
9	
CHAPTER III	10
GENERAL DIRECTIVES.....	
10 1. ENROLLMENT AND ADMISSION.....	
10 2. SECURITY AND SAFETY	
10 3. ENTRANCE AND EXIT FROM THE CAMPUS.....	
10 4. USE OF SCHOOL NAME AND SEAL.....	
10 5. PARTICIPATION IN EXTRA- AND CO-CURRICULAR ACTIVITIES.....	
11 6. STUDENT DECORUM	
11 7. SMOKE-FREE, ALCOHOL-FREE, AND DRUG-FREE CAMPUS.....	
12 8. SUSPENSION OF CLASSES.....	
12 9. LOST AND FOUND.....	
12 10. FINANCIAL OBLIGATIONS	
12 11. ADDENDUM POLICIES	
13	
CHAPTER IV	14
ADMISSION POLICIES.....	
14 1. STUDENT CLASSIFICATION AND ADMISSIONS REQUIREMENTS	
14 1.1 Freshmen Students	
14 1.2 Transferees	
15 1.3 Continuing Student (Old Student).....	15
15 1.4 Returnees.....	16
16 1.5 Shiftee	16
1.6 Second Degree Undergraduate Student (Second Coursers).....	16
1.7 Cross Enrollees	16
2. ENROLLMENT	
17 2.1 School Calendar.....	
17 2.2 Enrollment Procedure.....	
17	
2.3 ACADEMIC LOAD.....	17
2.4 Program Changes (Adding, Dropping, and Change of Subjects).....	18
2.5 Petition for Special Classes and Tutorial Subjects.....	18
2.6 Cross Enrollment to other Institutions	19
2.7 Withdrawal of Enrollment/ Discontinuance of Studies.....	19
3. TRANSFER AND ISSUANCE OF RECORDS.....	20
CHAPTER V	22
ACADEMIC POLICIES	22
1. ATTENDANCE.....	22
1.1 Absences	
22	1.2 Tardiness

.....	22
2. EXAMINATIONS.....	23
2.1 Regular Examinations	23
2.2 Delayed Examinations/ Special Examinations.....	23
4. EVALUATION AND ASSESSMENT OF CREDITS.....	26
4.1 For Old/Continuing Students	26
4.2 For Transferees.....	26
4.3 For Foreign Students	27
5. CURRICULUM IMPLEMENTATION.....	27
6. ACADEMIC PROBATION.....	27
GRADUATION REQUIREMENTS	27
7.1 Procedure for Graduation	27
7.2 Institutional Requirements for Graduation.....	27
7.3 Participation in the Graduation Ceremony/Commencement Exercises.....	28
CHAPTER 6.....	29
GRIEVANCES AND OFFENSES	29
1. GRIEVANCE PROCEDURE.....	29
1.1 Complaint of Student Against Another Student.....	29
1.2 Complaint of a Student or Parent Against BHC Faculty or Staff	29
1. Complaint of Faculty or Staff Against a Student/Parent	30
2. DUE PROCESS.....	30
3. TYPES OF OFFENSES	31
3.1 Minor Offenses.....	31
3.2 Disciplinary Sanctions/Penalties for Minor Offenses	32
3.3 Major Offenses.....	32
3.4 Disciplinary Sanctions for Major Offenses and Their Definitions:.....	35
4. THE STUDENT DISCIPLINE AND GRIEVANCE BOARD (SDGB)	36
5. IMPLEMENTATION OF APPROVED SANCTIONS FOR THE STUDENT	37
CHAPTER 7.....	38
STUDENT BENEFITS AND SCHOLARSHIPS.....	38
1. TUITION DISCOUNT	38
2. INSURANCE.....	38
3. SCHOLARSHIPS	38
4. GUIDELINES FOR RENEWAL OF SCHOLARSHIP.....	41
5. OTHER PROVISIONS.....	41
CHAPTER 8.....	43
AWARDS.....	43
1. ACADEMIC AWARDS	43
2. NON-ACADEMIC AWARDS.....	45
CHAPTER 9.....	47
STUDENT ORGANIZATIONS	47

1. STUDENT ACTIVITIES	
47 1.1 <i>Student Organizations and Activities</i>	47
1.2 <i>Student Council/ Government</i>	48
1.3 <i>Student Publication</i>	48
2. STUDENT DEVELOPMENT PROGRAMS.....	49
CHAPTER 10.....	51
EFFECTIVITY CLAUSE	51
APPENDICES.....	52
REVISED GUIDELINES ON STUDENT FIELD TRIPS.....	
57	ANTI-BULLYING
STATEMENT.....	59 DATA
PRIVACY AND SAFETY POLICY.....	60
SOCIAL MEDIA POLICY	
63	
PLAGIARISM.....	
66	EMAIL ADDRESS
DIRECTORY.....	67 BHC ALMA
MATER SONG.....	68

CHAPTER I INSTITUTIONAL OVERVIEW

1. HISTORY OF BATAAN HEROES COLLEGE

Bataan Heroes College (BHC), formerly Bataan Heroes Memorial College, established in 1979, is a private, non-sectarian, co-educational institution, duly registered with the Securities and Exchange Commission (SEC) as a stock corporation.

BHC is among the schools under the Capitol System established by Engr. Sesenio S. Rosales (1923-1992) and Gloria Laureana S. Rosales (1925-2009). Her sister institutions include:

Institution Name Location Year Iligan Capitol College Iligan City 1964

Capitol University (formerly Cagayan Capitol College) Cagayan de Oro City 1971

Capitol University Medical Center (formerly Cagayan Capitol College

General Hospital) Cagayan de Oro City 1973 Gingoog City Colleges Gingoog City 1967 Capitol University

Basic Education Department (formerly St. Francis

Learning Center) Cagayan de Oro City 1986 Lyceum of Iligan Foundation Iligan City 1996

BHC was established in commemoration of the Filipino heroes of Bataan in World War II, who embodied courage, patriotism, and the indomitability of the Filipino spirit. These are values that the founders wanted to instill among the Filipino youth.

BHC began operations in academic year (AY) 1979-1980 with 293 freshmen enrolled in nine (9) initial course offerings: General Engineering, Maritime Education, Commerce, Liberal Arts, Secondary Teacher Education, Secretarial, Agriculture Technology, and Secondary Education courses. Founder and Chairman of the board, Mme. Rosales, headed BHC as its first college President.

In 1980, Atty. Casimiro B. Juarez Jr. and Dr. Fe Rosales Juarez took over as President and Executive Vice-President, respectively. During this time, BHC was incorporated as a stock corporation with the SEC. In a span of five (5) years, government recognition was issued by then Ministry of Education, Culture and Sports (MECS) to all degree programs of the College.

In 2001, the College's initiative to expand offerings resulted in the opening of the following programs: BS in Criminology, BS in Computer Engineering, BS in Electrical Engineering, and BS in Electronics Engineering. Government recognitions were granted by the Commission on Higher Education (CHED) before the graduation of the first batch in 2005.

In 2014, the College reopened the High School department now the Junior High School, with grades 7 to 10. Heeding the changing landscape of Philippine education, the Senior High School department was established and the first batch of Grade 11 students were welcomed in 2016. Around this time, the College also ventured into offering technical-vocational programs under the Technical Education and Skills Development Authority (TESDA) specifically Shielded Metal Arc Welding (SMAW) and Computer Systems Servicing.

At the end of SY 2017-2018, the College graduated the first ever batch of Grade 12 Senior High School students. In the following year, new bachelor's degree programs were offered namely BS in Architecture, BS in Accountancy, BS in Accounting Information Systems, and BS in Entrepreneurship.

In SY 2020-2021, with the abrupt onslaught of the COVID-19 pandemic, BHC quickly pivoted to flexible learning in order to ensure learning continuity of her students. The transition proved to be a challenging but fruitful endeavor as BHC now moves towards digital transformation as part of its general strategic thrust. BHC endeavors to be responsive to the fast-changing world so that it can provide relevant programs and services to students.

In its years of operation, BHC has proudly produced successful graduates who

have found their place in the sun—entrepreneurs, professionals, and experts in their respective fields who are pillars in their communities, in the Philippines, and the world over.

2. VISION

An educational leader in the region committed to the holistic formation of empowered and innovative professionals dedicated to service of God and country.

3. MISSION

Developing the total person through accessible quality education

4. INSTITUTIONAL OBJECTIVES

Integral to the attainment of its mission, BHC commits itself to:

- a. Provide quality education that is relevant to the needs of the region and the country;
- b. Provide academic, technical, and extra-curricular programs that shall enrich student life;
- c. Provide the best learning environment with excellent facilities, highly competent faculty and staff, and compliant with an outcomes-based education system;
- d. Develop critical thinkers who are steeped in moral values, equipped with industry desired skills and attitudes, and ready for the world of work;
- e. Inculcate among the students a culture of hard work, compassion, and service;
- and f. Cultivate love of God and love of country among the BHC community, especially the students.

5. CORE VALUES

BHC strives to develop and uphold these fundamental values (HEROES):	Description	Real world application
Hard work	Perseverance and focus towards the fulfillment of goals for self, family, community, and country.	Hindi takot sa trabaho
Excellence	Giving the most of one's efforts and talents, and striving for the best possible outcome in all endeavors.	Dapat binibigay ang tanging kakayanan, hindi pwede na basta-basta nalang.
Responsibility	Understanding and committing to one's roles and duties, and being	Hindi pina-uubaya kung kani-kanino. Inaako ang ang kailangang gawin.

	accountable for one's actions.	
Order	Upholding the harmony, peace, and cleanliness of the self and the environment, and maintaining organization and discipline wherever one may be.	Hindi magulo.
Engagement	Being actively involved in the community and contributing towards social development and transformation for the common good.	May paki-alam sa mga nangyayari sa mundo. May puso para sa mas marami.
Spirituality	Sustaining a strong relationship with one's God and expressing faith in action by serving the people and the country.	Maka-Diyos.

CHAPTER II SCHOOL FACILITIES

1. THE CAMPUS

BHC is located along the Roman Superhighway, west of Balanga City proper. The campus sits on an 8.6-hectare parcel of land.

2. THE HEROES' CLASSROOM

Class sizes are kept manageable to ensure that each student is given sufficient attention. There are both air-conditioned and non-airconditioned classrooms, depending on the need. All faculty members have access to multimedia facilities such LED projectors, that shall serve as aids in learning.

3. LABORATORIES AND INCUBATION AREAS

The campus boasts of fully-equipped laboratories and incubation areas that are intended to supplement classroom instruction, and enable experiential learning for students. Each of the laboratories is equipped with the necessary equipment and materials for students to conduct experiments and laboratory tasks.

4. ADMISSIONS/MARKETING OFFICE

Enrollees are initially endorsed to the admissions office to fill out registration forms upon enrollment. The admissions officer also answers inquiries regarding courses, fees, and other features of the school.

5. AVR AND CONFERENCE ROOMS

For events, seminars, and gatherings, the school has fully-equipped Audio Visual Rooms (AVR) and conference rooms that can accommodate larger audiences. At times, plays and performances may be held here.

6. GUIDANCE CENTER

A fully-furnished guidance center is designed to cater to the wellness needs of the student. The guidance program is implemented for the holistic development and monitoring of the student. Activities of this office include individual inventory, testing, and counseling. Specific measures and initiatives are also undertaken by the Guidance Center to minimize and eliminate bullying in all forms. In addition, the guidance center is tasked to give career guidance to college students.

7. OPEN STAGE

Used for student performances and institutional events, these venues can accommodate big audiences.

8. LIBRARY/READING AREA

Students are encouraged to cultivate the habit of reading. BHC is equipped with a spacious library with sizable book holdings, maintained and constantly being developed so that students have access to a place where they can study and stretch their minds and imagination.

9. CAFETERIA

Snacks and regular meals are available and served by a clean and fully-furnished canteen, which is located in its own building. Additional food stalls are also found in the student center.

10. STUDENT CENTER

The student center houses the gift and bookshop where students may purchase their books, uniforms, school supplies, souvenirs, memorabilia and basic grooming materials at the student center. Books and uniform may be charged to the students' account. Photocopying and printing services, and additional food stalls are available at the student center.

11. PLAY/SPORTS AREA

The wide park-like school grounds may serve as a place for students to relax, unwind, and study. There are also sports facilities to cater to the students' physical development; Basketball, Volleyball, and Badminton courts are located around the campus. Avenues for indoor sports such as table tennis, chess, and martial arts are also provided. Board games are available at the library for student use.

12. ATHLETIC EQUIPMENT

Athletic equipment is the property of the school. The equipment, stored in the athletics office, may be borrowed by the students for leisurely use. Student must log in their names and leave their ID at the athletics office. Their ID will be given back once they have returned the equipment. Students will be held liable for the damage or loss of the equipment while in their custody.

13. GYMNASIUM

The gymnasium is a multi-purposed enclosed space at the top of academic building 2, which is used for various activities like indoor sports, stage plays, programs, and convocations.

14. HEROES HALL

Located in the Administration building, the Heroes Hall is an airconditioned area that can be used for programs or subdivided as classrooms.

15. MEDICAL AND DENTAL CLINICS

The school has a medical and dental clinic manned by a full-time school nurse, and a school physician and dentist who hold regular clinic hours per week to attend to the physical/dental needs of the students. BHC students undergo periodic medical and dental examination. Records are kept for reference.

