



# Eulogio "Amang" Rodriguez Institute of Science and Technology

# ARTIST



Eulogio "Amang" Rodriguez  
Institute of Science and Technology

## Student Handbook

2008 Edition

# This Handbook Belongs To:

NAME: \_\_\_\_\_

STUDENT NO.: \_\_\_\_\_

CITY ADDRESS: \_\_\_\_\_

PROVINCIAL ADDRESS: \_\_\_\_\_

TEL. NO. : Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

PROGRAM/YEAR/SECTION: \_\_\_\_\_

PARENTS/GUARDIAN: \_\_\_\_\_

FATHER: \_\_\_\_\_

MOTHER: \_\_\_\_\_

GUARDIAN: \_\_\_\_\_

Eulogio "Amang" Rodriguez  
Institute of Science and Technology

ADDRESS: \_\_\_\_\_

In case of accident or serious illness, please notify:

Public Information and Web Office

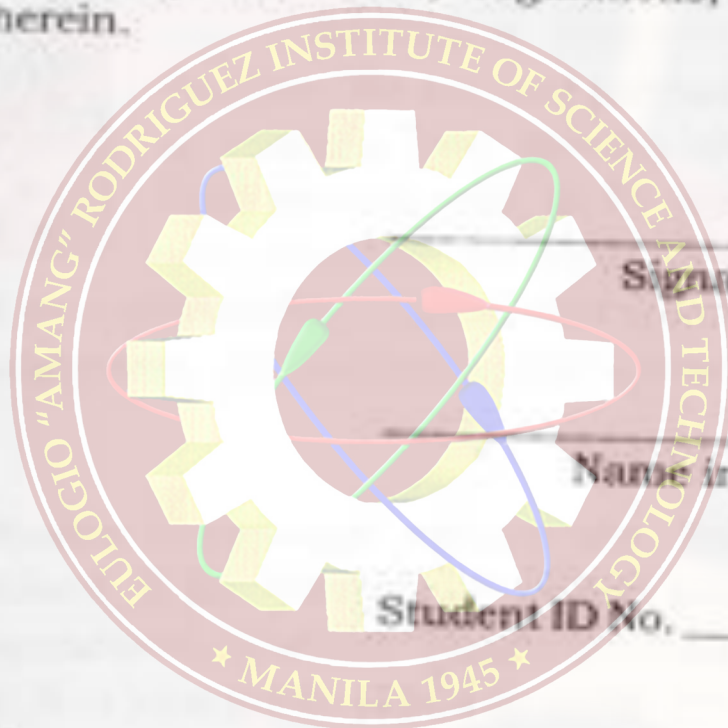




Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
Nagtahan, Sampaloc, Manila

**STUDENT COMMITMENT FORM**

I have carefully read the contents of this Handbook and shall abide by the rules, regulations, and sanctions contained therein.



Signature \_\_\_\_\_

Name in Print \_\_\_\_\_

Student ID No. \_\_\_\_\_

CONFORME:

Eulogio "Amang" Rodriguez  
Institute of Science and Technology

Parent's / Guardian's Signature \_\_\_\_\_

Public Information and Web Office  
Name in Print \_\_\_\_\_

(Detach and submit to the Office of the Student Affairs)



Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
Nagtahan, Sampaloc, Manila

## MESSAGE



Welcome to Eulogio "Amang"  
Rodriguez Institute of Science and  
Technology!

EARIST is proud to have you as student. We are your partner in the journey of realizing your dreams and aspirations. Our commitment is to provide quality and excellent education for the holistic development of your personality, talents, and potentials to enable you become productive, self-sufficient, and globally competitive professionals.


This Student Handbook defines the Vision, Mission, Goal and Objectives of the Institute as well as important school policies and regulations, students' rights, privileges, duties and responsibilities. It is your guide as you go along in your studies.

I advise all EARISTian students to read thoroughly, understand, abide by and faithfully observe all school rules and regulations to avoid potential problems and enjoy a peaceful and productive student life.

May your stay at EARIST be fulfilling and rewarding.

Good luck and Mabuhay!

Public Information and Web Office

  
**EDUARDO S. CAILLO, Ph.D.**  
President





Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
Nagtahan, Sampaloc, Manila

## ACKNOWLEDGEMENT

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To the following who generously shared their expertise and insights in the review and revision of the Student Handbook:

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Dr. Heriberto V. Sabas, Vice President for Administration and Finance

Members of the Committee on Review and Revision of Student Handbook

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**Eulogio "Amang" Rodriguez**

The administrative and clerical staff of the Office of

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**ERIC C. MENDOZA, Ed.D.**

Public Information and Web Office

Dean, OSA and  
Chair, Committee on Review and  
Revision of EARIST Student Handbook

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## HISTORY OF EARIST

The Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST) was established after the liberation of Manila in 1945. EARIST traces back its development from a vocational high school with only a room at the second floor of the Mapa High School, nine teachers, a clerk, and 147 students under Mr. Pantaleon Regala, its principal. Its former name was Eulogio Rodriguez Vocational High School (ERVHS).

On July 1, 1946, EARIST acquired its present site at Nagtahan, Sampaloc, Manila. Mr. Apolinario Apulado was appointed principal. He was succeeded by Dr. Hilario G. Nudas in 1949.

EARIST's growth and development were made possible via three Republic Acts and Presidential Decree, to wit:

- Republic Act 4072, jointly sponsored by Congressman Ramon D. Bagatsing and Salih Ututalum in 1964, authorized the establishment of the Technical Education Department without changing the name of the school. It was headed by a Vocational Director.
- Republic Act 5088, sponsored by the late Congressman Sergio Loyola in 1967, authorized the renaming of ERVHS to Eulogio "Amang" Rodriguez Memorial School of Arts and Trades (EARMASAT) and signaled its separation from the Division of City Schools, Manila. It was headed by a Superintendent.
- Republic Act 6595, sponsored by Congressman Joaquin R. Roces in 1972, converted EARMASAT to Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST) with a President as its head. This made EARIST into a full-fledged college and authorized the establishment of vocational-technical school branches in each congressional district of Manila.
- Presidential Decree 1524, signed by President Ferdinand E. Marcos on June 11, 1978, converted EARIST into a chartered state college with a Board of Trustees as its governing body and Dr. Hilario G. Nudas, as its first College President.

Today, EARIST is . . .

- Baccalaureate College for Liberal Arts
- Eulogio "Amang" Rodriguez Memorial School of Arts and Trades Institute of Science and Technology Comprehensive Teaching and Baccalaureate University LEVEL II
- Graduate Capable HEIs LEVEL III (Results of the CARNEGIE 2003 Classification Evaluation on the Typology of Philippine Higher Institution)
- Awarded LEVEL II STATUS in the Fourteen (14) Degrees Programs (Accrediting Agency of Chartered Colleges and Universities in the Philippines)
- Rated SUC LEVEL II (CHED-DBM-PASUC Leveling Evaluation)



## MISSION STATEMENTS

### VISION

- \* EARIST is envisioned to be a center of excellence in trades, business, arts, science and technology education

### MISSION

- \* Turn out vocationally, technically, technologically, and scientifically trained graduates who will be economically productive, self-sufficient, effective, responsible and disciplined citizens of the Philippines

### GOAL

- \* Provide professional, scientific, technological, technical, and vocational instruction and training in trades, business, arts, sciences, and technology and other areas specified thereof in Section 2, RA 6593 and Section 6, PD 1524, and for special purposes promote research, advanced studies and progressive leadership in the fields of study.

### OBJECTIVES

- \* Strive for academic excellence in instruction, research, extension and production through accreditation
- \* Provide appropriate and continuing faculty and staff development programs
- \* Provide and maintain appropriate technologies, instructional facilities, materials and equipment
- \* Produce quality graduates who are globally competitive to man the needs of business and industry
- \* Attain university status through Unity, Solidarity and Teamwork

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# CURRICULAR OFFERINGS

## MAIN CAMPUS

### A. COLLEGE OF ARCHITECTURE AND FINE ARTS (CAFA)

#### I. Undergraduate Program

- Bachelor of Science in Architecture
- Associate in Architecture  
(Ladder-Type Course leading to BS in Architecture)
- Architectural Drafting (Six Months or One Year)
- Bachelor of Fine Arts  
Major in: Interior Design  
Painting  
Advertising
- Associate in Fine Arts (3-years)  
Major in: Advertising  
Painting  
(Ladder-Type Leading to BFA)

### B. COLLEGE OF ARTS AND SCIENCES (CAS)

#### I. Graduate Program

- Doctor of Philosophy in Industrial Psychology
- Master of Arts in Industrial Psychology
- Master of Science in Mathematics

#### II. Undergraduate Program

- Bachelor of Science in Industrial Psychology
- Bachelor of Science in Computer Science
- Bachelor of Science in Applied Physics-Computer Science Emphasis
- Bachelor of Science in Mathematics
- Bachelor of Science in Nursing (Ladderized)

