

ACADEMIC MATTERS

Admission Requirements

Admission in the College is a privilege granted to students who have sound moral foundation and who are physically fit, intellectually competent, emotionally stable and spiritually oriented.

The student applicant should submit/meet the following requirements:

For Regular Student

1. Certification of Good Moral Character
2. Height, 5 feet and above
3. Not more than 40 years old

For Transferees / Shiftees/ Second Courser

1. Transcript of Records (original and photocopy), or
2. Certification of Grades with specified unit credits / course description or copy of class cards for temporary evaluation only by the Dean or her designated staff
3. Certificate of Good Moral Character
4. Certificate of Honorable Dismissal and/or recommendation from the Dean of the previous school attended (Transferee/ Shiftee)
5. Not more than 40 years old

Additional Admission Requirements

Pregnancy Test

All female students are required to undergo pregnancy test before the start of the semester.

A first year or second year student whose pregnancy test turns out to be positive may be permitted to finish the semester as long as she is not giving birth during the semester. However, a third year or fourth year student who is pregnant will have to immediately apply for a leave of absence.

Hepatitis Screening

All Incoming second year students are required to submit themselves for hepatitis screening. Those found negative of antigen and antibody are advised for immunization before their clinical rotation or affiliation.

Both Pregnancy Test and Hepatitis screening shall only be performed in the university Clinic.

Attendance

1. For lecture, a student is considered late if he/she comes in fifteen (15) minutes after the start of a one-and-a-half-hour class period, and thirty (30) minutes after the start of a three-hour class period.
2. For the related learning experience (RLE), a student who arrives anytime up to thirty (30) minutes after the start of duty is considered late and can still be accepted to report for duty unless, when he/she is assigned / or on affiliation in special areas or to other specialized health agencies.
3. If the student arrives thirty (30) minutes after the start of duty, he/she is considered absent. A student, who incurs three (3) tardiness, is considered absent for one (1) day. This absence is regarded as “unexcused.”
4. An absence due to medical reason is regarded as “excused” if a certificate from the attending physician is presented as soon as the student returns to class, and validated by the School Physician at the Student Clinic of the UPHMC. The student is required to present an excuse slip (to be secured from the Dean’s office - refer to page 14), accompanied with a letter from the parent or guardian to the instructor for the latter’s signature. Unexcused absence may be considered excused upon careful deliberation on a case-to-case basis. The same will need recommendation from the level coordinator or adviser before forwarding it to the Dean's office.

Any third year or fourth year female student who gets pregnant during the course of her studies should stop attending classes and RLE, thereby; apply for a leave of absence. She may resume attending classes / RLE after child birth upon presentation of medical clearance from her attending obstetrician to the School Physician.

5. The student should attend at least 80% of the prescribed number of class hours. If his/her accumulated number of excused and unexcused absences amounts to 20% of the total number of class hours, he shall be given a grade of “FA” (Failure due to absences)

Affiliation

1. All trips for affiliation should start from and back to UPHSL campus.
2. Students who shall not be able to join the trip due to tardiness are not allowed to follow, hence, shall be considered absent.

Make Up Duties (RLE)

1. One day excused absence gets one make up day in the area where absence was incurred.
2. One day unexcused absence gets three make up days in the area where absence was incurred.
3. All make up duties are scheduled at the end of every semester. This will determine student's enrolment status for the next semester as he/she gets an incomplete (INC) grade until he/she has complied with the number of RLE hours.
4. The student pays an amount to the cashier per computation done at the accounting office before commencing make up duties and upon presentation of the receipt to assigned clinical instructor/s.
5. All make up duties must be complied with before a student becomes eligible for capping or pinning, or for graduation.
6. Absences incurred during schedule of make up duties will mean extension of duty. Number of make up duties is converted and computed in days by the level coordinator-in-charge and is approved by the Dean.

Examination

1. Students who are not wearing the complete uniform shall not be allowed to take the examination.
2. A student who does not have an examination permit shall not be allowed to take the test.

Special Examination

1. The faculty schedules special examinations a week after the regular examination period. The student pays an amount for each subject as determined by the accounting office. This requires the student to fill-up a form requesting for a special examination with rationalization for the absence during the regular examination schedule. After payment, he/she presents the receipt and the examination permit to the faculty.
2. No make up quizzes shall be given for either excused or unexcused absences.
3. A score of zero is given to a student who incurs unexcused absence during a quiz. For excused absence during a quiz, the student gets 40% as base grade. (A committee composed of the dean, level coordinator and the faculty who act as promotional board deliberates on this).