16. FACULTY ROOM

The faculty room is a space largely dedicated for teachers' use. It may also serve as a place where teachers receive parents and conduct consultations with students. The faculty room is strategically located so that students may conveniently approach their teachers for consultation.

17. BULLETIN BOARDS

Bulletin boards, where official and major announcements are posted, can be found along the corridors of the school building. No student is allowed to post on the bulletin boards without explicit permission from their department head or head of offices.

Chapter III: General Directives

CHAPTER III GENERAL DIRECTIVES

The following policies are provided to guide the students with standard, day-to-day, operational protocols of BHC. It is the responsibility of each student to read, understand, and follow the contents of the BHC Student Manual.

1. ENROLLMENT AND ADMISSION

A student's enrollment in BHC is a voluntary expression of the willingness to abide by the rules and regulations of the College. Therefore, every student is bound to the observance of these rules. A student is officially enrolled in the College after he/she has completed the enrollment process.

2. SECURITY AND SAFETY

The College has the obligation to ensure security, safety, order, and health of her students. All students must strictly observe and comply with security and safety rules and institutional health requirements, including active participation in fire and earthquake drills, waste management program, and other such initiatives.

3. ENTRANCE AND EXIT FROM THE CAMPUS

3.1 Students' ID and Entry

Each student is required to present the official BHC ID card upon entry into the campus, and wear the ID while inside the campus. No student shall be allowed to enter the school without his/her ID. Anyone caught without his/her own ID shall be subject to disciplinary sanctions.

Upon entry into the campus, students must submit themselves for inspection, which could include bag search or even frisking, if necessary. Those who refuse inspection shall not be allowed to enter (or in some cases, to exit) the campus.

3.2 Visitors

Visitors must register and submit themselves for inspection before they are given a visitor's pass and allowed entry in the campus.

3.3 Vehicles

- a. Students must secure a BHC vehicle sticker to be allowed to enter and park inside the campus.
- b. A visitor's pass is issued to a guest after logging in, depositing his/her driver's license at the guard, and undergoing a cursory inspection.

4. USE OF SCHOOL NAME AND SEAL

Students, individually or in groups, may not use the name and/or seal of BHC without authorization and approval of the Director of Student Affairs and Services (DSAS). This prohibition

Chapter III: General Directives

extends to non-school related activities including press releases, programs, invitations, announcements, tickets, and related materials.

5. PARTICIPATION IN EXTRA- AND CO-CURRICULAR ACTIVITIES

Co-curricular activities and College events are an integral part of student life. Each student is encouraged to actively participate in these activities.

All extra- and co-curricular activities of students should have the written approval of the Director of Student Affairs and Services (DSAS). All requests to hold these activities must be addressed to the same office.

6. STUDENT DECORUM

All students must approach the members of the College with courtesy and respect. Faculty, administrators, and staff are obligated to call the attention and police students who display unbecoming behavior. Disciplinary sanctions shall be applied accordingly.

6.1 Grooming and Dress Code

The official school uniform for both male and female students should be properly worn during school days inside the campus and, when required, outside the campus for official activities.

- a. The prescribed uniform for male students shall be worn over a plain white T-shirt or sleeveless shirt (*sando*), with black slacks, and black leather/ leatherette shoes.
- b. The prescribed uniform for female students should be worn with black leather/leatherette shoes.

- c. The PE uniform must be worn with rubber shoes during PE subjects.
- d. The following attire or garments are not allowed for students, especially inside the campus:
 - Tattered or excessively untidy clothes
 - Boxer shorts or sleeping clothes (as outerwear)
 - Flip flops or rubber slippers (*tsinelas*)
 - Excessively revealing clothing such as “see-through” shirts and blouses with plunging necklines, bare midriff or “heaven” blouses, spaghetti straps, and the like
 - Mini-skirt and shorts that are more than three (3) inches above the knee – Other similar clothing

6.2 Hallway Etiquette

Students are expected to observe peace and quiet when going through the school hallways so as not to disturb ongoing classes. Running, shouting and horseplay are forbidden.

6.3 Classroom Behavior

Students must abide by classroom policies implemented by the teachers. The teacher must report to the concerned dean/department chair any student who habitually violates these policies.

Chapter III: General Directives

7. SMOKE-FREE, ALCOHOL-FREE, AND DRUG-FREE CAMPUS

- a. BHC is a drug-free, smoke-free, and alcohol-free campus. The College conducts random drug testing for its students and staff. Those who refuse to undergo drug

- testing shall be subject to administrative sanctions.
- b. In support of the government's smoking ban, smoking is prohibited in all areas of the campus. Those who violate this prohibition shall be subject to disciplinary action.
 - c. It is strictly prohibited for any student to come to school under the influence of alcohol or other intoxicating substances. Bringing and consuming alcoholic beverages inside the campus is, likewise, strictly prohibited. Violators shall be dealt with accordingly.

8. SUSPENSION OF CLASSES

- a. Announcements made by the local government of Bataan shall govern the suspension of classes. In case of heavy rains causing flood in certain areas, it is the prerogative of the parents whether or not to send their child to school.
- b. Classes are automatically suspended without need for announcements from the school or the local government when typhoon signal number 2 (orange warning) or higher is raised by PAGASA.
- c. Students must tune in to the news and the school's official Facebook page for announcements on class cancellations, or contact the school through the following channels:

BHC may be reached through the following platforms:

- Landline: (047) 237-2383
- Email Address: (see appendix VI for directory)
- Official Website: www.heroes1979.edu.ph
- Official Facebook Page: Bataan Heroes College
- Official Twitter Account: @BHMCPHilippines

9. LOST AND FOUND

Parents and students alike are enjoined by the administration not to bring expensive items and gadgets into the campus. The school shall not be held liable for the loss of personal belongings. However, for the benefit of those concerned, students are required to surrender to the Office of Student Affairs and Services (OSAS) all articles that they find for proper posting.

10. FINANCIAL OBLIGATIONS

Students have the responsibility to pay their financial obligations. Non-payment of financial obligations to the school shall be grounds for discontinuance of studies. All financial liabilities shall be settled during the final examination period.

Chapter III: General Directives

11. ADDENDUM POLICIES

Institutional, departmental, and office policies and rules that may be promulgated by school authorities from time to time shall form part of general regulations of the College and deemed incorporated in this manual.

Chapter IV: Admission Policies

CHAPTER IV ADMISSION POLICIES

As a general policy, the College shall admit students without discrimination against sex, gender, religion, status or race. Admission to the College, however, is a privilege accorded to a student who conforms to the College's admission and retention policies, as enshrined in the constitution provision guaranteeing academic freedom (Philippine Constitution, Sec 5[2], Art. XIV, 1987).

The College then reserves the right to refuse admission to any applicant: (1) whose qualifications do not meet the standards of the College and/or the program that he/she desires to enroll in; (2) who has committed serious infraction of school rules in his/her previous school; (3) those of dubious character; and/or (4) those that fall below the academic and administrative standard of the College.

Admission requirements for each department may vary, depending on the demands of the programs. The admission office is in charge of initial screening and briefing of enrollees.

1. STUDENT CLASSIFICATION AND ADMISSIONS REQUIREMENTS

1.1 Freshmen Students

Senior high school graduates who have not been admitted to any degree program in another college or university are eligible for admission in BHC.

Only those who have graduated from schools with government recognition shall be considered for enrollment to the College (MORPHE, Sec 81, "Admission Requirements").

a. General Requirements for Enrollment:

- Original form 138 (report card), Alternative Learning System (ALS) Examinee Report Form, or Certificate of Rating in the Philippine Educational Placement Test (PEPT);
- Certificate of Good Moral Character from the school last attended;
- Four (4) pieces recent 2x2 ID photo;
- Original birth certificate from the Philippine Statistics Authority (PSA);
- Marriage certificate, if married; and a
- Long brown envelope.

Additional Requirements

b. For ALS/PEPT Passers:

Diploma or certificate of completion of secondary education.

c. For Students Availing of Scholarship:

See requirements in CHAPTER VII (STUDENT BENEFITS AND SCHOLARSHIPS). Only those who avail of the scholarship before or during the enrollment period shall be

honored. The grant cannot be retroactively applied once the school year has commenced.

d. For Previous Graduates:

Previous graduates are those students who did not immediately enroll in college after their senior high school graduation. They must submit a certification from their senior high school principal or registrar that their records such as the form 137A are still in the school files and has not been forwarded to another college/university.

e. For Filipino Applicants from Non-DepEd Schools Abroad:

Certificate of completion of secondary education or its equivalent

f. For Foreign Nationals:

i. Those who graduated high school in the Philippines:

- Alien Certificate of Registration/I-Card or Special Study Permit (SSP)
- Original and photocopy of passport (original will be returned to student upon verification)
- Documentary requirements similar to that of incoming freshmen

students ii. Those who graduated high school abroad:

- Certificate of completion of secondary education or its equivalent
- Alien Certificate of Registration/I-Card or Special Study Permit (SSP)
- Original and photocopy of passport (original will be returned to student upon verification)

1.2 Transferees

A transferee is a student from another college or university who has been granted transfer credentials and seeks admission to this College to continue his/her education. The College shall only accept students who were enrolled in CHED-recognized institutions.

a. Requirements for Enrollment:

- Honorable Dismissal
- Certificate of Good Moral Character from the school last attended
- Four (4) pieces recent 2x2 ID photo
- Certified true copy of birth certificate from the Philippine Statistics Authority (PSA)
- Official Transcript of Records or Certification of Grades from the last school attended
- Course description for subject crediting

1.3 Continuing Student (Old Student)

These are students who studied in BHC in the immediate previous semester. a. Requirements for Enrollment:

- School ID

Chapter IV: Admissions Policies

- Grades slip containing the grades of past semester issued by the instructor as verified by the department head and forwarded to the records department

1.4 Returnees

A returnee is a student previously enrolled in BHC but discontinued his/her studies before completion of the degree.

- a. The requirements for enrolment shall be verified by the registrar on a case-to-case basis, depending on the circumstances upon his/her dropping out such as the duration of discontinuance of studies, whether records are still with the College, etc.
- b. Students shall have his/her records evaluated by the head of the department which he/she wishes to enroll into.

1.5 Shiftee

Shiftees are continuing students who are shifting from or transferring to a different course or program (e.g. IT student transferring to Engineering).

- a. Shiftees must fill out the Change of Program Form available in the Office of the Director of Academics.
- b. Their transfer from their previous program and enrollment to another program have to be approved by the heads of both departments.
- c. Evaluation of student records shall be done by the head of the department which the student is transferring to.

1.6 Second Degree Undergraduate Student (Second Coursers)

Second Coursers are those students who have already completed a college degree in the past but wish to pursue another degree.

- a. Requirements for Enrollment:
 - Certificate of Good Moral Character from the school last attended
 - Four (4) pieces recent 2x2 ID photo
 - Certified true copy of birth certificate from the Philippine Statistics Authority (PSA)
 - Official Transcript of Records or Certification of Grades from the last school attended
 - Course Description for subject crediting
 - Certified True Copy of College Diploma

1.7 Cross Enrollees

Cross Enrollees are students who are officially enrolled in another institution but

are also applying for enrolment in BHC only for certain subjects. Students are only allowed to cross-enroll up to nine (9) units, subject to the approval of the department head. a. Requirements for Enrollment:

- Original copy of Cross Enrollment Permit from the school of origin

Chapter IV: Admissions Policies

- Four (4) pieces recent 2x2 ID photo

2. ENROLLMENT

A student is considered officially enrolled once they have completed the enrollment process. Once officially enrolled, students have the right to pursue and finish their program of studies in BHC, except for cases of academic deficiency, violation of institutional rules and code of ethics, non payment of tuition and other fees, health reasons, and other valid causes.

2.1 School Calendar

BHC adopts a semestral school calendar, which divides one (1) whole calendar year into the 1st semester, the 2nd semester, and the Summer semester. The academic year shall be computed to include the two semesters and the summer semester.

2.2 Enrollment Procedure

Every student must enroll during the prescribed registration period, which is usually a week before the start of classes. Enrollees should follow the step-by-step instructions posted at conspicuous areas during enrollment time. Scholars should also follow procedures specific to them.

General rules on enrollment:

- a. Students are responsible for ensuring that they follow the sequence of subjects in the curriculum. Enrollment in a subject without the necessary prerequisite is deemed invalid and shall not be credited regardless of grade earned.
- b. Only subjects approved for enrollment by the department head or delegated representative may be credited.
- c. Late enrollment shall only be allowed up to a period determined by the Director of Academics, but shall be charged a penalty fee.

2.3 Academic load

a. Regular Student Study Load

Regular students are allowed to enroll the prescribed number of subject units indicated in the approved curriculum.

b. Probationary Student Study Load

Students who are on academic probation are allowed to enroll less subject units than regular students, depending on what is prescribed in their respective

departmental policies. This is therefore subject to the advice of their department head.

c. Working Scholar's Study Load

Working scholars are limited to a study load of fifteen (15) units per regular semester. The administration, however, with the recommendation of the department

Chapter IV: Admissions Policies

head, may use its discretion to allow a working scholar up to eighteen (18) units of academic load. Working scholars are limited to six (6) units during summer semesters.

d. Graduating Student's Study Load

Graduating students may be allowed to enroll an additional six (6) units of study from what is prescribed in the curriculum [i.e., six (6) units overload] in the last semester of his/her last school year. This depends, however, on the student's academic performance as well as the recommendation of the department head, as duly approved by the Registrar.

e. Summer Semester Study Load

Students are limited to a maximum of nine (9) units of study load, provided that they are not enrolled in more than one (1) laboratory subject.

f. Overloading of Units

Students may enroll in more units than what is prescribed in the curriculum, provided that their academic performance has been assessed to handle such. This is subject to the recommendation of the department head and approval of the Registrar.