### C. COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION (CBPA)

#### I. Graduate Program

- Doctor in Public Administration
- Doctor in Business Administration
- Master in Public Administration  
(Thesis/Non-Thesis Track)
- Master in Business Administration  
(Thesis/Non-Thesis Track)

#### II. Undergraduate Program

- Bachelor of Science in Office Administration  
Major in: Office Management
- Three-Year Specialized Secretarial
- Two-Year Junior Secretarial
- One-Year General Clerical
- Bachelor of Science in Business Administration  
Major in: Business Management  
Marketing Management
- Associate in Business Administration
- Bachelor of Science in Public Administration
- Bachelor of Science in Criminology (Ladderized)

#### III. Evening Vocational Program



## **D. COLLEGE OF EDUCATION (CED)**

### **I. Graduate Program**

- Doctor of Education (Ed.D)  
Major in: Educational Management  
Industrial Education Management
- Master of Arts in Education (MAEd)  
Major in: Administration and Supervision  
Guidance and Counseling  
Special Education-  
The Mentally Challenged
- Master of Arts in Industrial Education (MAIE)  
Major in: Hotel and Restaurant Management
- Master of Arts in Teaching (MAT)  
Major in: Electronics Technology  
Food Trades  
Homemaking Arts  
Mathematics  
Science

### **II. Undergraduate Program**

- Bachelor of Elementary Education (BEEd)  
Major in: Special Education
- Bachelor of Secondary Education (BSE)  
Major in: Mathematics  
Physical Science  
Technology and Livelihood Education
- Professional Education Subjects  
Laboratory High School

### **III. Evening Vocational Program**

## **E. COLLEGE OF ENGINEERING (CEN)**

### **I. Graduate Program**

- Master in Construction Management

### **II. Undergraduate Program**

- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electronics and  
Communication Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Mechanical Engineering

### **III. Evening Vocational Program**

## **F. COLLEGE OF HOTEL AND RESTAURANT MANAGEMENT (CHRM)**

### **I. Undergraduate Program**

- Bachelor of Science in Hotel & Restaurant  
Management (BSHRM)

### **II. Evening Vocational Program**

## **G. COLLEGE OF INDUSTRIAL TECHNOLOGY (CIT)**

### **I. Graduate Program**

- Master in Industrial Technology

### **II. Undergraduate Program**

- Bachelor of Science in Industrial Technology (BSIT)  
Ladder-Type Course

Two-Year Post-Secondary

Major in: Automotive Technology  
Drafting Technology  
Electrical Technology  
Electronics Technology  
Food Technology  
Garment Technology  
Industrial Chemistry  
Information and Computer Technology  
Machine Shop Technology  
Refrigeration and Air-conditioning Technol

### **III. Evening Vocational Program**

## **EARIST CAVITE CAMPUS (ECC)**

### **I. Graduate Program**

- Doctor of Education  
Major in: Educational Management
- Master of Arts in Education  
Major in Administration and Supervision
- Master of Business Administration
- Master of Public Administration

### **II. Undergraduate Program**

#### **A. College of Arts and Sciences**

- Bachelor of Science in Business Administration  
Major in: Business Management
- Bachelor of Science in Business Education
- Bachelor of Science in Computer Science
- Bachelor of Science in Office Administration  
Major in: Computer Education, Office Management
- Bachelor of Science in Industrial Psychology
- Bachelor of Science in Information Technology
- Bachelor of Science in Criminology
- Bachelor of Science in Nursing (Practical Nursing)

#### **B. College of Industrial and Teacher Education**

- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Education  
Major in: Home Technology  
Mathematics
- Bachelor of Science in Hotel and Restaurant Management
- Bachelor of Science in Industrial Technology  
Major in: Apparel Technology  
Automotive Technology  
Drafting Technology  
Electrical Technology  
Electronics Technology  
Food Technology  
Refrigeration and Air-conditioning Technol

#### **C. Laboratory High School**



# ARTICLE I ADMISSION POLICY

EARIST is open to students who meet its academic standards and are willing to abide by the rules and ideals of the Institute.

The following credentials are required

For High School graduates:

- 1.0 Form 138 (High School Report Card)
- 2.0 Certificate of Good Moral Character
- 3.0 Certificate of Live Birth (xerox copy)
- 4.0 1 x 1 picture (2 pcs.)
- 5.0 Qualified ECAT Result
- 6.0 Satisfactory Result of Interview by the Dean

For Transferees:

- 1.0 Transcript of Records / Certification of Grades
- 2.0 Certification of Good Moral Character
- 3.0 Recommendation from Dean of the College where he is applying
- 4.0 Recommendation from the Dean or Guidance Counselor of the School the applicant was previously enrolled
- 5.0 Honorable Dismissal
- 6.0 1 x 1 picture (2 pcs.)
- 7.0 Qualified ECAT result
- 8.0 Satisfactory result of interview by the Dean

## ARTICLE II ACADEMIC POLICIES

### Section 1 - ACADEMIC LOAD

- 1.1 A student shall carry the regular load prescribed by the academic program.
- 1.2 In no instance shall a student be allowed to carry less than one half of the regular load unless he has incurred academic deficiencies or is graduating during the term.
- 1.3 No undergraduate student shall be allowed to take more than the number of units specified in his curriculum except for graduating students and duly certified by the College Dean and the Registrar.
- 1.4 Only graduating students are entitled to carry an overload which is limited to six (6) units for the year.
- 1.5 No student shall be enrolled in more than one college to earn more than one academic degree at the same time.
- 1.6 During summer term, the normal load shall be six (6) units. In justifiable cases, however, the College Dean may allow a student to take nine (9) units.
- 1.7 The College Dean may limit the academic load of students who are employed outside the Institute whether on full-time or part-time basis.

## Section 2 - REGISTRATION AND CROSS REGISTRATION PROCEDURES

2.1 A student is considered officially enrolled when:

- he has paid his tuition and other fees;
- his official receipt of payment has been validated;
- he has submitted his fully accomplished registration certificate and other requirements to the Registrar's Office; and
- the "Copy for Student" portion of his registration certificate has been properly stamped, registered and initialed by the receiving clerk of the Registrar's Office.

2.2 No student shall be registered later than the date specified in the school calendar, except under reasonable and justifiable circumstances to be determined by the Dean concerned who then makes his recommendation to the Vice President for Academic Affairs, but not to exceed six (6) class hours.

2.3 Cross enrollment in another school is allowed upon the favorable endorsement of the Dean who shall recommend to the Registrar the issuance of the corresponding permit.

2.4 No cross enrollee from another institution shall be admitted into the Institute without the written permit from the Registrar's Office. The permit shall state the total number of units for which the student is registered and the subject(s) that he is authorized to take in the College.

### 2.5 Shifters

2.5.1 Student shifting within the same college shall present the following:

- A letter addressed to the College Dean expressing his intention and justification to shift to another program.
- An endorsement letter from Guidance Counselor, Program Adviser and Registrar.

2.5.2 Student shifting from one college to another must submit the following to the College Dean where he/she wishes to transfer:

- A letter addressed to the College Dean where the student intends to shift to another program and recommended by the Dean of his/her current college.
- Clearance (good moral standing, no current obligations to the college).

- Approval of the Vice President for Academic Affairs.
- Shifters must satisfactorily meet the grade requirement prescribed by the college.
- An endorsement letter from Guidance Counselor, Program Adviser and Registrar.

### 2.6 Second Baccalaureate Degree

The Institute does not accept applicants for second baccalaureate degree.

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### Section 3 - CHANGING CLASSES, SUBSTITUTION, AND DROPPING OF COURSES

- 3.1 Transfer to another class may be allowed only with the approval of the College Dean concerned, who shall advise the Registrar's Office for proper recording.
- 3.2 No substitution shall be allowed for major and mandated courses prescribed in the curriculum in which the student has failed, except when, in the opinion of the Dean of the College offering the prescribed course, the proposed substitute course is substantially similar in content to the required course.
- 3.3 Substitution of courses may be authorized in any one of the following cases:
  - 3.3.1 A curriculum has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new one. However, in case of curricular revision, the student follows the curriculum he was enrolled in while in the first year.
  - 3.3.2 There is conflict of schedule between required courses.
  - 3.3.3 The required course is not offered.
- 3.4 Petition for substitution should:
  - 3.4.1 Involve courses within the same department if possible; if not, the proposed substitute must be allied to the one being substituted.
  - 3.4.2 Be between courses of the same number of units.
  - 3.4.3 Be recommended by the class adviser and approved by the College Dean concerned.
  - 3.4.4 Be submitted to the Office of the College Dean during the registration period or before the opening of classes.
  - 3.4.5 Be acted upon by the College Dean/Director concerned in case the petition is disapproved, the student may appeal to the Vice President for Academic Affairs, whose decision on the matter is final.
- 3.5 A student may drop a course by filling out the necessary application form (Dropping Form) with the College Registrar, provided his case is not covered by a pertinent provision of the Institute Code.