Grading System

Grading Period

There will be three (3) grading periods. Each carries the following weight to be computed as the grade of the student in a course for a semester

Prelims	30%
Midterms	30%
Finals	40%

	100%

Break Down of Grades

1. Computation of grades per period is as follows:

$$\text{Grade} = \text{Class Standing (60\%)} + \text{Long Exam (40\%)}$$

2. The following criteria shall be used in the computation of grades:

Class Standing Performance

a) Lecture

Attendance	10%
Decorum	10%
Quizzes	40%
Unit Exam	30%
Requirements	10%
Total	100%

b) Related Learning Experiences

Attendance	10%
Decorum	20%
Quizzes	10%
Performance	50%
Skills Lab	20%
Actual	30%
Requirements	10%
Total	100%

3. Transmutation formula (base 40) for all subjects is as follows:

$$\text{Transmuted equivalent} = \frac{\text{Raw Score} \times 60}{\text{Number of Items}} + 40$$

4. A student who shall get a grade of 73.00 to 74.49 in any subject may be allowed to take a removal examination to be given by the faculty in-charge not earlier than two school days but not later than 7 school days after the names of the students for examination are posted.

A raw score of 75 and above out of 100 items qualifies the student a grade of 75%. Moreover, a student who shall get a raw score higher than 75, would still have a grade of not more than 75%.

A student who gets a raw score of lower than 75 shall be given a failing mark of 5.0. Furthermore, any student who shall fail to take the remedial exam on the scheduled date forfeits his/her said privilege and thus shall have a grade of 5.0.

5. A careful deliberation is held between the dean and the promotion board (coordinator and advisers) before grades for the periodical exams are finalized. The grades are then given to students or mailed to parents when feasible. Parents are encouraged to visit the dean and/or faculty for any clarification.
6. The student's status shall be based on the criteria set by the College.

Academic Honors

Only regular students (those taking the subjects or total units prescribed in the semester) are qualified / included in the dean's list. Hence, shall be awarded academic honors upon graduation based on the criteria set by the College.

1. Regular and irregular students (transferees, shiftees and second coursers) may be recognized for clinical excellence upon graduation.
2. Special awards as leadership, community services, and the like, may be granted to any deserving student upon graduation.

Policies on Capping and Pinning

1. The student should have no failure in any subject or no deficiencies in the RLE.
2. A student who fails to settle his/her RLE deficiencies before the scheduled date of the ceremonies is not permitted to join. However, he/she is still required to assume the obligations incurred during the rites in order to avail of the privileges that may be acquired for the next school year.

School Uniform

1. All new students are required to purchase three sets of uniforms and one laboratory gown from the supplier designated by the school.
2. All students are required to attend their classes and clinical duties with the prescribed complete uniform.

Any piece of jewelry (necklace, anklet, earrings, bracelet, ring (except wedding band) is not a part of the uniform. Only a wristwatch with second hand is permitted / required to be worn in the classroom and all areas of affiliation. This must be observed strictly anywhere inside the campus.
3. Female students must be in all white uniform, white chemise, white stockings, white prescribed shoes (leather), and with ID. First year and second year students shall wear black shoes prescribed by the System.
4. Male students must be in all white uniform, plain white undershirt (camisa de chino), white socks, white prescribed shoes (leather), and with ID. First year and second year students shall wear black shoes prescribed by the System.
5. Affiliation to the Community requires the students to wear prescribed uniform set by the College only for the specified area, with black pair of shoes (leather). College T-shirt with collar may be worn during some activities. Sweaters that may be worn during inclement weather must be white.
6. Hair of female students should not touch the collar of the uniform. If worn long it must be with black "boknay." No colored or white hairpins/ribbons are allowed. Colorless nail polish may be allowed. Hair of male students must be cropped. No mustache or beard is allowed.
7. PE uniforms are worn only during PE class hours. If students need to attend regular classes, they must change into their school uniforms.

CODE OF CONDUCT AND DISCIPLINE

Conduct Of Students

1. Each student is required to wear his / her own ID and must present such to all school authorities when asked to do so. Any person in the campus who fails to present his / her ID when requested to, shall be required to secure a clearance from the Security Office. Lending one's ID or wearing another person's ID is strictly prohibited.
2. Silence and order should be maintained inside the campus especially in entering and leaving the classrooms and during class hours whether the instructor is present or not.
3. If an instructor is late for class, the students should wait quietly in the classroom. If after fifteen (15) minutes for a one and a half (1 1/2)-hour class or thirty (30) minutes for a three (3)-hour class, the instructor or a substitute does not arrive, a class officer should dismiss the class and report the matter to the Dean's office.
4. If a student is sent out of the class for one reason or another, he / she should be sent to the Dean's office and will be considered absent. In such case, the instructor shall immediately, after the period report the name of the student and nature of the offense to the Dean who shall decide on the action to be taken.
5. Students are expected to behave decently so they should avoid public display of affection such as hugging and kissing their partners, or other intimate acts within the sight of other students / persons.