2.4 Program Changes (Adding, Dropping, and Change of Subjects)

Only for valid reasons, students may add, drop, or change their subjects within the period prescribed by the registrar. "Instructor shopping" and other program changes without a justifiable reason is strictly not allowed. No student may drop or change a subject without the approval of the department head; otherwise, the student will receive a failing grade for the subject.

Procedure for adding, dropping, or change of subjects:

- a. One (1) copy of the adding, dropping, and change of subject form shall be duly accomplished by the student and submitted to the department head along with the student's original and validated Certificate of Registration (COR).
- b. The office of the concerned department head shall be responsible for forwarding the accomplished forms to the business office.

- c. Students may then claim their new forms at the business office.
- d. Upon approval, students must pay the fee at the cashier.
- e. Assessment shall then forward accomplished forms to the student.
- f. Student must bring COR to records section.

2.5 Petition for Special Classes and Tutorial Subjects

Opening of special classes or tutorial subjects may be requested by students for the following reasons only:

- a. If the subject is not offered in the current semester
- b. If the students are candidates for graduation and the current schedule is in conflict with currently enrolled subjects

Chapter IV: Admissions Policies

Procedure for request of special and tutorial subjects

- a. Within the enrollment period, the students shall submit a Tutorial Request Form to the Program Chair for the offering of identified subject(s) within the enrollment period
- b. Program Chair endorses to the Dean of the department who will further endorse the request to the office of the Director of Academics
- c. Final approval of the request shall be made by the administration
- d. Once approved, the students shall pay for the costs in full then proceed to the assessment office for enrollment.

2.6 Cross Enrollment to other Institutions

Students are generally not allowed to cross-enroll to other schools, except for graduating students. For special cases, students may be allowed to cross-enroll but only in schools that have the same program as BHC and are duly recognized by CHED.

Subjects of students who cross-enroll without approval shall not be credited.

Procedure for Cross Enrollment:

- a. Secure and fill out a permit to cross-enroll at the registrar's office.
- b. Submit filled-out form to the department head, for his/her recommendation.
- c. Department head shall forward form to the registrar.
- d. Registrar releases permit if the student is granted permission. Otherwise, the student is informed accordingly.

2.7 Withdrawal of Enrollment/ Discontinuance of Studies

Students may officially withdraw from enrolled programs with the approval of the department head and the Registrar.

Officially withdrawn subjects may be given a grade of W. Withdrawal of subjects shall only be allowed during the allotted adding or dropping period.

Procedure for Withdrawal of Enrollment:

- a. Students who wish to withdraw their enrollment from the College must first write to notify their department head of their decision to withdraw. The letter must be noted by or written by the student's parents and/or guardian, and it should indicate the reason for the student's withdrawal. The letter must also contain the contact details of the parent and/or guardian.
- b. The department head shall then endorse the letter of withdrawal to the Registrar's office, where the student shall be given a clearance form.
- c. Withdrawing students must complete the clearance form. If there are any outstanding obligations, students must settle these first before they are issued transfer credentials.
- d. Student must surrender their college-issued ID upon withdrawal of his/her enrollment. In case of loss, student must execute an affidavit.

Chapter IV: Admissions Policies

- e. When the student withdraws his/her enrollment, he/she shall be reimbursed for tuition payments made pro-rated to duration of attendance. Conversely, students shall only be charged for the period attended prior to withdrawal. Registration fees, however, can no longer be reimbursed. Schedules are as follows:

Withdrawal Period	Reimbursable Amount*
During enrollment period	100% of tuition and miscellaneous
Within one (1) week of classes	80% of tuition and miscellaneous
Within two (2) weeks of classes	70% of tuition and miscellaneous
Within three (3) weeks of classes	50% of tuition and miscellaneous

*This is based on student paying the full tuition amount.

- f. Students need to officially withdraw or drop. Otherwise, they shall be liable for fees of the entire semester if withdrawal is unauthorized or unofficial (e.g., if student stops going to school at any time, even at the start of classes.). Students are liable for pro rated fees (as seen above) depending on when they withdraw. Without officially withdrawing, the student shall be charged 100% of the fees.

3. TRANSFER AND ISSUANCE OF RECORDS

Students must clear themselves of all obligations from the College before they are issued their records and credentials. Students must obtain and complete a Clearance Form from the Registrar, and complete the signature requirements from pertinent offices.

3.1 Issuance of Transfer Credentials

For transfer purposes, the certificate of Honorable Dismissal can only be issued

under the following circumstances:

- a. The dismissal is not due to disciplinary reasons.
- b. The request to transfer has been duly approved.
- c. Clearance from all concerned offices has been completed.

The Honorable Dismissal is issued to the student while the Transcript of Records (TOR) is sent directly to the school where the student has transferred. The student may request for a copy of the TOR, marked "For Evaluation Purposes Only."

Issuance of transfer credentials for the second time requires the student to execute an affidavit of loss indicating circumstances of the loss or destruction of the original copy, including a declaration that the original has never been used for enrollment in any other school.

3.2 Withholding of Transfer Credentials

BHC reserves the right to withhold the release of transfer credentials of any student for any unsettled academic, administrative, and/or financial obligations to the school, including keeping in their possession official documents and other school property.

Chapter IV: Admissions Policies

3.3 Requests for Certifications, Student Records, and Other Credentials

Requests for other documentary requirements such as good moral certification, certification of English as the medium of instruction, certification of enrollment, student record request, etc. shall be made at the Records Office. Rules and protocols of the Records Office shall apply.

3.4 Requests for Certifications, Student Records, and Other Credentials by a Proxy

For instances where the student cannot personally request or claim for his/her records and sends a proxy instead, the proxy must present a letter of authorization from the student containing the following:

- a. Expressed consent for the proxy to request for and claim specific student records
- b. Identity of the proxy and his relationship to the student
- c. The address, contact number, signature, and photocopy of a government issued ID or any valid ID of the proxy.

The request may also be emailed to the Registrar's email address.

Chapter V: Academic Policies

CHAPTER V ACADEMIC POLICIES

1. ATTENDANCE

Regular attendance in all classes is the most important obligation of the student. They are expected to attend all scheduled class exercises and school activities.

1.1 Absences

Students should not incur absences of more than twenty percent (20%) of the prescribed number of classes in a semester. The number of absences shall not exceed the following:

Units/Hours/Classes	Allowable Absences
3-unit course meeting twice (2x) a week	7 absences or 10.5 hrs
1-unit course meeting once (1x) a week	3 absences or 3 hrs (lec)/8 hrs (lab)
4- and 5- unit courses	For computation

- There shall be no excused classes. Any reconsideration or special cases shall be decided by the faculty.
- Allowable absences for laboratory subjects shall also follow the twenty percent (20%) rule.
- Students who leave the classroom for no valid reason before the end of the class shall be marked absent.
- Students who have exceeded the allowable number of absences (overcut) automatically fail the subject, and his/her grade for that subject shall be marked FA (Failure due to absence).
- Class hours lost to late registration are considered absences.

1.2 Tardiness

- For lecture classes, students who come to class ten (10) minutes after the class has started shall be marked late, but if they come in twenty (20) minutes after the class has begun, they shall be marked absent even if they stay for the entire class period.
- For laboratory classes, students who come to class fifteen (15) minutes after the class has started shall be marked late, but if they come in twenty-five (25) minutes after the class has begun, they shall be marked absent even if they stay for the entire class period.
- Three (3) instances of tardiness is equivalent to and thus shall be marked as one (1) absence

Chapter V: Academic Policies

2. EXAMINATIONS

2.1 Regular Examinations

- Four general examinations are given every semester, namely:
 - Preliminary (prelims) examination
 - Mid-term examination

- Semi-final examination
- Final examination

These exams are given on dates determined and announced at the beginning of the semester. Summer semesters have two examinations: the midterm and final exam. b. Students must secure an exam permit from the Assessment Office. The student must present the permit and his/her ID to the instructor before he/she is allowed to take the examination.

- c. Questionable permits such as those with name erasures and those that have been tampered with will not be accepted. Forged and falsified permits shall merit disciplinary sanctions.
- d. Students who fail to take the scheduled regular exams due to valid reasons may be given a special examination upon presentation of a special exam permit on a pre-announced date.
- e. Failure to take the examinations within ten (10) calendar days after the scheduled examination will mean an automatic failing grade for the term concerned, except for valid and excused absences as recommended by the department head. A student
- f. Only after approval of the Director for Academics can the student take special exams within the regulation period.

2.2 Delayed Examinations/ Special Examinations

- a. Students who fail to take the final exam or submit an academic requirement for completion of a subject to shall be given a grade of incomplete (INC), which should be fulfilled within one (1) year after the semester it was acquired.
- b. Students must accomplish the application for special exams which must be approved by the Director for Academics who shall ascertain the reasons of the delay. Valid reasons for taking special exams are: delay in tuition fee payments, student illness, and urgent personal concerns such as death or serious illness of immediate family members. All other reasons shall be considered invalid.
- c. If the student's reason for the delay is valid, only eighty percent (80%) of the term exam score shall be included in the computation of the term grade.
- d. Students must pay for and claim their special exam permit from the business

office.

3. GRADING

BHC strictly adheres to the policy of giving grades to students based solely on scholastic performance. Faculty members shall not add or diminish grades in a subject for co-curricular or extra curricular activities, attendance, or misconduct except for what is explicitly provided for in the student manual or for whatever is relevant to the subject content and requirements.

Chapter V: Academic Policies

3.1 Grading System

BHC adapts the averaging grade computation where the grade for the semester is computed based on the average of midterm grade and finals grade. For example:

Student A earned a preliminary grade of 2.5. Her grade for the current period is 1.0. Hence, the midterm grade shall be computed as follows:

$$\frac{2.5 \times 2 + 1.0 \times 2}{2} = 2.25$$

$$2 = 2.25$$

Using number grades

$$2.5 + 2$$

$$2 = 2.25$$

- Where 2.5 is the midterm grade and 2 is the finals grade. The average of both is 2.25 which shall be entered into the grading sheet.

Using percentages

$$83\% + 89\%$$

$$2 = 86\% \approx 2.5$$

- When the percentage is transmuted to the numerical equivalent, the student has a midterm grade of 2.5, which shall be entered in the grading sheet.

3.2 Basis for Grading

In all courses, the general basis for grading students is the work they have done and the ability that they have exhibited. The basis for grading and their corresponding weights for a given periodic term shall be as follows:

Category	Percentage
1. Class participation (Recitations, oral exams, quizzes, projects, term papers, oral and written reports, and other classroom activities)	60%
2. Periodic Examinations (Midterm and Finals)	40%

The percentage equivalent may be used for computing the student's marks but it should be transmuted to the equivalent numerical rating to be placed in the student's college records.

3.3 Forms of Grades

The number system is used for recording grades. Below are the percentage equivalents of the number grades:

Number Grade	Percentage Equivalent	Remarks
1.00	96-100	Excellent
1.25	93-95	Very Good
1.50	90-92	Good
1.75	88-89	Fair
2.0	86-87	Very Satisfactory
2.25	85	Satisfactory
2.5	80-84	Very Proficient
2.75	77-79	Proficient
3.00	75-76	Passed
3.5 - 5.0	74 and below	Failed

Other final notations are given the following marks:

Remark		Definition
W	Withdrawn	Subject was withdrawn or dropped within the prescribed period, earning no credit for the subject.
AW	Authorized Withdrawal	Withdrawal from subject(s) was done in prescribed form, not later than the first day of the midterm period.
FA	Failure due to absences	The student exceeded the allowable number of absences (overcut) and automatically failed the subject.
U	Unauthorized Withdrawal	Subject withdrawals that are unauthorized shall merit a failing grade of 5.0.

IN C	Incomplete grade	A student who has not fulfilled the major subject requirements for valid reasons may be marked with an INC. Students are given one (1) school year from the semester where the INC was acquired to fulfill all the requirements of the subject, otherwise, a failing grade of 5.0 will be given.
---------	------------------	--

Chapter V: Academic Policies

3.4 Issuance of Grades

Student's final grades are issued to the student in the prescribed form by the Registrar.

3.5 Change of Grades

After a student's grade has been uploaded into the computer system, it may only be changed through a prescribed process to secure the veracity of the student grade.

Acceptable reasons for change of grade

- a. Computational and mathematical error
- b. Wrong assignment of weights
- c. Clerical or typographical error

Procedure for change of grade

- a. An appeal for change of grade must be made in writing by the student to the instructor who assigned the grade in question.
- b. The teacher makes a written recommendation for change of grade in four (4) copies, with recommending approval from the department head. The teacher should include a detailed explanation, evidence, or basis for the change of grade to validate the request.
- c. Recommendation for change of grade must be processed by the faculty and should be duly notarized.
- d. Final approval shall be made by the office of the Director of Academics, after verification.
- e. The Registrar and MIS head shall be furnished a copy of the change made.
- f. Faculty may then proceed with the change of grade in the system under the guidance of the Registrar and/or the MIS.