### Section 4 - CLASSIFICATION OF STUDENTS

#### 4.1 According to Admission Status

- **As Beginning Freshmen** - Student admitted through the EARIST College Admission Test (ECAT), who have not enrolled in any college course prior to their enrolment in the Institute, must submit to the Dean's Office and Registrar's Office all the documents required for formal acceptance in EARIST.
- **As Returning Students (Returnees)** - Students considered for readmission depending on their previous scholastic performance and the availability of slots; must have complied with all other requirements for readmission.

- **As Shifting Students (Shifters)** – Students who shift with the same college or from one college to another shall be covered by provisions in Section 2.6 of this Article.

- **As Transferring Students (Transferees)**

*From the EARIST Branch* – Students admitted as transfer upon the recommendation of the Campus Director depend upon the availability of slots and have complied with requirements for admission.

*From Another School* – Students may be admitted as transferees depending on the availability of slots and have all the academic and admission requirements set forth by the Institute.

## 4.2 According to Academic Load

4.2.1 *Regular student* – One who is registered for formal academic credits and who carries the full load required in a given semester in his curriculum.

4.2.2 *Irregular student* – One who is registered for formal credits who carries less than the full load required in a given semester in his curriculum.

4.2.3 *Special student* – One who is not earning formal academic credits.

## 4.3 According to Year Level

4.3.1 *Freshman* – One who is in the first year of his curriculum who has not finished the prescribed subjects of the first year of his curriculum, or 25 percent of the total number of units required in his entire program.

4.3.2 *Sophomore* – One who is in the second year of his curriculum or who has satisfactorily completed the prescribed subjects of the first year of his curriculum or has finished more than 25 percent but less than 50 percent of the total number of units required in his entire program.

4.3.3 *Junior* – One who is in the third year of curriculum, or who has completed the prescribed subjects of the first and second years of his curriculum, or has finished more than 50 percent but less than 75 percent of the total number of units required in his entire program.

4.3.4 *Senior* – One who is in the fourth year of his curriculum, or who has completed the prescribed subjects of the first, second, and third years of his curriculum or has finished 75 percent or more of the total number of units required in his entire program.

4.3.5 *Fifth year* – In the College of Engineering, Architecture and Fine Arts, a student who is in the fifth year of his curriculum is considered a senior if he has completed at least 80 percent of the curricular requirement.



## Section 5 - ATTENDANCE

5.1 Students are required to attend all classes starting with the first meeting of every class. Non-attendance in any required class or academic activity constitutes an absence. Time lost due to late enrollment shall also be considered as absence.

5.2 A student shall be considered absent from class if he is not present within the first third fraction of the scheduled class time. In other words, a student is considered absent if he arrives after:

5.2.1 the first 60 minutes for a three-hour class;

5.2.2 the first 30 minutes for a one-hour-and-a-half class and

5.2.3 the first 20 minutes for a one-hour class.

5.3 A student is considered late or tardy if he arrives in class during the first third fraction of the scheduled class time, that is, if he arrives within the time schedules described in 5.2 above.

5.4 Three incidences of tardiness shall be considered as one absence from class.

5.5 Any student who has absented himself from class must, whenever required by the faculty member concerned, obtain an excuse slip from the Counseling and Testing Office.

5.6 Absence authorized in writing by the Institute because the student concerned officially represented the Institute at some function or affair shall be excused. The Dean/ Chairperson shall inform the faculty member(s) concerned.

5.7 Absence due to illness may be excused if the student submit a medical certificate issued by the Institute's Medical Officer or any other physician; provided that, in the latter case, the medical certificate shall be authenticated by the Institute Medical Office.

5.8 Excused absences are for time missed only. All work covered by the class during the student's absence will have to be made up by the student within a reasonable period of time.

5.9 Three successive unexcused absences shall be reported by the faculty member concerned to the Chief of the Counseling and Testing Office who shall call for the student and notify his parents/guardians.

5.10 A student who has been absent for at least 20 percent of the hours of recitation, lecture, laboratory, or any other scheduled work in one subject for the semester, or any academic period, shall be automatically dropped from the class roll, and the Registrar shall be advised accordingly.

## Section 6 - GRADING SYSTEM

- 6.1 The students' academic performance shall be graded in accordance with the following 5-point numerical system:

Grades	Percentage Equivalent	Descriptive Rating
1.0	97 - 100	Marked Excellence
1.25	94 - 96	Excellent
1.5	91 - 93	Very Superior
1.75	88 - 90	Superior
2.0	85 - 87	Very Good
2.25	82 - 84	Good
2.5	79 - 81	Satisfactory
2.75	76 - 78	Fair
3.0	75	Passed
5.0		Failure
Inc.		Incomplete
Drop.		Officially/Unofficially Dropped

- 6.2 A grade of "4" is Conditional and shall be given only during the mid-term grading period. No final grade of "4" shall be given.
- 6.3 Incomplete (Inc.) is temporarily given to a student who may qualify for passing but has not complied with all requirements of a subject. An Incomplete Grade shall be completed within one year from the end of the semester or summer term when the INC. was incurred or given; otherwise, the grade automatically becomes "5.0".
- 6.4 Dropped is given if the student voluntarily drops a course and correspondingly files a dropping form at any time not less than two weeks before the mid-term examination. After this period, a faculty member may only give a passing or failing grade. Dropp is also given when the faculty member drops the student from his or her for having exceeded the allowable number of absences.
- 6.5 A student who has received a passing grade in a course shall not be allowed to take another examination for the purpose of improving his grade.

## Section 7 - REMOVAL OF INCOMPLETE GRADES

- 7.1 Examination for the removal of grades of INC. (Incomplete) shall not be charged any fee during the following:
- 7.1.1 the regular examination period where the course is included in the schedule of examination.
- 7.1.2 the regular removal examination period within ten (10) days before the registration period.
- 7.2 Removal examinations may be taken at other times upon the approval of the College Dean/Campus Director concerned and after payment of the corresponding fee.
- 7.3 In no case shall the period for the removal of grades of Incomplete extend beyond one year from the end of the term the course was taken.



## Section 8 - RETENTION POLICIES

The Institute shall debar students who do not show satisfactory performance in their academic undertaking.

- 8.1 Old students, except those in the senior year, with failures corresponding to nine (9) or more units within a semester or five (5) cumulative unauthorized withdrawal (dropped) at the end of any semester or summer term will not be readmitted in the succeeding semesters by reason of poor academic scholarship. The same rule shall apply to students who did not take the regular load and incurred failures equivalent to one-half of the load carried in the preceding semester.
- 8.2 A student with a failing grade shall be given a warning by the College Dean and referred to the Counseling and Testing Office for appropriate guidance. The student's load for the succeeding semester shall be correspondingly reduced, e.g., by one load if he/she failed in one.
- 8.3 First year students who in their first semester incur failures corresponding to nine (9) or more units or the equivalent of one-half of their load, shall be allowed to enroll under probation in the second semester but only in subjects authorized by their Dean.
- 8.4 Students on probation should not fail or drop even one subject nor be involved in any disciplinary case during the semester that immediately follows.
- 8.5 Students can only be on probation twice. Inability to lift the second probation will render any student ineligible to enroll for the succeeding semester.
- 8.6 Students who fail and/or withdraw (authorized or unauthorized) thrice in the same course (or subject) will be dropped from the roll.
- 8.7 A grade of "Incomplete" is not to be included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made.
- 8.8 A student who is due for dismissal but who has been enrolled before the dismissal status is ascertained, shall be permitted to remain up to the end of the semester or summer term in which it occurs.
- 8.9 Required courses (or subjects) in which a student has failed shall take precedence over other courses in his succeeding enrollment.
- 8.10 In colleges or schools in which the weight of the course is not expressed in terms of units, the computation shall be based on their respective equivalents.
- 8.11 The Registrar, upon the advice of the Dean concerned, sends a Letter of Dismissal to the concerned student and his/her parents at the end of the semester.

## Section 9 - TENURE, LEAVE OF ABSENCE AND HONORABLE DISMISSAL

### 9.1 Tenure

- 9.1.1 For Regular Students. A regular student should finish the academic program within the prescribed number of years. He/she may be allowed a grace period of two semesters or one year.

9.1.2 For Working Students. A working student should finish the academic program within five years (for 4-year degree) and six years (for 5-year degree). He/she may be allowed a grace period of two semesters or one year.

9.1.3 Non-compliance with the prescribed tenure shall be ground for non-admission.

## **9.2 Leave of Absence**

9.2.1 Application for a leave of absence should be filed with and approved by the Office of the Dean copy furnished the Registrar's office.

9.2.2 The leave may be for one semester or one year as specified.

9.2.3 The leave may be extended upon approval of the Office of the Dean but in no case shall the leave go beyond two years. Otherwise, he/she shall lose his/her status as a student in residence.

9.2.4 Upon his/her return, a student is covered by the curriculum currently in effect.

9.2.5 Unofficial leave of absence will be charged to the student's tuition.

## **9.3 Honorable Dismissal**

9.3.1 An Honorable Dismissal is issued by the Registrar to a student who voluntarily withdraws from the Institute for purpose of transferring to another school.