Nature of Offense

A. Major Offense

A major offense is one which merits suspension of two (2) weeks or more, or expulsion. The following are considered major offenses:

1. Cheating during examination, quiz or test (including written reports required for submission. The following acts shall constitute cheating and shall be punished hereunder:
 - a) Unauthorized possession of note or any material relative to the examination, Whether he / she actually uses the same or not.
 - b) Deliberately looking at a neighbor's examination paper.
 - c) Copying from or allowing another to copy from one's examination papers.

- d) Having somebody else take the examination for another (in which case, both shall be held liable hereunder).
 - e) Talking with another person without permission during examination.
 - f) Passing one's own work, any assigned report, test paper, case study, thesis, and the like which was copied from another.
2. Vandalism or destruction of school property / belonging, and property of any member of the faculty, administration, non-teaching staff, or visitor while on campus.
 3. Carrying of firearms, deadly weapons (e.g. icepicks or blades more than 11/2 inches long, explosives etc.) within the university premises.
 4. Deliberate disruption of academic function or a school activity which tends to create public disorder / disturbance.
 5. Brawl on campus or at school functions off-campus including the infliction of physical injuries.
 6. Possession or use of prohibited drugs or chemicals such as LSD, heroin, marijuana, rugby, opiates, halucinogens, or any regulated drug without proper prescription.
 7. Entering or being in the school premises in a state of intoxication.
 8. Gross act of disrespect in words or in deed, which tend to put any member of the faculty, administration, or non-teaching staff (clerical and maintenance) in ridicule or contempt.
 9. Direct assault upon a person or any member of the faculty, administration, personnel staff, non-teaching staff, or any person vested with authority.
 10. Threatening another with infliction of injury upon his person, honor, or property by any act amounting to a crime or delict.
 11. Acts of lewdness, commission of any act of immorality or the display or distribution of pornographic materials within the university premises.
 12. Acts that bring the name of the university into disrepute such as public malicious, imputation of a crime, a vice or defect, real or imaginary, tending to cause dishonor, discredit or contempt to the name of the university.
 13. Stealing or the attempt thereof such as bringing outside the campus any school property (e.g. human anatomy models, audio visual gadgets, etc.)

14. Habitual disregard or willful violation of established policies or regulations.
15. Commission of minor offense for the third time.
16. Forging, falsifying, and / or tampering academic or official records or documents of any kind.
17. Abandonment of post without proper endorsement of duties and responsibilities.
18. Gross negligence in the discharge of duties and responsibilities such as erroneous administration of medication, inaccurate recording of data in the patient's chart, irresponsible implementation of patient's care and the like.
19. Gambling in any form within the campus.
20. Acts of subversion or insurgency.
21. Being convicted of a criminal offense before any court involving moral turpitude against persons or property other than through reckless imprudence.
22. Such other acts that may hereinafter be determined by the University provided the application thereof is prospective in nature.

B. Minor Offense

The following are considered as minor offenses:

1. Behavior unbecoming of a gentlemen / lady.
2. Disturbing one's class or that of another.
3. Entering a class or breaking into a school function without permission of those concerned.
4. Disobeying school regulations, such as loitering in corridors during class sessions, unauthorized use of chalk, smoking within the campus, eating in classroom, and the like.
5. Other offenses which disturb the peace and order of the school unless properly classified as a major.
6. Wearing improper school / duty uniform on the campus and in affiliate agencies and wearing uniform when in personal undertaking such as malling, shopping, watching movies, etc.

Disciplinary Action

A. Major Offense

After careful investigation and due process, the erring student may be given any of the following sanctions:

1. Probation with automatic suspension for the rest of the semester in the case of violation of the conditions imposed thereof.
2. Suspension for a period of two (2) weeks to two (2) semesters.
3. Dismissal from the college to expulsion.

B. Minor Offenses

After validating the allegation the student may be given any of the following sanctions

1. Warning and admonition given by the Assistant Dean for Student Affairs in case of a first offense.
2. Summon of a parent, guardian or any responsible person charged with the care of the student in case of a second offense.
3. In case of a minor personal offense written apology to the person concerned is required.

Due Process

The college carries out the following proceedings to come up with a fair and just disciplinary action for the erring party:

1. The student who commits a major offense shall submit an incident report to his / her clinical instructor / adviser who in turn endorses the report to the level chair or coordinator.
2. The level coordinator conducts preliminary investigation regarding the case and reports the matter to the dean. Furthermore, he/she informs the parents/guardians in writing about the incident and the involvement of their child/ward.
3. The dean creates an ad hoc committee who will also conduct a thorough investigation on the said case.
4. The ad hoc committee submits its findings and recommendations to the legal officer.
5. The legal officer conducts his own investigation and formulates further recommendation to be submitted to the chancellor.
6. The chancellor reviews the report and decides the final sanction.