The request may only be considered up to six (6) weeks from the beginning of the succeeding semester in which the subject in question was taken. After which, the student will have forfeited his claims to change of grades.

4. EVALUATION AND ASSESSMENT OF CREDITS

4.1 For Old/Continuing Students

All incoming senior students must have already been evaluated before they are allowed to enroll in their senior year in order to address any deficiency

4.2 For Transferees

- a. Transferees must provide his/her Official Transcript of Records as basis for evaluation of subject credits.
- b. The student shall submit a certified true copy of the course description from the previous school to expedite the crediting process. However, he/she may be further required to submit a copy of the course syllabi for the subject.
- c. When the units of a subject taken in another school is less than what is prescribed by the College, student-enrollee should re-enroll the said subject.

Chapter V: Academic Policies

4.3 For Foreign Students

- a. Scholastic records of foreign students who intend to apply as a freshman shall be endorsed to the Department of Education (DepEd) for evaluation to assess whether they are eligible to enroll in BHC, which is based in the Philippines.
- b. For foreign transferees, evaluation of records from a foreign school is conducted by the Registrar based on the curriculum of the program that the student intends to pursue and the syllabus of the last school attended.

5. CURRICULUM IMPLEMENTATION

Students are required to follow the curriculum implemented during the time that they are enrolled. In case that the students stopped attending school for a period of time exceeding one (1) year, returnees are required to follow the curriculum enforced upon their re-entrance to the College.

6. ACADEMIC PROBATION

Students who are unable to meet the standards prescribed by the College may be put under academic probation to help and ensure that students persist in their chosen program.

Students who incur three (3) failing subjects shall be put on academic probation, which may entail the following:

- a. Parent conference with the guidance counselor
- b. Exclusion from extra and co-curricular activities
- c. Less subject loads

7. GRADUATION REQUIREMENTS

As a general rule, only those students who have fulfilled all their academic, administrative, and financial obligations shall be allowed to join the commencement ceremony.

7.1 Procedure for Graduation

- a. Candidates for graduation must apply for evaluation of their records from the Registrar's office at the start of their senior year in college to enable them to attend to any deficiency. Dates and deadlines for this application are announced each semester by the College Registrar.
- b. All candidates for graduation must have their transcript of records cleared and their deficiencies fulfilled not later than the first month of their senior year.
- c. Once deficiencies have been corrected, the Registrar's office shall evaluate their records to assess those who are qualified for graduation.
- d. After said period, no additional credit shall be considered for graduation, except those subjects which the student is currently taking during the semester.
- e. Candidates for graduation must accomplish their clearance before taking the final exams to clear them from financial and property obligations to the school.

7.2 Institutional Requirements for Graduation

Chapter V: Academic Policies

- a. To graduate, students must have completed all the requirements of the official curriculum of the program they are enrolled in. Final grades must be submitted on the designated schedule as a basis for deliberation.
- b. To graduate, students must be cleared from all administrative, academic, financial and property obligations to the school.

7.3 Participation in the Graduation Ceremony/Commencement Exercises

- a. A student who has any academic, administrative, or financial obligation to the school that was not cleared in the prescribed period shall not be allowed to march during graduation. Only students who have completed all the graduation requirements before the graduation date will be allowed to march during the ceremony.
- b. Students will only be recommended for graduation upon compliance with the following requirements:
 - Candidates for graduation must have their Transcript of Records cleared and deficiencies made up not later than the first month of senior year.
 - They must apply for the evaluation of records from the Registrar at the start of the senior year and subsequently address any deficiency.
 - They must submit all documentary requirements as students of the College. – After a set period, no additional credit shall be considered for graduation except for those subjects which the student is actually taking during the semester.
- c. All candidates for graduation must be present at the commencement rehearsals and exercises.
- d. Those who are October graduates will only be allowed to march in the succeeding graduation ceremony after the completion of all their requirements.
- e. Any appeal or request to join the commencement exercises when the student has requirement deficiencies shall not be entertained.

Chapter 6: Grievances and Offenses

CHAPTER 6 GRIEVANCES AND OFFENSES

BHC ensures that there is an appropriate venue and forum to address and resolve grievances among her members through due process. *Due process* shall be complied with at all times and for all reported grievances and offenses. All complaints that are proven to be unfounded, baseless, and with malicious intent shall be subject to disciplinary action.

As a general rule, the sanctions on students shall be commensurate to the offense committed.

1. GRIEVANCE PROCEDURE

Any complaint must be made in writing and should contain the following details: a. Name of respondent/the accused; year level and department, if known.

- b. The specific offense or offenses and a detailed incident report with vital facts such as time, date, place of occurrence, persons involved, number of incidents, witnesses, and other pertinent matters.
- c. Name/s and signature of complainant.

The complaint letter may be emailed to the Office of Student Affairs at osas@heroes1979.edu.ph

1.1 Complaint of Student Against Another Student

- a. All complaints and incident reports from a student against a fellow student from the same department must be made in writing and presented to the department head, who shall conduct a preliminary investigation to determine whether the complaint is substantial. If complaint is valid, the department head shall then forward the complaint with his/her initial findings and recommendation to the Office of Student Affairs and Services (OSAS).
- b. If the complaint involves students from different departments, the written complaint shall be endorsed immediately to the OSAS.
- c. For minor offenses, the OSAS or prefect of discipline investigates and implements appropriate disciplinary action.
- d. For major offenses, the OSAS or prefect of discipline convenes the Student Discipline and Grievance Board (SDGB) to hear the case.

1.2 Complaint of a Student or Parent Against BHC Faculty or Staff

- a. All complaints and incident reports made by a student against a BHC faculty or staff member, whether academic or behavioral, should be written in a formal letter and submitted to the OSAS for verification.
- b. The OSAS forwards the verified complaint to the pertinent head of the department where the concerned faculty or staff belongs. The head of the department then

then issues a notice to the concerned employee, for them to explain their case in writing within five (5) working days upon receipt of complaint.

- c. If the complaint is a major offense that warrants suspension or dismissal from the College, the OSAS shall recommend for the Employee Discipline and Grievance Board (EDGB) to be convened. The EDGB shall hear the case following the procedure as promulgated in the faculty manual.

1. Complaint of Faculty or Staff Against a Student/Parent

- a. The faculty or staff member must write a formal letter to the OSAS, who shall receive and verify the written complaint.
- b. Once verified, the OSAS shall then conduct an investigation following due process. The concerned student and/or parent shall be notified of the complaint and shall be given the chance to respond within five (5) working days after receipt. Parents of the student shall also be informed of the complaint.
- c. The OSAS is also tasked to gather evidence if need be, such as conduct interviews and call for witnesses.
- d. Based on the findings, the OSAS shall take appropriate disciplinary action. For major offenses, especially those that warrant suspension, separation, or expulsion, the OSAS may convene the SDGB.

2. DUE PROCESS

Each accused is afforded the right to due process—to be given notice of the complaint lodged against them, and to be heard. Due process dictates that:

- i. The concerned shall be informed in writing of the nature and cause against them.
- ii. They shall have the right to answer the charges against him/her.
- iii. They shall be informed of evidence against him/her.
- iv. They have the right to adduce evidence in his/her own behalf.
- v. The evidence shall be considered by the investigating body duly authorized by school authorities to hear and decide the case.
- vi. The penalty should be commensurate with the nature and gravity of the offense.

2.1 Steps

- a. The student shall be given a show-cause letter that informs him/her, in writing, of the nature and cause of the complaint against him/her.
 - If the student is a minor, the parent or guardian shall be furnished a copy of the show-cause letter.
 - Failure of the student to answer means that the student has waived his/her right to being heard, in which case, due process continues.
 - The student shall have the right to counsel, not necessarily a lawyer, in all stages of the proceedings but he/she shall inform the SDGB chairperson if counsel is to be present at the SDGB hearing.
- b. If the student admits to the accusation, an appropriate sanction is imposed by the

- OSAS. If the student denies the allegations, makes some defense, or presents a mitigating circumstance, the SDGB shall be convened.
- c. The SDGB performs its duties and responsibilities and ensures the conduct of due process.

Chapter 6: Grievances and Offenses 31

- d. The student shall be informed, in writing, of the decision promulgated in the case.
- e. If student is found at fault, the punishment imposed shall be commensurate with the nature and gravity of the offense.

3. TYPES OF OFFENSES

3.1 Minor Offenses

a. Involving the Dress Code

- i. Non-wearing of school ID upon entrance and at any time within the school grounds.
- ii. Using another student's school ID, a fake ID, or other deceptive means to enter and exit the campus, as well as assisting others to do so.
- iii. Styling and wearing of items improper for the collegial environment such as sporting loudly colored hair or bold haircuts, and wearing earrings and other piercings for boys.
- iv. Non-observance of dress code and improper or non-wearing of uniform (including students not following the prescribed cut or color of uniform, and other deviations).
- v. Cross-dressing with uniforms is generally not allowed but special permission may be sought out by the student, subject to review and approval of the college administration.
- vi. Visible tattoos must be covered

b. Involving Safety

- i. Refusing to submit one's self and belongings to lawful search and inspection upon entrance to the school and at anytime within the school premises.
- ii. Unauthorized posting of announcements, posters, or streamers on school property and on school grounds.
- iii. Loitering, running, shouting, engaging in loud conversations in corridors, and other disruptive actions that may disturb other students.

c. Involving Property

- i. Littering.
- ii. Spitting inside campus.
- iii. Improper use of school equipment and facilities such as sitting on desks and tables, standing on chairs, etc.
- iv. Unauthorized, undesirable writing on blackboards and/or bulletin boards.
- v. Failure to return library books on time.
- vi. Hiding valuable property of others.

- vii. Failure to follow Clean As You Go (CLAYGO Policy), especially in the School Cafeteria.

d. Conduct Unbecoming of Students

- i. Loitering in unauthorized areas

Chapter 6: Grievances and Offenses 32

- ii. Public display of affection

- iii. Running, shouting and making noise along the corridors or near

- classrooms iv. Cheating in any examination, test, quiz, project, report, or assignment

- v. Other similar offenses

3.2 Disciplinary Sanctions/Penalties for Minor Offenses

Following are disciplinary sanctions for minor offenses. More than one sanction may be applied depending on the gravity of the student offense.

Heavier sanctions shall be imposed upon repeat offenders (e.g., first offense for non observance of dress code: verbal warning; third offense: dialogue with parent/guardian; fifth offense: mandatory counseling or service).

- a. Verbal or written warning
- b. Apology to parties concerned
- c. Recompense or reparation for damages inflicted
- d. Restitution and payment for damaged property
- e. Penalty
- f. Dialogue with parent or guardian
- g. Written reprimand
- h. Mandatory counseling
- i. Mandatory community service
- j. Other sanctions as may be determined by the OSAS

3.3 Major Offenses

a. Offenses Against Property

- i. Vandalism or damage to college property, equipment, materials and supplies; and to property owned by any member of the academic community.
- ii. Extortion, robbery, theft, pilferage and attempts thereof to college property, equipment, materials and supplies; and to property owned by any member of the College.
- iii. Unauthorized use of school facilities and equipment resulting in damage.
- iv. Buying/selling of stolen goods, whether deliberate or not.
- v. Other analogous acts.

b. Offenses Against Security and Order

- i. Illegal possession of deadly weapons and explosives including but not limited to knives, guns, firecrackers, etc. in the campus.
- ii. Possession, use, or trafficking of prohibited drugs and substances or any regulated drug without proper prescription within the campus premises.
- iii. Bringing and/or drinking alcoholic or any intoxicating beverage in the campus.
- iv. Coming into campus under the influence of alcohol or prohibited substances.

Chapter 6: Grievances and Offenses 33

- v. Instigating and/or engaging in activities which disrupt the campus peace or which are in breach of security protocols .
- vi. Disrupting or disturbing class or any school function or activity without just cause.
- vii. Recruiting, organizing, or joining groups or organizations that are contrary to law; practicing violence and hazing; and/or conduction of activities which tend to disrupt order in the school.
- viii. Starting or taking offensive action that clearly provokes violence.
- ix. Fighting or instigating a fight; inflicting physical injury; coercing, intimidating, and/or threatening any member of the College or any person while within and nearby the campus perimeter.
- x. Possessing or using of pyrotechnics, fireworks, explosives, firearms, live ammunition (bullets), and/or weapons within school premises.
- xi. Other analogous acts.

c. *Offenses Against Persons, Honor, and Authority*

- i. Physical or verbal assault on any person within the campus or in public spaces, as long as it affects campus peace.
- ii. Slander or defamation committed against any member of the College or against any person within the campus or beyond, and in any form or medium including the social media, if such acts affect campus peace.
- iii. Hazing in any form as enshrined in RA 8049 (*An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and Other Organizations and Providing Penalties Thereof*).
- iv. Acts constituting gross discourtesy and disrespect to any person but especially to members of the College, who are persons in authority.
- v. Insubordination.
- vi. Disrespect, ridicule, contempt, or direct assault of any school official, faculty member or non-teaching personnel of the College.
- vii. Direct assault against a school official, faculty, employee or another student inside or outside the campus.
- viii. Rumor-mongering and defamation in any form, including the internet space and social media, against members of the College.
- ix. Fabricating charges and filing maliciously baseless complaints against another member of the College.