9.3.2 Any student applying for an Honorable Dismissal must obtain clearance from all accountabilities with the Institute.

9.3.3 Any student who leaves the Institute for reasons of expulsion, dropping due to disciplinary action or suspension shall not be entitled to an Honorable Dismissal.

9.3.4 Any student who was issued honorable dismissal may not be readmitted.

## **Section 10 - GRADUATION REQUIREMENTS**

10.1 A candidate for graduation shall file his application for graduation with the Registrar's Office at the start of the semester.

10.2 A student shall be recommended for graduation when he has satisfied all academic and other requirements prescribed by the Institute.

10.3 No student shall be allowed to graduate from the Institute unless he has earned therein more than fifty (50) percent of the academic units required in his curriculum.

10.4 A candidate for graduation shall have his deficiencies made up and his record cleared not later than two weeks before the end of his last semester.

10.5 No student shall be issued a diploma and a transcript of records unless he has been cleared of all accountabilities.



## Section 11 - GRADUATION WITH HONORS

11.1 The College Dean / Campus Director, in close coordination with the College Registrar, shall recommend a student who completes his baccalaureate course with any of the following weighted averages to be graduated with honors:

11.1.1 Summa cum Laude	1.25 to 1.0
11.1.2 Magna cum Laude	1.50 to 1.26
11.1.3 Cum Laude	1.75 to 1.51

11.2 The guidelines on graduation with honors shall be as follows:

11.2.1 A student's final grades during his last school term shall be submitted 30 days before the date of graduation.

11.2.2 Only final grades shall be considered in the computation of the general average.

11.2.3 In the computation of the final averages of a candidate for Graduation with honors, grades in all accredited academic courses in the curriculum shall be included.

11.2.4 Every candidate for graduation with honors must:

- Have carried the normal load prescribed in his/her curriculum.
- Have completed in the Institute at least 75% of the total number of the academic units or hours required for graduation.
- Have been in residence for at least three years immediately prior to graduation.
- Have no final grade lower than 2.75, Incomplete, and/or Dropped in any academic course whether prescribed or not in his curriculum which he has taken in the Institute or in any other recognized educational institution.

Eulogio "Amang" Rodriguez  
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- Have no final grade of "5.0" in any academic and non-academic course prescribed in his curriculum which he has taken in the Institute or in any other recognized educational institution.

- Have not repeated a course (or subject) in another recognized educational institution.

Public Information and Web Office

## **ARTICLE III**

### **PAYMENT AND REFUND OF FEES**

#### **Section 1 - PAYMENT OF FEES**

- 1.1 Total matriculation fees include tuition, miscellaneous and other fees
- 1.2 Matriculation fees may be paid on cash or installment basis, which term shall be determined by the Office of the President.

#### **Section 2 - REFUND OF FEES**

- 2.1 A student who cancels his registration shall secure a "Dropping Form" from the Registrar's Office, accomplish it and have it signed by the Dean.
- 2.2 Refund of fees must be made within the first two weeks from the official start of semester classes (or within the fourth day of summer classes) and a refund of 50% of the tuition fee shall be granted.
- 2.3 No refund shall be made after the second week from the start of semester classes (or fourth day of summer classes).
- 2.4 Miscellaneous and other fees are not refundable.

## **ARTICLE IV**

### **SCHOLARSHIP AND FINANCIAL ASSISTANCE**

#### **Section 1 - ENTRANCE SCHOLARSHIP**

- 1.1 Those who graduated as valedictorian, salutatorian, first, second and third honorable mention shall be allowed full entrance scholarship (free tuition fee) and shall continue to enjoy such privilege for as long as they maintain the average rating of 1.75 with no grade below 2.25.

#### **Section 2 - ACADEMIC SCHOLARSHIP**

- 2.1 These are given to students who maintain high weighted average with no lower than 2.25 in any subject including P.E. and NSTP, have established a residence of at least one semester in the Institute, carry the normal load prescribed in their respective curricula, of good moral character and have not been subject to any disciplinary action by the Institute.

Academic Scholars have two categories, namely:

##### **2.1.1 President's List**

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The Institute grants full tuition scholarship but must pay miscellaneous and other fees for one semester, renewable every semester to financially underprivileged but academically deserving students. He/she must have a general average of at least 1.25 - 1.0.

##### **2.1.2 Dean's List**

Students who maintain a weighted average of at least 1.5-1.26, qualify for scholarship of partial (50%) discount on tuition fee but must pay miscellaneous and other fees.

The Academic Scholarship Award is renewable every succeeding semester whenever the recipient meets the conditions set forth in the grant.



## Section 3 – NON-ACADEMIC SCHOLARSHIP GRANT

3.1 This scholarship grant is given to students with special talents and leadership abilities who shall maintain a good academic standing (no failing grade or dropped in any subject/course), carry the normal load prescribed in their respective curricula, of good moral character and have not been subject to any disciplinary action by the Institute.

### 3.1.1 Athletic Service Grant

The Athletic Service Grant is awarded to a bonafide student with outstanding skills, aptitude and ability in a particular sport who is a potential Institute representative in any sports competitions especially in the State Colleges and Universities Athletic Association (SCUAA).

### 3.1.2 Cultural Service Grant

The Cultural Service Grant is awarded to a bonafide student who has had at least one semester of residence, has not incurred any failing grade in the previous semester and by reason of his/her artistic talent or technical skill is accepted into the core group which will be trained and developed for ensemble work in the theater, dance or choral group. These Cultural Service Grants enjoy the tuition fee discount but must pay miscellaneous and other fees.

### 3.1.3 ROTC Grant

Given to the Corps Commander and Cadet Officers of the ROTC Unit with free tuition fee but must pay miscellaneous and other fees.

### 3.1.4 Student Publication (Technozette/Champion Writer) Grant

This study grant is given to student who passed the editorial examination and officially endorsed/recommended by the designated adviser/trainer.

A recipient of the award is entitled to a full tuition fee discount but must pay the miscellaneous fees and other fees.

### 3.1.5 Leadership Scholarship

The recipients of this grant are the following: duly elected ISG officers and governors of each college are entitled to a full tuition discount but must pay the miscellaneous fees and other fees.

Eulogio “Amang” Rodriguez  
Institute

Barangay and Sangguniang Kabataan Officers, PD 577 and PNP Scholarship

3.1.6.1 Barangay Scholarship - The son/daughter of the elected Sangguniang Barangay Officials can avail a scholarship program under Sec. 397, Paragraph 4, Code of 1991 known as RA 7160.

3.1.6.2 Sangguniang Kabataan Scholarship - Those who are elected as SK Officials can avail a scholarship program under provided that, to qualify for the privilege, the said officials shall enroll in the state college or university within or nearest their area of jurisdiction.

3.1.6.3 **PD 577** – The Institute awards grants to dependents of military personnel who died or become incapacitated in line of duty after September 1, 1972.

3.1.6.4 **PNP** – The PNP Study Grant Program apply to all qualified uniformed personnel of the PNP and their dependents, specifically the spouse or one of their children, provided only one member of the family shall avail of the program.

Documents required must be submitted to the Office of the Scholarship after passing the Institute's College Entrance Examinations. Recipient of this grant is entitled to a full tuition fee but must pay the miscellaneous fees and other fees required by the Institute.

#### **Section 4 - SPECIAL GRANTS**

4.1 A special grant (i.e., one sponsored by a private or public institution, foundation, industrial firm or an individual) which takes the form of full tuition fee plus benefits stipulated in the contract with the sponsoring agency or donor(s) may be awarded to a financially disadvantaged bonafide student of the Institute who is not enjoying any other grant and who displayed exemplary performance/ academic excellence in the preceding semester.

The following agencies offer scholarships/grants:

1. CARITAS Scholarship Foundation
2. CHED-Congressional District Scholarship Grant
3. CHED-Regional Scholarship Program
4. CHED-DND/PASUC Scholarship Grant
5. City Government of Parañaque Scholarship Grant
6. DOST-SEI Scholarship Grant
7. EARIST Faculty Sponsored Scholarship
8. SYDP-Quezon City
9. Rotary Club of Intramuros Scholarship Foundation, Inc.
10. PNPL/NISGP
11. Jollibee Aral-Kabuhayan Scholarship Program
12. Atty. Pedro D. Rocafranca Sr. Memorial Scholarships, Inc.
13. Other NGO's

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#### **Section 5 - STUDENT ASSISTANTSHIP**

5.1 This refers to term-employment of not more than 20 hours a week or 5 hours a day for a compensation of P 30.00 per hour, but not to exceed Php2,000.00 a month. (This amount may be changed from time to time as government regulations may permit).

The applicant must be a bonafide student of the Institute who has had at least one semester of residence, has not incurred any failing grade in the previous semester, and has a weighted average of at least 2.5.



## **ARTICLE V**

### **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

#### **Section 1 – RIGHTS OF STUDENTS**

Bona fide students of EARIST shall enjoy the following rights:

- 1.1 The right to freely choose their fields of study, subject to curricular requirements and admission policies.
- 1.2 The right to receive quality and relevant education for their full development.
- 1.3 The right to avail of career guidance and counseling services.
- 1.4 The right to issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and similar documents upon request and payment of corresponding fees.
- 1.5 The right to publish a student newspaper and similar publications consistent with the provisions of the "Campus Journalism Act of 1991."
- 1.6 The right to organize a student government as a training ground for leadership skills.
- 1.7 The right to take part in duly approved projects and activities to foster holistic growth and development of the studentry and other EARISTians.
- 1.8 The right to be free from involuntary contributions, hazing, and from any form of pressure and harassment from their peers in the organization(s) or from any other source.
- 1.9 The right to free expression and suggestion to the appropriate academic and administrative bodies of the Institute.

#### **Section 2 – RESPONSIBILITIES OF STUDENTS**

Every student shall perform the following duties:

- 2.1 Exert his utmost in his studies that will lead to development of his potentials by undergoing an education best suited to his abilities.
- 2.2 Uphold the academic integrity of the Institute by endeavoring to achieve academic excellence and abiding by school rules and regulations.
- 2.3 Promote and maintain a pleasant environment in the school and exert extra efforts to attain harmonious relationship with fellow students, faculty and other school personnel.
- 2.4 Participate actively in co-curricular and extra curricular activities that lead to student, school and community development.
- 2.5 Adopt positive measures and steps to ensure a peaceful student development.
- 2.6 Abide by the Code of Conduct and Discipline formulated by the Institute

# ARTICLE VI

## CODE OF CONDUCT AND DISCIPLINE

### Section 1 - EARIST CODE OF CONDUCT AND DISCIPLINE

DO what is right  
and help others do the same;

DONT do what is wrong  
and don't tolerate those who do.

#### GABAY SA PAG-UUGALI

GUMAWA ng tama  
at tulungan ang iba na gumawa rin ng tama;  
HUWAG gumawa ng mali  
at huwag payagan ang iba na gumawa ng mali.

Dr. Arturo P. Casuga

1<sup>st</sup> EARIST President (1992-1999)

### Section 2 - CONDUCT IN SCHOOL

- 2.1 **Wearing of Prescribed Uniform.** Every student shall wear the prescribed uniform. However, students may wear their laboratory/shop uniforms during their laboratory/shop periods, the prescribed P.E. uniform during their P.E. classes and the ROTC/CWTS uniform during their training days.
- 2.2 **ID Requirements.** Every student shall wear the official identification card (I.D.) at all times inside the campus. Entrance to the campus and its premises shall be denied to any student without the official ID.
- 2.3 **Hair Cut for Male Students.** Male students shall sport a clean and decent haircut without colorful highlights.
- 2.4 **Body piercing, goatee, permanent tattoo, colored nail polish, and earrings (for male students) are strictly prohibited** inside the campus.
- 2.5 **Curfew.** The campus shall be cleared of all unauthorized persons by 10:00 P.M.
- 2.6 **Cleanliness.** Cleanliness in the campus must be observed. Waste materials should be thrown in trash cans/bags provided for the purpose.
- 2.7 **Respect and Honor.** Students should observe respect and honor in dealing with co-students, college personnel, faculty, administrators and visitors on campus. Likewise, a student is expected to respect and use school property with diligence, care, and proper storage after use.
- 2.8 **Maintenance of Peace and Order.** In order to achieve and maintain peace and order in the Institute, students are enjoined to:
  - 2.8.1 behave well at all times, refrain from making unnecessary noise, and avoid loitering along corridors especially when classes are ongoing.
  - 2.8.2 refrain from using devices and gadgets (cellphones, iPod, etc.) during regular class hours and, most especially, during examinations.



## Section 3 – STUDENT DISCIPLINE

Students shall enjoy the full protection of all existing laws, rules and regulations except in disciplinary infractions which are categorized into minor and major offenses.

### 3.1 ACTS CONSTITUTING MAJOR OFFENSE

#### 3.1.1 Using foul or vulgar language.

- First Offense : Written Warning
- Second Offense : Two-Day Suspension
- Third Offense : Discipline Probation

#### 3.1.2 Smoking within the school premises.

- First Offense : Five-Day Suspension
- Second Offense : Ten-Day Suspension
- Third Offense : Discipline Probation

#### 3.1.3 Spitting on walls and floors. Throwing any waste matters such as used sanitary napkins that cause the clogging of toilet bowls, urinals, lavatories and drainage outlets.

- First Offense : Two-Day Suspension
- Second Offense : Five-Day Suspension
- Third Offense : Ten-Day Suspension

#### 3.1.4 Lending or borrowing of ID, enrolment form and/or official certificates or documents.

Allowing or abetting acts of impersonation and/or misrepresentation for the purpose of entering school premises, enrolling, taking examinations and the like.

- First Offense : Two-Day Suspension
- Second Offense : Discipline Probation
- Third Offense : Dismissal

#### 3.1.5 Acts of vandalism such as the defacing of walls, bulletin boards, paintings, doors, desks, tables, chairs, etc.; tearing of books, notices or circulars; destructions of window panes, toilet bowls, fans, laboratory equipment, water fountains, air-conditioners, clocks and other school equipment or furnishings.

- First Offense : Three-Day Suspension and replacement/restoration of vandalized/damaged items.
- Second Offense : Discipline Probation and replacement/restoration of vandalized/damaged items.
- Third Offense : Dismissal and replacement/restoration of vandalized/damaged items.

#### 3.1.6 Possession of explosives, firearms, deadly weapons of any kind within the school premises.

Detonating explosives or fireworks within the school premises and its immediate vicinity.

- Sanction : Dismissal

Public Information and Web Office

3.1.7 Unauthorized bringing in, possession or drinking of liquor or alcoholic beverages inside the school premises.

Entering the school premises while intoxicated.

First Offense : Two-Day Suspension

Second Offense : Five-Day Suspension

Third Offense : Discipline Probation

3.1.8 Involvement in brawls, fistfights, within or outside the school premises, and/or throwing harmful objects that can cause injury to others or any serious trouble-causing activities on campus.

First Offense : Two-Day Suspension

Second Offense : Five-Day Suspension

Third Offense : Discipline Probation

3.1.9 Robbery, theft, and acts of malicious mischief involving school funds/property.

Sanction : Dismissal

3.1.10 Dishonesty such as cheating during any examination, quiz or test and plagiarism in connection with any academic work. The act of cheating includes but is not limited to the following:

a. unauthorized possession of notes or any material relative to the examination or test whether the student actually uses them or not.

b. copying or allowing another to copy from one's examination paper. In the latter case, both parties are liable.

c. having somebody else take the examination or test or report for one's self. If both parties are students both are liable.

d. glancing or looking at another student's examination paper, or allowing another student to glance or look at his/her examination paper.

e. communicating with another student or any person in any form during an examination or test without permission from the teacher or proctor. This includes leaking examination questions to another student.

First Offense : Written Warning and a grade of 50% for the examination, test or report taken

Second Offense : Discipline Probation

Third Offense : Dismissal

3.1.11 Tampering of school records and official papers or documents. These include forging, destroying, falsifying school records and knowingly using tampered or falsified documents.

First Offense : Discipline Probation

Second Offense : Non-Readmission/Dismissal

3.1.12 Hazing or subjecting a person to physical or mental injury for the purpose of admission and/or maintenance of membership in any organization, whether recognized or unrecognized. Members who are present and aware of the hazing at the time of its commission shall also be held liable, regardless of whether they participate in it or not. Officers of such organizations shall be equally liable



regardless of whether they were present at the hazing or not pursuant to the provisions of the "Anti-Hazing" law.

Sanction : Non-readmission / Dismissal

3.1.13 Recruitment / membership in a fraternity / sorority or any student organization not recognized by the Institute.

First Offense : Ten-Day Suspension

Second Offense : Non-readmission / Dismissal

3.1.14 Use of or trafficking of prohibited drugs.

Sanction : Dismissal

3.1.15 Conviction by a court of law for a crime involving moral turpitude.

Sanction : Dismissal

3.1.16 Gambling, playing cards, maintaining or participating in any game of chance within the school premises.

First Offense : Two-Day Suspension

Second Offense : Five-Day Suspension

Third Offense : Discipline Probation

3.1.17 Extortion or blackmail, whether or not the purpose or objective is accomplished. Solicitation of money, donations, contributions in cash or kind without the prior approval of the proper authority.

Misappropriation or failure to account for funds belonging to the school or to any recognized organization.

First Offense : Ten-Day Suspension

Second Offense : Discipline Probation

Third Offense : Non-Readmission/Dismissal

3.1.18 Unauthorized use of the name "Eulogio "Amang" Rodriguez Institute of Science and Technology." Use of Institute premises and / or facilities without prior permit.

First Offense : Two-Day Suspension

Second Offense : Five-Day Suspension

Third Offense : Discipline Probation

3.1.19 Threatening school officials, faculty members and personnel and/or fellow students in any manner that prevent them from performing their duties or exercising their rights. Gross disobedience, disrespect in word or in deed for any member of academic community or school personnel, or disregard of the lawful authority of any faculty member or school official.