- x. Bullying, including cyberbullying, and offensive behavior towards members of the College and other students. (see appendix II)
- xi. Cyber libel (see appendix IV)
- xii. Assaulting, threatening, or challenging to a fight any member of the College within or outside of school, or any person within the school perimeter.
- xiii. Any act which could be classified as offenses against persons under the Revised Penal Code, Cybercrime act of 2012 and other penal laws .
- xiv. Other analogous acts.

Chapter 6: Grievances and Offenses 34

d. Offenses Involving Conduct Unbecoming of a Student

- i. Forgery, falsification, or alteration or misrepresentation of academic or official records or documents of any kind.
- ii. Plagiarism.
- iii. Bribery or any attempt thereof towards any member of the College to gain any favor for himself, such as extra points or change of grades.
- iv. Offering or giving of commission or any other incentive to a member of the College in exchange for any favors.
- v. Malversation of funds of recognized school organizations by failing to provide adequate liquidation of funds and expenses.
- vi. Refusal to submit to random drug testing.
- vii. Smoking, or using e-cigarettes or vape, inside the classroom, laboratories, libraries and along the corridors.
- viii. Gambling inside the campus.
- ix. Viewing of pornographic materials including daring photos, in any medium such as print or digital such as in gadgets.
- x. Acts of lewdness, indecency, display of immoral conduct and obscenity within the school campus.
- xi. Excessive public display of affection.
- xii. Bullying, cyberbullying, cyber harassment.
- xiii. Hacking and other computer/cyber crimes.
- xiv. Sexual harassment which includes, but is not limited to, unwelcome and inappropriate physical and verbal behavior that are sexual in nature.
- xv. Using another student's ID to enter school campus or borrow laboratory apparatus, sports equipment, books or for any other purpose.
- xvi. Representing the College in off-campus activities without authorization from the OSAS or school officials.
- xvii. Conviction of crimes involving moral turpitude against persons or property.
- xviii. All other acts of dishonesty and immorality which cause prejudice to the College.
- xix. Unauthorized selling of tickets, collection, and other forms of illegal extraction.
- xx. Unauthorized solicitation of favors, gifts, donations from students, members of

the College or to outsiders using the name of the school.

xxi. Acts that bring shame to the name of the College such as commission or imputation of a crime, a vice and other scandalous acts, such as acts of public drunkenness while wearing the school uniform or anything that identifies the student to be from the College.

xxii. Other analogous acts.

e. Offenses Against the Good Name of the College

i. Unauthorized use of the College logo and other school emblem; using or printing of tampered College logo.

Chapter 6: Grievances and Offenses 35

ii. Use of the College as a subject in theses, studies, and the like, or conducting and publishing a study without prior written consent of the College.

iii. Maliciously spreading lies, or any attempt at destroying the good name of the College.

iv. Preparation, publication, possession, and distribution of scandalous and banned literature.

v. Acts of subversion and insurgency such as posting damaging and false accusations on social media, unauthorized demonstrations; or boycotting of classes, picketing around the college campus in protest without appropriate permits.

vi. Other analogous acts.

3.4 Disciplinary Sanctions for Major Offenses and Their Definitions:

a. Preventive Suspension

An erring student who is undergoing investigation may be preventively suspended when his/her continued presence poses serious distraction from the normal operations of the College or would pose eminent threat to other persons and property on Campus.

In no case shall the preventive suspension exceed twenty percent (20%) of the total number of school days.

b. Forfeiture of Scholarship Grants, Discounts, and Privileges; For Student Officers, Forfeiture of Officer Position

Committing a disciplinary infraction may result in the student losing school-based scholarship grants and discounts, even if their grades warrant merit-based scholarship. The same goes for officer-students who are expected to show good leadership and behavior worthy of emulation. The requirements for maintaining scholarship and officer position includes not only academic but behavioral excellence as well.

The length of forfeiture shall be based on the recommendation of the SDGB and may range from one (1) semester or for the rest of the erring student's

enrollment in the College.

c. Suspension for a Specified Period That is Less Than One (1) Term, With or Without Community Service

Students may be suspended from attending classes for a specific period based on the nature and gravity of the offense, but the suspension shall not exceed twenty percent (20%) of the total number of school days. The erring student may also be asked to render community service during his suspension.

d. Dismissal from the College

Dismissal from the College shall mean that the erring student is immediately separated from the College and shall not be issued a certificate of good moral character.

Chapter 6: Grievances and Offenses 36

e. Non-Readmission to the College

In cases of non-readmission to the College, the student is allowed to finish the semester but shall not be allowed to re-enroll in the next semester. The student shall not be issued a certificate of good moral character.

f. Non-Academic or Disciplinary Probation

A student who violates school rules may be placed in disciplinary probation which shall have conditions that the erring student must abide by, otherwise he/she shall be subject to sanctions.

g. Expulsion

Only in cases of extreme moral turpitude shall an erring student be expelled. This sanction declares the erring student unfit and disqualified for enrollment in any tertiary institution in the country. Due to its extreme consequence, expulsion may only be imposed by the College with approval from CHED.

h. Other Appropriate Sanctions as May Be Determined by the Disciplinary Board and the Administration

4. THE STUDENT DISCIPLINE AND GRIEVANCE BOARD (SDGB)

The Student Discipline and Grievance Board (SDGB) takes on the primary role of handling and hearing cases related to student discipline and grievances. The SDGB shall ensure the conduct of due process, and provide unbiased and just recommendations for appropriate action upon conduct of proper investigation.

4.1 Composition

The SDGB shall be comprised of the following members:

- a. A department officer from neither the accused nor aggrieved party who shall act as Chairman of the committee

- b. A regular non-teaching staff
- c. 2 faculty members from a different department
- d. An SSG or DSG officer from any department as observer

4.2 Roles and Responsibilities

- a. The SDGB shall keep the facts of the case confidential
- b. Read and study the investigation report and evidences to familiarize themselves with facts of the case
- c. Review the sanctions and penalties stipulated in the manual
- d. Prepare the schedule, venue, and notice of hearings
- e. Record the minutes of the hearing
- f. Formulate recommendations for appropriate action and sanctions based on the merits of the investigation

Chapter 6: Grievances and Offenses 37

4.3 Procedures

During the hearing, the SDGB shall:

- a. Verify the statements of those involved through thoughtful questioning.
- b. Examine all the evidence presented to the body.
- c. The committee shall send a notice of the hearing to each of the following:
 - i. Complainant
 - ii. Respondent
 - iii. Witness(es)
 - iv. Guidance Counselor

Should the respondent decide to bring legal counsel to the hearing, he/she should inform the committee prior to the hearing date.

The committee shall submit their findings, recommendations, and rationale for the recommendations to the administration through the Office of the Director Academic Affairs or through the Office of the Director of Administration within five (5) days from the end of the hearing. Final approval of the decision shall be made by the administration.

5. IMPLEMENTATION OF APPROVED SANCTIONS FOR THE STUDENT

- a. The OSAS shall prepare a written memorandum for the student stating the school violation and the corresponding approved sanction.
- b. The President or designated authority shall sign a copy of the approved recommendation of the SDGB.
- c. The OSAS shall issue to the student the sanction, which is commensurate to the violation.

Chapter 8: Awards

CHAPTER 7 STUDENT BENEFITS AND SCHOLARSHIPS

1. TUITION DISCOUNT

1.1 For Family of Heroes' Personnel

A fifty-percent (50%) discount on tuition shall be granted to students who are children of tenured and regular faculty members of the College.

1.2 For Those with Three (3) or More Siblings Studying in the College

A fifteen-percent (15%) discount on tuition shall be granted to a third sibling in case three (3) immediate family members enroll in the College.

A twenty-five-percent (25%) discount on tuition shall be granted to a fourth sibling in case four (4) immediate family members enroll in the College.

1.3 Discount on Full Payment

A five-percent (5%) discount on tuition is given to students who pay the total amount of their financial obligations for the whole semester upon enrollment.

2. INSURANCE

All BHC students are insured for injury or death caused by illness or accidents three hundred sixty-five (365) days a year, conditions stipulated by the insurance company. Student injuries or deaths should be reported immediately to school authorities for purposes of insurance claim.

3. SCHOLARSHIPS

3.1 Academic Scholarships for Incoming College Freshman

Eligibility	Benefit, Conditions, and Requirements
1. With Highest Honors	a. One hundred percent (100%) scholarship on tuition b. Renewal is every semester on the condition that the student maintains an average of 1.25 with no grade below 1.5 (see academic scholarships for college students) c. Upon enrollment, the student must submit certification from school last attended with official school seal indicating that he/she is with highest honors

Eligibility	Benefit, Conditions, and Requirements
2. With High Honors	a. 25% scholarship on tuition and miscellaneous fees b. Renewable every semester on the condition that the student maintains an average of 1.5 with no grade below 2.00 (see academic scholarships for college students) c. Upon enrollment, the student must submit certification from school last attended with official school seal indicating that he/she is with high honors

3.2 Academic/Merit Scholarships for College Students

Eligibility	Benefit, Conditions, and Requirements
1. With Honors	a. One hundred percent (100%) tuition scholarship b. Student must have: – An obtained general weighted average of 1.00- 1.25 or its equivalent, with no grade below 1.5 in any subject for the duration of the student's stay with the College. – For Engineering students, an obtained general weighted average of 1.00-1.25 or its equivalent, with no grade below 1.75 in any subject. – Carried a normal load as prescribed in the program curriculum. – Incurred no failure or INC. – Studied in the College for at least two (2) semesters. – Exhibited good moral character, with no record of disciplinary infraction.

In case of students whose programs require summer study load, the general average of the second semester shall be considered as basis for the computation of the academic scholarship. The general average for the summer term shall serve as basis for the computation of first semester scholarship.

All academic scholars who qualify for the subsequent semester must re-apply for renewal with the office of the Director for Academics with recommending approval from their respective department heads.

3.3 Special Scholarships

Access to quality education is one of the thrusts of BHC, which is why the College also offers special scholarships such as the following to deserving students who apply and are able to meet the criteria. The scholarship screening committee shall award each of the scholarships to the most deserving applicant.

Applicants for these special scholarships must submit the following to the Office

of Student Affairs and Services:
Chapter 7: Student Benefits and Scholarships

- (1) Application letter indicating why you should be awarded such scholarship;
and (2) Admission requirements (See Chapter 4: Admission Policies).

Existing LSR and SSR scholars who still qualify for the subsequent semester must re-apply for renewal with the Office of Student Affairs.

Scholarship Name	Eligibility	Benefits
<i>1. Laureana S. Rosales (LSR) Scholarship for Outstanding Students</i>	To commemorate our founder, Madame Laureana S. Rosales, this scholarship is awarded to well-rounded students who do not only exhibit academic excellence but also leadership qualities that are worthy of emulation. Only one (1) LSR scholarship is awarded per year.	100% tuition and miscellaneous fees, renewable every semester. <u>Conditions:</u> 1. No failing grades 2. No disciplinary infractions 3. Must maintain a general average of at least 2.0
<i>2. Sesenio R. Rosales Scholarship (SSR) for Civil Engineering</i>	To commemorate our founder, the late Engr. Sesenio S. Rosales, this scholarship is awarded to a Civil Engineering Student who exhibits academic ability and strength of character.	100 % tuition and miscellaneous fees, renewable every semester <u>Conditions:</u> 1. No failing grades 2. No disciplinary infractions
<i>3. Working Student Scholarship</i>	This scholarship is granted to poor and deserving students, who shall serve in various capacities in the College security force, labs, offices, and in campus maintenance work.	100% discount on tuition and miscellaneous fees, board and lodging, renewable every semester

4. <i>Technical Assistance Group (TAG)</i>	TAG scholarships are awarded to incoming second-year students and higher year levels. They are tasked to assist in technology-related work in the college.	100% discount on tuition and miscellaneous fees. <u>Conditions:</u> 1. No failing grades 2. No disciplinary infractions
--	--	--

Chapter 7: Student Benefits and Scholarships

Scholarship Name	Eligibility	Benefits
	Considering the nature of the work, it is imperative that they are tech savvy.	

4.4 Non-Academic Institutional Scholarships

Students who hold the following institutional positions shall enjoy 100% tuition scholarship, provided that they satisfy the conditions listed below.

Position	Benefits	Conditions
1. For Leadership: <i>President, Supreme Student Council</i>	100% tuition scholarship	A. No failing grades B. No disciplinary infractions C. Performance of duties as recommended by respective adviser and approved by the OSAS
2. For Literature: <i>Editor-in-Chief, Ang Bayani</i>		
3. For the Arts: <i>President, Tanghalang Bayani</i>		

3.5 Government and Other Scholarships

Scholarships granted by Local Government Units (LGUs), other government

agencies, private firms, and individuals are recognized by the College. These include, but are not limited to, the following:

- a. *Iskolar ng Bataan*
- b. Armed Forces of the Philippines (AFP) Scholarship Grants
- c. Philippine Veterans Affairs Office (PVAO) Program
- d. Government Service Insurance System (GSIS) Scholarship Program
- e. Commission on Higher Education (CHED) Scholarships
- f. Education Service Contracting (ESC)
- g. Tertiary Education Subsidy (TES)

4. GUIDELINES FOR RENEWAL OF SCHOLARSHIP

All academic scholars who still qualify for the following semester must reapply for renewal of scholarship with the Office of the Director of Academics through their respective department heads.

5. OTHER PROVISIONS

Academic, non-academic, and special scholarships cover only tuition fees for subjects in the regular semester. These scholarships are applied on the condition that the scholars take the subject

Chapter 7: Student Benefits and Scholarships

loads intended for a specific semester. It does not cover for special request/tutorial subjects and subjects taken in advance.