First Offense : Five Day Suspension

Second Offense : Ten-Day Suspension

Third Offense : Discipline Probation

3.1.20 Assaulting, challenging or committing physical abuse, harassment, or similar acts against persons in authority, faculty members, personnel and fellow students.

First Offense : Two-Week Suspension

Second Offense : One-Month Suspension

Third Offense : Discipline Probation

3.1.21 Running away from a person in authority to avoid apprehension.

First Offense : Two-Day Suspension  
Second Offense : Five-Day Suspension  
Third Offense : Discipline Probation

3.1.22 Attending classes without having duly enrolled therein or not completing registration by missing the procedure on assessment of fees and/or other procedures during enrolment.

Transferring to a different class without an approved transfer form or dean's approval.

First Offense : Two-Day Suspension  
Second Offense : Five-Day Suspension  
Third Offense : Discipline Probation

3.1.23 Violation of library rules and regulations.

First Offense : Two-Day Suspension  
Second Offense : Five-Day Suspension  
Third Offense : Discipline Probation

3.1.24 Public display of affection within the school premises such as a passionate kissing, petting, necking and the like which scandalize or tend to offend the sensibilities of members of the academic community.

Indecent exposure, gross immorality and other scandalous acts such as perverted behavior, display and distribution of pornographic materials and the like.

First Offense : Three-Day Suspension  
Second Offense : Ten-Day Suspension  
Third Offense : Discipline Probation

3.1.25 Instigating, inciting, provoking, leading or taking part in illegal and/or violent demonstrations or activities; threatening, coercing, intimidating or compelling student to be absent or boycott classes or preventing students from attending classes and inciting them to violate school regulations or participate in any illegal activity.

Leading or otherwise taking part in any concerted activity which disrupts school functions or adversely affects classroom instruction, such as causing false alarms; banging of doors, walls, tables, desks, or chairs.

First Offense : Five-Day Suspension  
Second Offense : Fifteen-Day Suspension  
Third Offense : Non-readmission / Dismissal

3.1.26 Holding of meetings or assemblies and rallies of external organizations or groups through EARIST organizations/ groups without permission from the Office of the President.

First Offense : Two-Day Suspension  
Second Offense : Five-Day Suspension  
Third Offense : Discipline Probation



3.1.27 Student computer offenses shall include but are not limited to the following:

- a. Unauthorized use of school computers and/or peripheral systems and networks;
- b. Unauthorized access to school computer programs or files.
- c. Unauthorized alteration or duplication of school computer programs or files

First Offense : Two-Day Suspension

Second Offense : Five-Day Suspension

Third Offense : Discipline Probation

- d. Any deliberate action to disrupt the operation of school computer system which serve other members of the community, including all networks to which school computers are connected.

First Offense : Five-Day Suspension

Second Offense : Ten-Day Suspension

Third Offense : Non-admission / dismissal

- e. Use of school computer systems and networks for committing crimes, violating civil laws, spamming, hacking or violating rules.

Sanction : Dismissal

- f. Unauthorized uses for students include but are not limited to the following:

- Computer games which are not assigned course work;
- Development or transmitting of chain letters;
- Entering or transmitting of commercial advertisements or solicitations;
- Entering or transmitting of political campaign materials relating to elections to be held outside the school;
- Sharing one's computer account with others or using another person's accounts;

First Offense : Two-Day Suspension

Second Offense : Five-Day Suspension

Third Offense : Discipline Probation

- Eulogio Institute of Science and Technology
- Viewing, copying or transmitting of obscene material;
  - Violation of copyright laws or using or copying software in ways that violate the terms of the license;
  - Creation or transmitting computer viruses or any form of intentionally destructive programs;
  - Intentional disruption of network services;

Sanction : Dismissal

- Connecting any device to the network without permission;

- Copying, modifying, replacing, or deleting any other user's account or any software used for system management;
- Harming EARIST's computer equipment;

Sanction : Dismissal

- Acts of treachery and sabotage including arson, tampering with electric connections, switches, generators, motors, air conditioners and fire-alarm systems.

Sanction : Dismissal / Expulsion

3.1.28 Habitual disregard or willful violations of established policies and regulations.

Sanctions : Non-readmission/ Dismissal

3.1.29 Such other acts unbecoming of a college student as may hereinafter be determined by the Institute authorities.

## 3.2 ACTS CONSTITUTING MINOR OFFENSE

3.2.1 Failure or refusal to present/wear the I.D. properly and/or wear the required student uniform within the school premises.

Overt behavior untypical of one's gender such as cross dressing.

Wearing inappropriate campus attire as shorts and mini skirts that are more than two inches above the knee, plunging necklines, back-less and hanging shorts/pants that are more than two inches below the hipline, flimsy and skin-tight outfits, halter tops, slippers or any other outlandish fashions.

Wearing earrings in the nose, lips, tongue, navel, multiple earrings.

Sanction : NO ENTRY  
OR

First Offense : Warning

Second Offense : Three-Day Suspension

Third Offense : Discipline Probation

3.2.2 Shouting, conducting boisterous conversation, and creating disruptive noise that may disturb ongoing classes.

Loitering and running along the corridors while classes are going on.

Littering and contributing to any form of disorder within the classroom and school premises.

First Offense : Warning

Second Offense : Three-Day Suspension

Third Offense : Discipline Probation

3.2.3 Unauthorized distribution / posting within school premises of leaflets, handbills or other printed materials whose authorship is not clearly stated therein.

Room-to-room campaigning for whatever purpose without prior approval from the OSA Dean / College Dean.

First Offense : Warning

Second Offense : Five-Day Suspension

Third Offense : Discipline Probation



- 3.2.4 Use of cellular phones or electronic gadgets during classes, lectures, or examination, and the re-charging of cellular phones using the electrical outlets of the Institute.

First Offense : Warning  
Second Offense : Three-Day Suspension  
Third Offense : Discipline Probation

- 3.2.5 Excessive, irresponsible use/wastage of school resources like water and electricity.

First Offense : Warning  
Second Offense : Three-Day Suspension  
Third Offense : Discipline Probation

- 3.2.6 Such other acts unbecoming of a college student as may hereinafter be determined by the Institute authorities.

## **ARTICLE VII DISCIPLINARY SANCTIONS**

These disciplinary sanctions shall be imposed for the commission of any offense defined in this Handbook or offenses similar thereto. Such sanction may take the form of:

### **Section 1 - WARNING, REPRIMAND, OR CENSURE**

These sanctions are meted out in writing (in the case of serious offenses) or by verbally admonishing the erring student that the repetition of the offense shall subject him to graver disciplinary measures.

Warning/reprimand is given for a first incident of a minor offense which warning/reprimand is recorded in the Counseling and Testing Office or OSA.

### **Section 2 - SUSPENSION**

This involves barring a student from a particular class or from the school for a prescribed period. Suspension for more than three days will require the approval of the Vice President for Academic Affairs. Suspension is considered as absence voluntarily incurred.

**Section 3 - PROBATION** may be given to a student whose action and/or behavior would otherwise merit separation from the school.

Probationary status is of two types: **u e z**  
Institute of Science and Technology

#### **3.1 Academic Probation**

Academic Probation is imposed if the student's problem is academic in nature. A student is placed under academic probation under any of the following circumstances:

Failure in one (1) major course  
Failure in two (2) minor courses

The Academic Probation is for one (1) semester and is automatically lifted when the student has passed all his courses in the semester that the Academic Probation is being served. Further failure in any course shall debar the student from readmission.

### 3.2 Discipline Probation

The Discipline Probation is imposed if the student has committed a major offense meriting this sanction within a semester or three (3) minor offenses. The Disciplinary Probation shall be for a minimum of sixty (60) school days and a maximum of one hundred (100) school days. A student may be placed on probation only twice during his/her stay in the school, and further violations shall be subject to dismissal.

3.3 In both types of Probation, the student and his/her parent/guardian are informed in writing. Likewise, they are all informed of the lifting of such Academic or Disciplinary Probation status. The Counseling and Testing Office issues the communication as regards lifting of the probation status after a counseling session has been held.

### Section 4 - NON-READMISSION

This measure allows an erring student to finish the semester but thereafter excludes him from enrolling in the school. This shall be meted out when a student commits a major offense and upon recommendation of the EARIST Grievance Committee.

### Section 5 - DISMISSAL

A penalty that allows the school to immediately exclude or drop the name of an undesirable student from the school rolls and issue him transfer credentials. This measure shall be taken only against students guilty of major offense/s and when circumstances of extreme urgency necessitate his/her immediate dismissal.

### Section 6 - EXPULSION

An extreme penalty on an erring student consisting of his exclusion for admission to any public or private school in the Philippines; this requires the prior approval of the Board of Trustees (BOT).

A student under investigation of a case involving the penalty of expulsion may be preventively suspended from entering the Institute premises if the evidence of guilt is strong and the Office of Student Affairs is morally convinced that the continued stay of the student during the period of investigation constitutes a distraction to the normal operations of the Institute or poses a risk or danger to the life of persons and property of the Institute.

**Section 7 - Other penalties** such as, but not limited to payment of fine/civil liabilities, revocation of degree, non-issuance of certificate of good moral character, disqualification from further enrolling in the Institute, withholding/non-issuance of the diploma, or annotation of the offense in transcript of record of said student, may be imposed depending upon the gravity of the offense, alone or in addition to the foregoing penalties.

**Section 8 - Any other sanction/s** as may be recommended by the EARIST Grievance Committee.



## **Section 9 - SANCTIONS ON ERRING GRADUATING STUDENT**

Graduating students who have committed a major offense shall not be allowed to join the commencement exercises and shall not be issued the Certification of Good Moral Character.

## **Section 10 - PRESCRIPTIVE PERIOD**

The school has the right to take action against student offenders as long as they remain enrolled therein.

All offenses shall be reported to the parents or guardians of the offender through the Counseling and Testing Office.

# **EARIST**

## **ARTICLE VIII PROCEDURES FOR THE SETTLEMENT OF COMPLAINTS/GRIEVANCES**

The procedure for the redress and settlement of complaints and grievances in the Institute shall conform to due process of law in order to insure the highest degree of fairness and justice to all concerned. To the greatest extent, however, all concerned should seek all remedies through counseling, arbitration and amicable settlement of conflicts. Sanctions and punishments shall be meted out sparingly, taking into consideration the capacity of individuals to learn and profit from their mistakes. Students shall be entitled to right of due process in all disciplinary proceedings.

### **Section 1 - The essential processes involved are:**

- 1.1 Any concerned or aggrieved party, whether a student or Institute personnel, should, as an initial step, seek advice or consult with an appropriate responsible person such as a teacher or an official within whose area of responsibility the problem arose. Problems which are psychological in nature should be referred directly to the Counseling and Testing Office.

As much as possible, problems should be solved at the initial stage of consultation and advice at the college level.

Complaints shall be in writing and filed with the Office of the Dean of Student Affairs in the case of complaints of (1) Student against students; (2) Non-teaching personnel against students; (3) Faculty members against students and (4) students against faculty members or non-teaching personnel.

- 1.2 The guidelines for referrals shall be:

- a. Conflicts between two students or student groups shall be referred to the Student Discipline Board composed of the following:

Chairman	-	Dean of Student Affairs
Member	-	Dean of College where student is enrolled
Member	-	Chief, Counseling and Testing Office
Member	-	Chief, Scholarship and Leadership Division
Member	-	Student Government President

- b. Complaints by a student or a student group against faculty member or an Institute employee shall be referred by the Dean of Office of Student Affairs to the Vice President for Academic Affairs.
- c. Complaints by a teacher or Institute personnel against a student or student group shall be referred to the Student Discipline Board thru the Dean, OSA.
- d. Complaints by non-students against academic or administrative personnel shall be referred to the Administrative Office; non-students against student(s) or student groups shall be referred to the Student Discipline Board thru the Dean, OSA.
- e. In disciplinary proceedings, both complainant(s) and respondent(s) shall have the right to counsel of their own choice and to present affidavit to support their respective claims or defenses. In all proceedings of the EARIST Grievance Committee, the same shall be summary in nature.

1.3 The academic or administrative unit to which complaint is referred shall aim at settling the case through arbitration and amicable settlement. When this is not possible, the unit concerned shall refer the case for proper arbitration to the EARIST Grievance Committee, which shall in turn submit its corresponding recommendations to the College President.

1.4 The decision of the College President shall be final and executory unless appealed to higher authorities including the Board of Trustees. The decision of the Board of Trustees shall be deemed final and executory without prejudice to the provisions of the Civil Service Law.

## ARTICLE IX

### STUDENT SERVICES AND FACILITIES

The Institute exists principally to serve its students and therefore keeps on strengthening its capability to extend increasingly better services for their information, assistance, and well-being.

The specific student services that the Institute offers include the following:

**Section 1 - Guidance and Counseling** – The Counseling and Testing Office provides a broad spectrum of counseling and psychological services designed to assist students in mobilizing their creative energies and in achieving more effective personal, social, educational, and vocational development. It offers the following services: psychological testing and personality evaluation, academic advising and career counseling, group counseling, life planning, and peer counseling.

**Section 2 - Student Government** – Every EARIST student is a member of the EARIST Student Government (ESG). The Office of the Dean of Student Affairs collaborates with the ESG in the recognition of student organizations, as well as in the proper disbursement and accounting of funds, in settling the problems of the various student organizations, in conducting the ESG elections, in selecting delegates to different conferences and similar activities, etc.



- Section 3 - Ecumenical Campus Ministry** -- This is the lead unit in many religious activities inside and outside the campus. It also serves as coordinator for the various activities of the different religious organizations or groups in the campus.
- Section 4 - Student Publications** -- The Institute, through the Office of Student Affairs (OSA), supervises all publications undertaken by EARIST students. Specifically, the OSA undertakes a continuing program to upgrade the skills of student writers; it coordinates with the adviser(s) and the Board of Examiners to help determine the composition of the staff of the major student publications, such as The EARIST Technoette through the holding of qualifying and editorial examinations.
- Section 5 - Cultural/Artistic Activities** -- Through the EARIST Cultural Affairs Division (ECAD), the Institute generates interest and participation in cultural/artistic activities by designing workshops, giving lectures, staging plays, performing in school celebrations, joining national competitions, presenting exhibits and concerts, and showing cultural films. It supervises the chorale group, dance troupe, and drama group.
- Section 6 - Scholarship and Financial Assistance** -- The Institute provides scholarship and financial assistance to deserving students.
- Section 7 - Library and Related Services** -- The EARIST has a fully air-conditioned library and adopts open-shelves system.
- Section 8 - The Learning and Sharing Center** -- The Institute has a multi-media facilities to cater for conferences, meetings, and similar activities requiring the use of audio-visual facilities.
- Section 9 - Medical, Dental and other Health Services** -- The Medical and Dental Services provides medical, dental and other health services to the EARIST community. Placing emphasis on preventive medicine, the staff encourage students to seek advice on unusual symptoms and health problems as early as possible.
- Section 10 - EARIST "Amang" Museum** -- It has extensive collection of valuable works, specimen, relics including the Amang Rodriguez Memorabilia.
- Section 11 - EARIST Canteen** - This offers nutritious but affordable food and courteous services to students, faculty, staff, and visitors.

Eulogio "Amang" Rodriguez  
Institute of Science and Technology

## ARTICLE X

### STUDENT ORGANIZATIONS

- Section 1** - The Institute recognizes the right of students to organize and to develop creative and responsible leadership, thus, it encourages students to form, join and participate in student organizations, clubs, associations, societies, or any other student group that will suit their legitimate needs, aspirations and interests.
- Section 2** - All organizations, clubs, associations, societies, and any other student group shall be governed by the Institute Code and the rules and regulations promulgated pursuant thereto.

**Section 3** - A Certificate of Recognition shall be a prerequisite for the operation of any student organization. It shall be signed by the President, the Dean of OSA, and Leadership Coordinator and shall contain the name of organization being recognized and the date of effectivity.

**Section 4** - Each student organization shall have an Adviser who is a full-time faculty. For college based academic organization, the Dean of the College shall designate the faculty adviser while the Dean of OSA shall designate the faculty adviser of institutional organization upon the recommendation of the organization concerned.

4.1 The faculty adviser shall not advise more than one organization.

4.2 No head of any service or academic department shall serve as adviser.

**Section 5** - The Office of Student Affairs, in cooperation with the EARIIST Student Government (ESG), shall coordinate the operations and activities of student organizations, clubs, associations, etc.

**Section 6** - A student organization applying for recognition shall submit the following documents to the Office of Student Affairs through the Leadership and Scholarship Division:

6.1 Letter of Application for Recognition (2 copies)

6.2 Constitution and By-Laws or Amendments with proof of ratification (2 copies)

6.3 List of Officers with specimen signatures, student number, majors, year levels, addresses, and tel./cell number and attached 2x2 I.D. picture

6.4 List of Members with specimen signatures, student number, majors, year levels, addresses, and tel./cell number and attached 1x1 I.D. picture

6.5 Photocopy of latest registration form (officers and members)

6.6 Annual Action Plan of Activities which includes the goals, objectives, brief description and budget breakdown per activity

6.7 Faculty Adviser Conformance (OSA-LF#4)

**Section 7** - Recognized student organization shall apply for renewal after one year and submit the following documents to the OSA through the Leadership and Scholarship Division:

7.1 Accomplishment Report of the organization

7.2 Financial Report prepared by the president, treasurer, auditor and endorsed by the Adviser

7.3 Amendments to the Constitution and By-Laws, if any;

7.4 Lists of new sets of officers and members, if any;

7.5 Annual Action Plan of Activities; and

7.6 Faculty Adviser Conformance (OSA-LF#4).

**Section 8** - The student organizations shall be supervised as follows:

8.1 The OSA shall be notified of all the activities of any student organization for proper guidance and coordination. Dissemination of approved student activities must be coordinated with the College Deans and Security office.