All institutional scholarships (academic, non-academic, and special scholarships) require that scholars should not incur a failing grade or commit any disciplinary infraction. Otherwise, this may result in forfeiture of the scholarship.

In the event where more than 2 institutional scholarships and/or discount apply, only the higher discount shall apply- there can be no duplication or compounding of scholarship/discount (e.g. If the SSG president who enjoys 100% scholarship qualifies for 25% merit scholarship, then only the 100% scholarship will apply). However, when the student is qualified for an institutional scholarship and a non-institutional scholarship then both may be applied given that residual discount be applied to cover outstanding student fees (i.e. If a student qualifies for 50% percent institutional scholarship on tuition and is granted a 50% scholarship by CHED, both are applied. If there is an extra amount from the CHED scholarship, this may be used to cover for other student fees).

Chapter 8: Awards

CHAPTER 8 AWARDS

Awards are given to deserving students at the end of each academic year. The types of awards and the corresponding criteria imposed to determine the recipients are defined in the

following section.

1. ACADEMIC AWARDS

Each department shall evaluate the overall—academic and extra-curricular—performance of their students and determine their honor roll. They shall submit the official list to the Office of the Director of Academic Affairs who will convene the Committee on Academic Honors composed of the Director for Academics, the Registrar, the OSAS, the Head of Guidance Office, and the head of the department where the students belong.

1.1 Undergraduate Academic Awards

a. Highest Honors

To qualify, a student must have:

- i. Obtained a general average of at least 1.25 with no grade below 1.75 in any subject for the current school year. For engineering courses, a candidate must have obtained a general average of 1.25 with no grade below 2.00 in any subject for the current school year.
- ii. No dropped subjects for the current school year.
- iii. Enrolled in the regular load in every semester.
- iv. Not incurred an INC for the current school year.
- v. A residency of at least two (2) semesters in the College.
- vi. Exhibited good moral character with no disciplinary infraction, as certified by the Office of Student Affairs and Services.

b. High Honors

To qualify, a student must have:

- i. Obtained a general average of 1.50 with no grade below 2.00 in any subject for the current school year. For engineering courses, candidate must have obtained a general average of 1.50 with no grade below 2.25.
- ii. No dropped subjects for the current school year.
- iii. Enrolled in the regular load every semester.
- iv. Not incurred an INC for the current school year.
- v. A residency of at least two (2) semesters in the College.
- vi. Exhibited good moral character with no disciplinary infractions, as certified by the Office of Student Affairs and Services.

Chapter 8: Awards

1.2 Graduation Honors

These Latin honors apply uniformly to graduating students from all degree programs.

a. Summa Cum Laude

To qualify, a student must have:

- i. Obtained a grade point average of at least a 1.25 with no grade below 1.50

- in any subject for the duration of their entire stay in the College.
- ii. No dropped and/or INC subjects.
- iii. Enrolled with regular load per semester.
- iv. Completed in the College at least seventy-five percent (75%) of the total number of academic units required for graduation.
- v. Exhibited good moral character and with no disciplinary infractions, as certified by the Office of Student Affairs and Services.

b. Magna Cum Laude

To qualify, a student must have:

- i. Obtained a grade point average of at least 1.50, with no grade below 1.75 in any subject for the duration of his/her stay in the College.
- ii. No dropped and/or INC subjects.
- iii. Enrolled with regular load per semester.
- iv. Completed in the College at least seventy-five percent (75%) of the total number of academic units required for graduation.
- v. Exhibited good moral character and with no disciplinary infractions, as certified by the Office of Student Affairs and Services.

c. Cum Laude

To qualify, a student must have:

- i. Obtained a grade point average of at least a 1.75 with no grade below 2.0 in any subject for the duration of his/her stay in the College.
- ii. No dropped and/or INC subjects.
- iii. Enrolled with regular load per semester.
- iv. Completed in the College at least seventy-five percent (75%) of the total number of academic units required for graduation.
- v. Exhibited good moral character and with no disciplinary infractions, as certified by the Office of Student Affairs and Services.

d. With Highest Honors

These academic honors apply to graduating students from non-degree associate programs. To qualify, a student must have:

- i. Obtained a grade point average of at least a 1.25 with no grade below 1.50 in any subject for the duration of his/her stay in the College.

Chapter 8: Awards

- ii. No dropped and/or INC subjects.
- iii. Enrolled with regular load per semester.
- iv. Completed in the College at least seventy-five percent (75%) of the total number of academic units required for graduation.

- v. Exhibited good moral character and with no disciplinary infractions, as certified by the Office of Student Affairs and Services.

e. With High Honors

These academic honors apply to graduating students from non-degree associate programs. To qualify, a student must have:

- i. Obtained an overall average of 1.26 to 1.50 with no grade below 1.75 in any subject for the duration of his/her stay in the College.
- ii. No dropped and/or INC subjects.
- iii. Enrolled with regular load per semester.
- iv. Completed in the College at least 75% of the total number of academic units required for graduation.
- v. Exhibited good moral character and with no disciplinary infractions, as certified by the Office of Student Affairs and Services.

f. With Honors

These academic honors apply to graduating students from non-degree associate programs. To qualify, a student must have:

- i. Obtained an overall average of 1.51 to 1.75 with no grade below 1.75 in any subject for the duration of his/her stay in the College.
- ii. No dropped and/or INC subjects.
- iii. Enrolled with regular load per semester.
- iv. Completed in the College at least seventy-five percent (75%) of the total number of academic units required for graduation.
- v. Exhibited good moral character and with no disciplinary infractions, as certified by the Office of Student Affairs and Services.

2. NON-ACADEMIC AWARDS

All non-academic awardees should have had at least a two-year residency in the College. All nominees are vetted by the awards committee.

2.1 Endeavor Award

This award is given to a graduating student who has worked his/her way through College as a Working Scholar in BHC.

2.2 Loyalty Award

This award is given to a student who completed 100% of his/her academic units in the College and whose parent/sibling is an alumni of the College. This award is also given to a

Chapter 8: Awards

student who has completed all his secondary education (Junior High School and Senior High School) and tertiary education in the College.

A recipient of the Loyalty Award should possess good moral character and has not committed any major disciplinary infraction in the duration of their stay in the College, as certified by the Office of Student Affairs and Services.

2.3 Leadership Award

This award is given to a graduating student who has exhibited exemplary character and strong leadership skills which have positively affected the College community through involvement in school organizations.

A Leadership Awardee must have complied with the following criteria:

- a. Residence in the College for at least two (2) years.
- b. Enrolled with regular load in every semester.
- c. Obtained a general weighted average of not less than 2.50.
- d. No failing grades and/or dropped subjects for the duration of his/her stay in the College.

2.4 Special Talent Awards

Special talent awards in Music, Sports, Literary Work, Theater and the Arts are given to students who have shown exemplary talent which have positively affected the community. An awardee must have complied with the following criteria:

- a. Residence in the College for at least two (2) years.
- b. Enrolled with regular load for the semester.
- c. No failing grades and/or dropped subjects for the duration of his/her stay in the College.

2.5 Outstanding Student Organization

This award is given to an outstanding Student Organization or Departmental Student Government for exemplary performance in both academic and extra-curricular activities in line with the institutional objectives of the College.

Chapter 9: Student Organizations

CHAPTER 9 STUDENT ORGANIZATIONS

Student organizations are student-led agencies within the college that support BHC in achieving its goals and ideals. They also provide opportunities for students to learn life skills, leadership, and social responsibility. It is through various institutional and/or student-initiated service and programs that students get to explore and develop their full potential that will enable them to contribute positively to the progress of the country and the uplifting of human conditions (CHED Memorandum no. 09, s. 2013).

1. STUDENT ACTIVITIES

The institution shall assist students in different activities such as leadership programs,

student publications, student organizations, sports development, volunteerism, and peer helper program. In this light, the Office of the Student Affairs and Services (OSAS) commits to the supervision, recognition, and monitoring of student organizations, while ensuring that the activities are student-centered and/or student-initiated.

1.1 Student Organizations and Activities

Should the students see the need to establish new student organizations, they can file for accreditation/recognition by directly coordinating with the head of the Office of the Student Affairs and Services (OSAS). They must also take note of the following:

a. Procedures and Standards

i. Membership and Recruitment

- An initial membership of at least twenty-five (25) students is required to be a recognized campus organization.
- Only bonafide students of BHC may become members on any BHC campus organization.
- A student's membership is limited only to three (3) campus organizations at a time.

ii. Application for Recognition

a. The interim officers of the organization must submit the following requirements to the OSAS:

- A. Letter of Intent
- B. Constitution and By-Laws
- C. List of Members
- D. Name of recommended full-time faculty member to act as adviser
- E. Program/Calendar of activities for the present school year
- F. Financial statement (if any) of the organization

Chapter 9: Student Organizations

Recognition is granted to a campus organization upon review of the OSAS and upon the concurrence of the Administration after having met all the requirements. Application for recognition must be done on a yearly basis.

iii. Monitoring

Aside from recognition, the OSAS shall perform the following for campus organizations:

- A. Renewal, monitoring, and evaluation
- B. Provision of adequate office space and other support
- C. Review of Constitution and By-Laws (CBLs)

1.2 Student Council/ Government

BHC recognizes the right of the students to govern themselves as a student

body. This right, however, shall be balanced by the responsibility of being transparent and accountable to their constituents and to the school administration.

The Bataan Heroes College Supreme Student Government (BHC-SSG) is the legally existing and duly constituted student government in the College. It is the foremost student organization through which students can exercise their right to govern themselves as they implement programs, projects, and activities that are “for the students, of the students, by the students.”

Directly under BHC-SSG is the Department Student Government (BHC-DSG), the political units and subdivisions on the SSG, which shall ensure adequate representation per department.

The composition of the SSG is as follows: President, Vice-President, Secretary, Treasurer, Auditor, and two Business Managers (2). On the other hand, the DSG is composed of: Governor, Vice Governor, Secretary, Treasurer, Auditor, and two (2) Business Managers.

In general, SSG and DSG elections of officers shall be held on the 2nd Wednesday of the month, two (2) months before the end of the 2nd semester. Elected officers shall hold office on the ensuing school year, and shall follow formal procedures such as filing of candidacy and formal election. However, depending on the circumstances, officers may also be appointed by the OSAS in cases involving failure of elections, insufficient number of candidates, and the like, upon the recommendation of the department head.

BHC shall also ensure that a representative from the student body, usually the SSG President or his/her duly authorized representative, is present and actively participates in activities that require consultation from students.

1.3 Student Publication

“*Ang Bayani*” is the official student publication of the College, which provides a venue for students to strengthen their ethical values, encourage critical and creative thinking, develop their moral character and personal discipline, exercise free press, and develop their journalistic skills (RA 7079, Sec 2).

It shall be the responsibility of the College to encourage mechanisms to ensure the provisions stipulated in “Campus Journalism Act of 1991” (RA 7079). BHC shall uphold the following stipulations as provided by RA 7079:

Chapter 9: Student Organizations

a. Student journalists of “Ang Bayani” shall (Sec 3-b):

- Be a bona fide student enrolled for the current semester;
- Meet or pass the qualification/standard of the editorial board; and
- Maintain a satisfactory academic standing.

b. Editorial Board

The “Ang Bayani” editorial board shall be composed of student journalists who pass placement examinations. The editorial board may include a publication adviser at its member’s discretion (Sec. 3-d). The publication

adviser, whose one function is to provide technical guidance, shall be selected by the school administration from a list of recommended candidates submitted by the publication staff (Sec. 6).

c. Editorial Policies and Funding

The editorial board shall include in their Constitution and By-Laws their: (1) Editorial Policies, which are the guidelines by which the student publication is operated and managed; and (2) clear guidelines and regulations in managing their funds.

Funding for the student publication may include the savings of the College's appropriations, student subscriptions, donations, and other sources of funds. It is the responsibility of the editorial board to provide a transparent accounting of their funding.

d. Membership

Membership in the publication can be retained for as long as the member is a student of BHC. By no means can a student be expelled or suspended based solely on an article he/she has written, nor based on the performance of the member's duties in the student publication (Sec 7).

2. STUDENT DEVELOPMENT PROGRAMS

2.1 Inter-Faith Services

BHC respects each student's right to the practice of religion. While the College is a non-sectarian institution, students are welcome to establish groups or join the Campus Youth Ministry, which is intended to provide inter-faith services for the BHC community. In line with this, the College shall also provide procedures for use of facilities for such purposes.

2.2 Cultural and Arts Program

"*Tanghalang Bayani*" is the student organization that specializes in the promotion of Philippine culture and the arts. BHC shall take the role of coordinating with government agencies in order to provide the "*Tanghalang Bayan*" with a wider sphere for culture and arts appreciation.

Chapter 9: Student Organizations

2.3 Athletics/Sport Development Program

BHC believes in fostering a sound mind in a sound body. Hence, all students are encouraged to participate in the athletic intramurals and other sports events during the school year. Through its athletics and sports development program, BHC:

- Promotes physical fitness and well-being of students.

- Provides mechanisms to participate in national, sectoral, and cultural sports activities and development in coordination with other agencies.

c. Conducts sports programs supporting school athletes and all students.

2.4 Social and Community Involvement Programs

Building partnerships with communities creates opportunities for students' socio civic involvement (such as volunteerism, social responsibility, environment protection, etc.). Moreover, these partnerships can provide meaningful learning experiences for students such as by real-world applications of the lessons they have learned in the classrooms. This allows students to see themselves as active agents of social change, and realize their role in nation-building and uplifting the lives of their fellowmen.

CHAPTER 10 EFFECTIVITY CLAUSE

By enrolling in BHC, the students of the College take on the responsibility of knowing and assimilating the contents of this Manual. Each student is eligible for a copy of the manual which may be availed through the Office of the Student Affairs and Services. Given these, the Heroes' student is estopped from claiming ignorance of the contents of this manual.

Implementation of this manual and its provisions is effective _____.

Signature over Printed Name of Student

Contact Information:

Bataan Heroes College in Balanga, Bataan
may be reached through the following platforms:

Landline: (047) 237-2383

Email: info@heroes1979.edu.ph

STUDENT MANUAL APPENDIX

APPENDICES

A. Institutional Plan to sustain Flexible Learning for SY 2022-2023 B. Revised Guidelines on Student Field Trips (Pursuant to CHED memorandum order 63 s. 2017
C. Anti-Bullying Statement
D. Data Privacy and Safety Policy
E. Social Media Policy
F. Plagiarism
G. Email Address Directory
H. BHC Alma Mater Song
STUDENT MANUAL APPENDIX

APPENDIX A

Bataan Heroes College Institutional Plan to sustain Flexible Learning for SY 2022-2023

With the improving situation and lowering of COVID-19 Alert Levels, an update to the Redesigned Education Approaches to Learning (REAL) framework is deemed necessary for the post-pandemic new normal in education. Hence, Heroes REAL Flex is to be adapted by the College.

I. LEARNING DESIGN FRAMEWORK

Hybrid learning pertains to a combination of face-to-face and online classes and activities. The hybrid mode is intended as a substitute to face-to-face classes, and it “reduces the amount reduces the amount of seat time in a traditional face-to-face course and moves more of the course delivery online” (Penn State University, 2019). Owston, York and Murtha (2013) observe that the hybrid mode provides students with the best of both worlds- the flexibility of learning online and enjoying the personal engagement with classmates and teachers on campus.

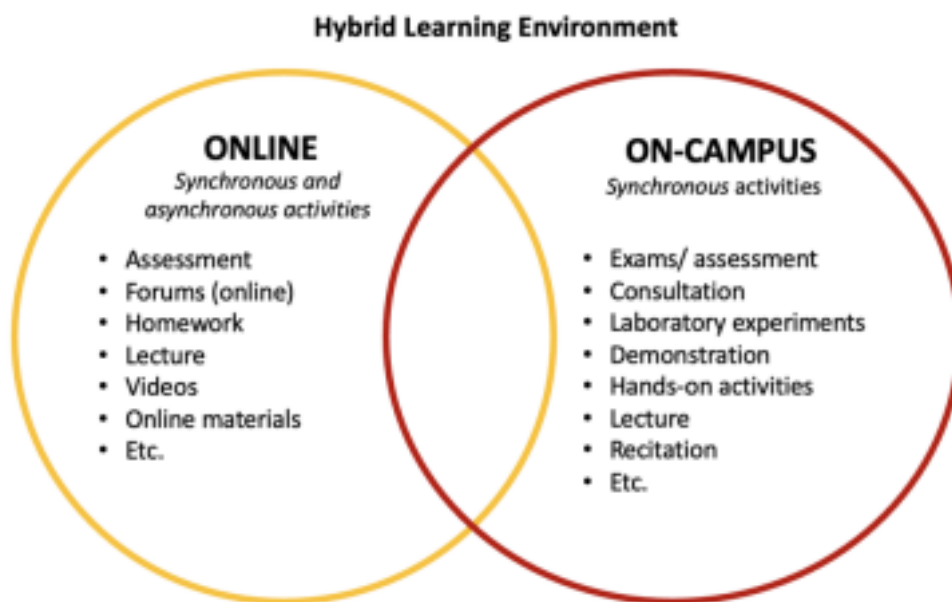


Figure 1. Hybrid Learning Environment

It should be noted however that execution hybrid learning in the context of BHC requires several components such as redesigning delivery, integration of technology, teacher and personnel training, among other things.

During classroom instruction time, students can be engaged in authentic, collaborative learning experiences. The online components can include multimedia-enhanced content and channels for ongoing discussion

STUDENT MANUAL APPENDIX

II. DESCRIPTION OF LEARNING DELIVERY MODALITIES AND INSTRUCTIONAL APPROACHES

The following learning delivery modalities and instructional approaches shall be used in the hybrid learning framework.

1. *On-campus/ face-to-face instruction*- in this approach, students and teachers are in the same location; teaching and learning are conducted by the teacher in-person to a group of students
2. *Blended learning*- a teaching method which incorporates technology with traditional classroom activities allowing students flexibility to customize their learning experience.
3. *Online learning*- pertains to learning that occurs online whether synchronous or asynchronous

- a. *Synchronous*- refers to those where learning and instruction between the teacher and the student occur simultaneously
- b. *Asynchronous*- Learning is non-simultaneous, not live, but it may still be interactive. It refers to learning on your own pace although guided and monitored by faculty. Students are given various materials and activities designed by faculty which they may access on their own time and space without the direct supervision of their teachers.

III. ROSTER OF ESSENTIAL LEARNING RESOURCES EMPLOYED, INCLUDING TECHNOLOGY AIDED PROVISIONS

BHC's has made strides and continues to work towards digital transformation of the college. Integration of technology into the learning environment is a key action point for the college in its 21st century skills

1. Enhanced Connectivity and network facilities- investments have been made to enhance internet bandwidth connectivity and increase wireless access points in the college to prepare for students' return on-campus.
2. Learning Management System- BHC uses Google Classroom which is an intuitive and easy-to-use LMS. Google Classroom will be the students' portal to access their lessons and learning materials. The LMS plays a pivotal role in this new learning environment, it is ubiquitous and used by all students regardless of modality.
3. BHC domain and G-Suite accounts- subscription to a BHC domain allows for personalized g-suite accounts to students

STUDENT MANUAL APPENDIX

4. Open Educational Resources (OERs)- are publicly available learning materials. These are utilized by both faculty and students to supplement learning materials.
5. Online Public Access Catalog (OPAC)- the BHC library launched the OPAC which an online bibliography of the College's collection. Students and teachers may also access the GALE electronic journals' subscription via the OPAC
6. GALE one file custom electronic journal access- BHC's subscription to electronic journals which students and teachers may access from their mobile devices regardless of location.

IV. ILLUSTRATION OF CLASS SCHEDULE INCLUDING APPLICABLE SHIFTING SYTEM

The student population is divided into 2 batches, the groupings were determined based on the number of students enrolled in each program. When one batch is on-campus for face-to face classes, the other batch shall be learning from home through online classes, then after a designated rotation schedule, the two batches switch learning schedules.

It must be remembered however that all classes shall automatically shift online or to limited face-to-face once required by the inter-agency task force (IATF) depending on the alert levels raised. The ability to shift modalities to ensure learning continuity is a key consideration in the design.

Following the 18-week semester, students are come to campus every other week, the schedule for student batches' rotation are depicted below.

Program	Online	On-campus
Criminology	Odd numbered of weeks	Even numbered weeks
Accountancy	Weeks 1,3,5,7,9,11,13,15,17	Weeks 2,4,6,8,10,12,14,16,18
Accounting Information Systems		
Entrepreneurship		
Architecture		
Mechanical Engineering	Even numbered weeks	Odd numbered of weeks
Civil Engineering	Weeks 2,4,6,8,10,12,14,16,18	Weeks 1,3,5,7,9,11,13,15,17
Electrical Engineering		
Electronics Engineering		
Information Technology		
Computer science		
Examinations	All examinations shall be conducted on-campus	
PE	All PE shall be conducted on-campus	
NSTP	Conduct of NSTP are yet to be determined since these usually require community engagement activities	
General Education Classes (GEC)	Shall be conducted online but with specific dates allotted for face-to-face consultation and assessments	

STUDENT MANUAL APPENDIX

There may be some adjustments made to exam periods so as not to prejudice

classes during even-numbered weeks since these are usually scheduled weeks' 6,12,18

V. STUDENT SUPPORT SERVICES

A separate manual is issued for BHC SASH, or Bataan Heroes College (BHC) Student Affairs and Services for Heroes. But as an overview, it is generally a framework that presents the set of support services and programs designed to

- a. assist students in their transition to hybrid learning through Heroes' REAL; b. foster a sense of identity, belongingness, and community among students wherever they are and whatever situations they are in; and
- c. facilitate holistic development among students.

BHC SASH is designed to complement Heroes' REAL (Redesigned Education Approaches for Learners) and is delivered to students by different offices in Bataan Heroes College, using both online and offline strategies. BHC SASH and Heroes' REAL are established to closely monitor and facilitate the total well-being of Heroes in terms of the academic performance, mental health, and psycho-social aspects. BHC SASH and Heroes' REAL go hand-in-hand in ensuring equitable learning opportunities and student engagement among new and existing students.

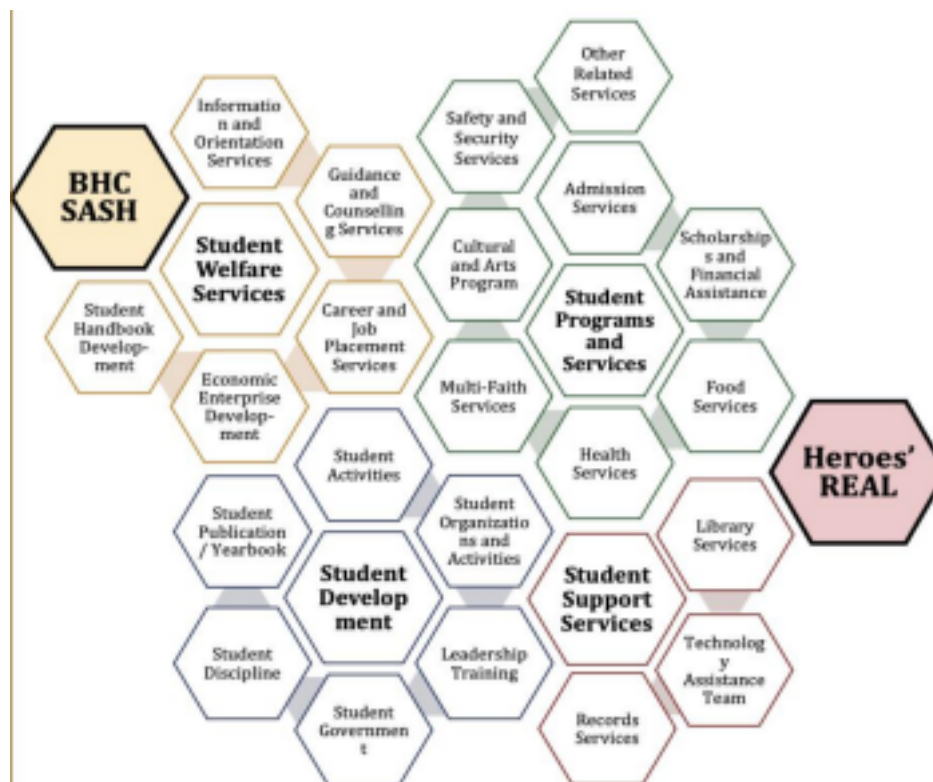


Figure 2. A map showing the cluster of the services and programs offered by BHC SASH. These programs and services are composed of four major parts: Student Welfare Services, Student Programs, Services Student Development and Student Support Services

STUDENT MANUAL APPENDIX

ANNEX B

Revised Guidelines on Student Field Trips

Field trips are intended to supplement classroom learning by affording students a different perspective that comes with witnessing professionals at work, business enterprises, exhibits, etc. The importance of field trips cannot be undermined but because of the risks that it poses, extra precaution should be undertaken in their planning. The following are established protocols to ensure the safety of the students and the relevance of the field trip

Planning and Approval

1. The department head must review all fieldtrip proposals of his/her department to ensure that its design is relevant to the curriculum. Proposals must include the following parts:
 - Specific Objective/s
 - Transportation and Lodging (if applicable) arrangements
 - Detailed Itinerary
 - Name/s of faculty Chaperone
 - Breakdown of cost per student
 - Other important details pertained to in CMO 63 s. 2017
2. In the summer planning session, the faculty involved should forward the field trip proposals for the upcoming regular school year to the Office of Student Affairs (OSA) to review relevance and arrangements. They shall decide whether or not the trip is necessary to the students' learning, and to assess the details of the field trip for student safety, just prices, logistics, etc. Student safety is the foremost concern of the school.
3. The Office of Student Affairs must inform the Administration recommendation for final approval of field trip proposals.
4. Pursuant to CHED memorandum order 63 s. 2017, the school then must submit to the CHED Regional Office 3 the final field trip plan that has been duly approved by the school administration. Submission is to be made at least one (1) month before the beginning of the regular semester (May)

Preparation

1. The respective department conducts orientation prior to the date of the field trip to explain the relevance of the learning experience, itinerary, charges, safety measures, and other related details to the parents and guardians of the students.
2. HSA issues a waiver and permission slip to the student, which has to be duly accomplished by his parent/guardian.

3. Students who fail to accomplish and submit the waiver and permission slip at the indicated time shall not be allowed to join.

STUDENT MANUAL APPENDIX

4. Only pertinent persons are allowed to attend the field trip. This means that friends, spouses, girlfriends, and persons of other relations of both faculty and student, are not allowed to join the trip except with due cause and permission from the OSA.
5. Students are required to submit to the teacher in charge, a written report regarding lessons and experience gathered from the field trip. The administration shall also be furnished a copy of the document.
6. An assessment report with schedule of expenses shall be submitted by the fieldtrip in-charge to the administration and the respective CHED regional office.

STUDENT MANUAL APPENDIX APPENDIX C

Anti-bullying Statement

Bataan Heroes College believes that students learn and thrive best in an environment where they feel safe and nurtured to explore themselves and the environment around them. We see our students as unique individuals who are to be cultivated, protected and developed into their full potential.

Given these beliefs, BHC greatly condemns bullying in all forms and means. Acts of bullying can be classified as any action, physical or otherwise, that causes harm to a student or his property; and actions that create a hostile environment for the student. Acts of bullying are defined in RA 10627 as but not limited to the following:

“a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;

b. Any act that causes damage to a victim’s psyche and/or emotional well-being;

c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and

d. Cyber-bullying or any bullying done through the use of technology or any electronic means.”¹

Cyberbullying is further defined as “bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or

share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.”²

Bullying and cyberbullying are strongly condemned, and those who are found to be guilty of this commit shall be subject to disciplinary action as stated in the student manual.

¹ RA 10627 or the Anti-Bullying Act of 2013

² What is Cyberbullying <https://www.stopbullying.gov/cyberbullying/what-is-it>

STUDENT MANUAL APPENDIX

APPENDIX D

Data Privacy and Safety Policy

In compliance with the provisions of Republic Act 10173 (Data Privacy Act of 2012), Bataan Heroes College hereby promulgates and adapts this data privacy policy for all members of her community.

BHC is committed to the protection and responsible use of such information. It is such that the College will only collect, use, and disclose personal information with the owner's consent.

G. Information collected, acquired and generated

BHC collects, acquires, or generates your personal data in many forms such as: written and written digital records, photos, video images. BHC collects these information through various means including application forms such as for application enrollment into the College: name, email address, telephone number and other contact details, family background, previous schools attended, parents or guardian name of the person to contact in case of an emergency.

It is assumed that the student has obtained the consent of individuals whose personal data have been shared with us (e.g., person to contact in the event of an emergency)

H. Use of personal data

To the maximum extent allowed by law, BHC may use collected personal data to pursue its objectives as an educational institution such as in the conduct of academic, administrative, research, historical, and statistical purposes including: processing of admissions into the College including enrollment lists, graduations lists, special orders and the like; gather and maintain records of the student's academic work and

participation in school activities whether manually, electronically, or in other means and forms: such as homework, seatwork, exams, research paper, essays, and/or presentations, class attendance and participation in curricular, co-curricular, and extra-curricular activities, grades and class performance, academic deliberations; processing of applications for scholarships and grants; assessment of good moral conduct through disciplinary records as necessary; for directories, alumni records and tracer studies; peruse data for statistical, research and study purposes; provide student services related to overall health and welfare, library services, sports and recreation, transportation, parking, campus mobility, safety and security, and activities related to student engagement; make information available to market and advertise school-related functions, events, projects, activities; participation in academic and commercial studies and surveys; (for minors) inform parents of student's performance; donations and support for BHC; and fulfillment of BHC legal obligations and duty.

In the event where BHC requests personal information about a student or parent, and if the information requested is not provided, BHC has the right to refuse to enroll the student or permit the student to take part in a particular activity.

STUDENT MANUAL APPENDIX

I. Treatment of Personal Data

By requirement of the law, BHC may also share, disclose, or transfer personal data to other persons or organizations in order to uphold student's interests and/or pursue the College's legitimate interests as an educational institution. BHC may share, disclose, or transfer student's personal data for the following purposes: admission and retention concerns; awarding of financial aids and scholarship grants; post class lists, class schedules, official online spaces or on school bulletin boards or other places within the campus; communicate pertinent information to ensure student health, safety and security on a need-to-know basis to parents, guardians, or next of kin, as prescribed by law, or as determined by the College, in order to best serve student interests and to ensure your health, safety, and security, or that of others; provide information to donors and benefactors who aim to contribute assistance for education; publish list of graduates and awardees in preparation for and during commencement exercises; inform the National Privacy Corporation (NPC) and other pertinent government bodies or agencies, such as the Commission on Higher Education (CHED), Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA) Civil Service Commission, Bureau of Internal Revenue (BIR), Professional Regulation Commission (PRC), and other similar bodies when prescribed or allowed by law; release information to individuals or organizations, such as sports and professional organizations, and other similar associations, to determine eligibility to participate in academic, sports, talent competitions, and the like; in adherence to court orders, subpoenas, and/or other legal obligations; generate data and information for research and surveys to add to the general body of knowledge and for the development of the College; publish and circulate academic, co-curricular, and extra-curricular achievements and success, achieved while enrolled in the College and from school where student was previously enrolled in upon request including honors lists and names of awardees on school bulletin boards, website, social media sites, and publications; show photos,

videos, and other information for the College's advertisement and promotional activities through brochures, website and social media posts, newspaper and printed material advertisements, physical and electronic bulletin boards, and other media; stream live affairs and events of/in the College; publish information through news or feature articles in College publications, websites and social media sites; disseminate information such as class lists and photos to partner hospitals, local health centers, clinics, drug-testing services and other similar organizations.

J. Length of Time Personal Data is Retained

BHC will retain personal data until the fulfillment of its purpose which may vary depending on the type of information. In cases where a retention period is required by law or regulation from pertinent authorities such as CHED, DepEd, TESDA and other government agencies, all records after such period will be duly and securely disposed of.

K. Storage of Personal Data

BHC shall responsibly handle and store student data in both physical and electronic format; this includes information database that are shared among the College's different offices. Rest assured, however, that access to student's personal data is limited to the official personnel who have a legitimate interest in them for the purpose of carrying out their contractual duties.

STUDENT MANUAL APPENDIX

L. Handling of Data Breach

As required by law, any data security breach that comes to the knowledge of BHC personnel shall be recorded and reported to pertinent authorities. The College will take all necessary and reasonable steps to address such incident or breach and mitigate any negative effect of such.

If a student, parent or guardian have any other concerns regarding the foregoing, they may contact BHC's designated Data Privacy Officer:

Ms. Anie Castanares

Email: Anie.Castanares@heroes1979.edu.ph

Any changes in these policies shall be promulgated accordingly.

STUDENT MANUAL APPENDIX

APPENDIX E

Social Media Policy

BHC recognizes the importance and ubiquity of social media in our daily lives. It is a powerful communication tool which is accessible for everyone who has the slightest internet connection. Considering its ubiquity, the college further recognizes that it is equally important to advocate for the proper and responsible use of social media to ensure order and safety of all the members of the College community.

This BHC Social Media Policy shall contain guidelines on the healthy and responsible use of social media for its various stakeholders- students, faculty and staff.

1. Definition

Social media pertains to the various websites, platforms and applications that allow users to communicate with other users and share content whether pictures (photos, memes and GIFs), texts (conversations, etc.), videos (VLOGs) and other related items. Facebook remains to be the most widely used social media platform, the term also include YouTube, Instagram, Twitter, Pinterest, Reddit, Tumblr and even chat forums³

2. Policies and guidelines

Freedom of Speech, Privacy and Liabilities

Freedom of speech is not absolute, it also comes with concomitant responsibility- this

is especially true for expressions made in social media and the internet which publicizes content (possibly reaching many viewers); and could make content available for posterity (even deleted content may be possibly unearthed). It is with this nature of social media and the internet that these guidelines are hereby promulgated:

a. Any content posted on social media is considered for public consumption⁴
Everything you post on social media sites is subject to public scrutiny even if the post was made in “private” or for “friends only” settings. You are accountable for the content that you post online, this includes posts even in group chats and private groups.

b. Any content posted in the internet may be there forever
Always remember that nothing is private in social media, content may be shared and spread easily with the click of button. Also remember that once something is posted online, it's difficult to delete or remove especially if it has been spread, even those which may have been deleted may still exist in an archive database. So be careful about revealing personal details and information online.

³Social Media Stats Philippines <https://gs.statcounter.com/social-media-stats/all/philippines>

⁴ Supreme Court Resolution, GR No. 202666 of 2014

STUDENT MANUAL APPENDIX

c. Maintain yours and others' safety and privacy
Do not share personal information about yourself or others without their permission. Never share information that make you identifiable in any public website such as birth date, address, and cell phone number.

d. Be careful of Cyber libel⁵
Posting malicious and harmful information about someone else even if you do not mention their name (but you provide enough clues to identify him/her), could make you liable for cyber libel which is a violation of the Cybercrime Prevention Act, specifically Sec. 4(c)(4) which can result to filing of criminal and civil cases.

e. Post responsibly
Act in accordance with the student manual, Cybercrime Prevention Act of 2012, Data Privacy Act of 2012 and existing laws, which specifies acts of misconduct. These acts of misconduct are applied to the context of social media.

Gossiping, trash-talking and spreading false rumors about persons or any member of the College community is unacceptable and may be sanctioned under the College code of Discipline.

f. Cyberbullying
Cyberbullying is strongly condemned by the College. (see Appendix III:

Anti-bullying statement)

g. Verify news sources before sharing or posting to avoid spreading fake news. We should be mindful of spreading false information as these may be detrimental to others in the community and society in general. There is so much fake news out there that we must be discerning, and verify whether the information and the source is true before posting or sharing.

Maintaining Professionalism Online

- a. Conduct yourself in a dignified and professional manner

A good rule of thumb would be to act online as you would in the workplace. Be mindful of the fact that content you post may adversely affect your reputation and erode trust accorded you. For faculty, you may refer to the Code of Ethics in the Faculty Manual.

- b. Separate your professional and personal social media page, if you must.

- c. Refrain from making demeaning or insulting comments about members of the community including teachers, classmates- whether directly or indirectly pertaining to another person ("parinig")

Do not make your frustrations public especially if you are experiencing intense emotions as you may regret what you say but are unable to take it back once it has been seen by others.

⁵Liability for Posting on Social Media <https://ndvlaw.com/liability-for-posting-in-social-media/>

STUDENT MANUAL APPENDIX

If you feel you have been aggrieved by members of the school, follow the formal process for this as stated in the handbook.

- d. Avoid making comments that are or may be construed as prejudiced against other persons, gender, sexuality, race/ethnicity, religion or belief, even if done in a joking manner. Remember that it's hard to detect tone (and hence humor or sarcasm) online.

- e. If you see a member of the community who is behaving inappropriately online, you may message them privately and discreetly so that they can correct their action. Directly and visibly policing others online (such as through comments section) may be construed negatively by the other party.

Always maintain a healthy professional distance with various stakeholders and members of the community (Students, parents and faculty). If either initiate inappropriate social media contact, respectfully re-establish professional boundaries.

Use of College Logo and Materials

- a. For students, the use of the College logo for student activities should have prior approval of the OSAS.
- b. For members of the community, proprietary business information, internal affairs (such as minutes of the meetings, handouts, course guides, etc.) may be posted online but with permission from the author or office where it emanate
- c. For learning materials such as modules, the rules of copyright shall apply, however sharing of learning materials through social media platforms are allowed but only among current students of that subject.

Raising Concerns

To be able to properly and swiftly address concerns, raise and escalate concerns through proper or official channels. You may course your concerns to persons in authority such as your teacher, department head, guidance counselor or a school official.

Serious breach of this social media policy, especially those that endanger the welfare and should be reported to the College

STUDENT MANUAL APPENDIX

APPENDIX F

Plagiarism

Plagiarism is a form of cheating and is a serious academic and intellectual offense. All students should ensure that they submit original work and/or take utmost care in properly acknowledging the author when they refer to other works.

Plagiarism means: to steal and pass off (the ideas or words of another) as one's own; to use (another's production) without crediting the source; to commit literary theft; and to present as new and original an idea or product derived from an existing source (Merriam-Webster.com). In other words, plagiarism is an act of fraud; It involves both stealing someone else's work and lying about it afterward (from Plagiarism.org).

All of the following are considered plagiarism⁶:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

As a safeguard against plagiarism, teachers have access to a plagiarism checker which can confirm whether a student has committed plagiarism

⁶ www.plagiarism.org

STUDENT MANUAL APPENDIX

APPENDIX G

Email Address Directory

Office	Email Address
Registrar's Office	Registrar@heroes1979.edu.ph
Admissions Office	Admissions@heroes1979.edu.ph
Library	Library@heroes1979.edu.ph
Office of Student Affairs and Services	osas@heroes1979.edu.ph
Technical-vocational department	techvoc@heroes.edu.ph
For general information and concerns	info@heroes1979.edu.ph

STUDENT MANUAL APPENDIX

APPENDIX H

BHC ALMA MATER SONG

Sing and pledge, loyal true friends,
Love, devotion and Faith
BHC renowned in many lands
Molds our future and our fate.

Voices echo in unison
All our hearts beat as one
Singing together the same song,
Ever grateful for all you have done.

Hail to thee our Alma Mater, Hail O Hail!
We greet thee forevermore
We may cross the oceans and the hills while we travel
But treasure you from shore to shore

BHC pride of our nation
Sail on thy voyage calm and smooth,
You are our dedication,
Dedication to our Youth.