8.2 Recognized student organizations shall be entitled to privileges and benefits such as the use of the Institute's facilities.

8.3 The OSA shall be officially notified of any change in the set of officers of any student organization.

**Section 9 - Rules on Posting Posters, Notices, etc.**

9.1 Posters and notices shall be posted only on freedom boards or any other location as may be duly authorized by the Dean, OSA. The sources / proponents should be identified in the posters/notices approved by OSA. Such proponents / sources shall be held answerable in case of complaints.

**Section 10 -** Violations of any rules and regulations of the Institute shall be ground for withdrawal / non-renewal of the organization's recognition.

## **Article XI**

### **RULES ON STUDENT ACTIVITIES**

**Section 1 - Activities in General**

1.1 All requests for extra and co-curricular activities shall be submitted two (2) weeks prior to the schedule of the proposed activity with the following documents:

1.1.1 Letter of Request signed by the organization head and faculty adviser

1.1.2 OSA-LF #2 (Activity Proposal)

1.1.3 Tentative Program

1.2 No extra and co-curricular activities shall be scheduled one week before the mid-term and final examinations of each semester.

1.3 All approved student activities must be disseminated and coordinated with the concerned College Dean and Security office.

1.4 The Student Activity Performance Report (OSA-LF #5) and Activity Evaluation Form (OSA-LF#6) shall be submitted within one (1) week after the activity. Failure to submit will prohibit the holding of future activities.

1.5 The Adviser shall closely supervise the organization activities.

**Section 2 - Off-Campus Activities**  
**Eulogio "Amaro" Rodriguez**  
**Institute of Science and Technology**

2.1 Recognized student organization shall submit:

2.1.1 Letter of Request (signed by the organization President and Adviser)

2.1.2 Activity Proposal (OSA-LF#2)

2.1.3 Parent's Permit/Consent

2.1.4 Resolution of the Organization Officers

2.2 All off - campus activity of recognized student organization must be closely supervised by their Adviser.

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## Section 3 – Rules on Fund Raising Activities

Duly recognized student organizations/student government may be allowed to sponsor only one fund raising activity per school year.

### 3.1 Limitations

3.1.1 No fund raising activity shall be scheduled one week before the midterm and final examinations of each semester.

3.1.2 No student acting on his own shall be allowed to engage in any fund raising activity.

### 3.2 Approval

All fund-raising activities undertaken by recognized institutional student organizations/student government shall be duly approved by the Office of the EARIST President through the Dean, Office of Student Affairs, IGP Office and ISG. Fund-raising activities of recognized academic/college based organizations/student government shall be endorsed by the College Dean and recommended by the Dean-OSA, IGP Office and ISG.

### 3.3 Application Requirements

An application to engage in a fund raising activity must be submitted to the Dean, OSA/College Dean at least thirty (30) days before the scheduled date for such activity. The application shall include the following:

3.3.1 Letter or Request (signed by the organization President and Adviser)

3.3.2 Project Proposal and IGP Form

3.3.3 Beneficiaries or payers of funds expected to be realized

3.3.4 Endorsement from the College Dean, if sponsored by academic / college-based organization and OSA Dean, if institutional organization.

3.3.5 Resolution of organization officers

### 3.4 Financial Report

3.4.1 An audited financial report of the fund raising activity duly certified by the faculty adviser shall be submitted to the OSA within ten (10) days after the activity. Failure to submit shall be ground for prohibition in holding future activities.

3.4.2 The Dean, OSA reserves the right to a re-audit of financial report.

Eulogio “Ama” Rodriguez  
Institute of Science and Technology

## ARTICLE XII GUIDELINES ON CAMPUS PUBLICATION

**Section 1** - The Institute's basic policies on student publication shall be:

1.1 The Institute recognizes and upholds the right of its students to the free expression of ideas embodied in the Constitution of the Republic of the Philippines.

1.2 The Institute encourages its students to undertake quality publications for disseminating information, creative ideas, results of research, opinions, and constructive criticisms designed to broaden and advance the frontiers of knowledge and intellectual pursuit.



1.3 The Institute adheres to the universal concept that the exercise of the freedom of the press is a public trust that should never be used for unlawful, anti-social or divisive purposes.

1.4 The Institute, likewise, recognizes the vital role of the student press as a medium of learning and as a constructive instrument for the attainment of the Institute School and national goals as provided by Campus Journalism Act of 1991.

**Section 2 -** Student Publications shall strive to:

2.1 Represent and advance the general interest, ideals, aspirations and sentiments of their respective clientele as well as those of the Academy.

2.2 Stimulate responsible advocacy and healthy exchange of ideas, foster understanding and goodwill inside and outside the Institute.

2.3 Serve as free expression and dissemination of news and views which are of interest to the EARIST academic community and to society at large.

2.4 Promote intellectual excellence and truth.

**Section 3 -** Student publication shall be coordinated by the OSA, through a faculty adviser, which shall propose from time to time pertinent rules and regulations for the efficient management of each publication.

**Section 4 -** Student publication shall cover all printed matters, such as newspapers, magazines, yearbooks, journals, newsletters, pamphlets, and the like produced by the students of the Institute, primarily for their clientele.

**Section 5 -** There shall be student newspaper and an Annual for EARIST.

5.1 The EARIST Technozette and The Champion shall be the official student newspapers of the EARIST Main and EARIST Cavite Campus, respectively. As such, it shall observe the policies and guidelines on campus publication as mandated by Campus Journalism Act of 1991.

5.2 The name "EARISTians" shall be the official yearbook of the graduating students. It shall be funded by subscriptions voluntarily paid by the graduating students.

**Section 6 -** The staffers and adviser of the official student publication shall be duly appointed by the College President through the recommendation of the Editorial Committee who conducts the editorial examination and endorsed by the Dean, Office of Student Affairs.

**Section 7** - The authority of the College as publisher of the school paper must be recognized at all times.

**Section 8** - The publication's Editorial Board shall be fully and solely responsible for materials they publish.

**Section 9** - Any violation or failure to comply with any of the above provisions shall be subject to appropriate action by the EARIST Grievance Committee.

## **ARTICLE XIII GUIDELINES ON RELIGIOUS ACTIVITIES**

**Section 1** - All religious activities within the campus, except those which form part of official programs sponsored by the Institute or any of its units, shall be under the sponsorship of recognized student organizations or a faculty/administrative staff group and in coordination with the Campus Ministry. The Institute encourages ecumenism in the campus.

**Section 2** - The interfaith character of the Institute chapel shall be preserved and respected.

**Section 3** - Classrooms or any other facility of the Institute shall not be used by any religious group without written permission from the Institute authorities concerned.

**Section 4** - Student religious groups shall comply with existing rules and regulations, as well as those that may be promulgated from time to time by the OSA.

## **ARTICLE XIV GUIDELINES ON CULTURAL PROGRAMS / ACTIVITIES**

**Section 1** - Every proposed cultural program / activity shall be in pursuit of the objectives of the Academe.

**Section 2** - Every cultural program / activity to be held in the Institute shall have prior clearance from the Office of the President through the OSA.

**Section 3** - Any bonafide faculty, administrative employee, or student organization that desires to present a cultural program/activity shall submit the following to the OSA through the EARIST Cultural Affairs Division (ECAD) and IGP Office: letter of request, tentative program, production staff, budget estimates and source of funding.

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**Section 4** - The letter of request shall state the title and brief description of the activity, objective(s), inclusive date and time, venue of the presentation, and other pertinent information. It must also bear the signature(s) of the authorized representative(s) and endorsing/ approving head(s) of office(s) or adviser(s).

**Section 5** - The EARIST Cultural Affairs Division (ECAD) shall act upon the letter of request.

5.1 It shall make the necessary recommendation to the OSA.

5.2 It shall inform the requesting organization if the activity is approved or not.

**Section 6** - The project proponents shall inform the ECAD of intended changes in the project within two days prior to its presentation. One week after the activity they shall submit the following for documentation/ records purposes:

6.1 Three copies of the actual program;

6.2 At least one picture of the presentation;

6.3 Press release, newspaper reports about the activity, if any; and

6.4 Financial report (in case of a fund-raising project).

**Section 7** - In the case of fund-raising activity, the project proponents shall remit to the ECAD fund at least 10 percent of the net proceeds.

**Section 8** - Other organizations and agencies outside the Institute may use the facilities of the Institute for their activities by arrangement with the EARIST Cultural Affairs Division, the Dean - OSA and IGIP office subject to existing policies, rules and regulations of the Institute.

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Institute of Science and Technology

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## EARIST Hymn

Let the EARIST music fill the air  
With the echo our spirit rise  
There's a magic that will stir the hearts  
When we sing our lively tune-ful march  
What a joy to sing the music gay  
When it sounds with a beat of martial air  
Let the call of duty we obey  
And the service we give ev'ry day,  
EARIST your name is in our hearts  
EARIST our love will always spark  
We pledge to stand by you, thru our  
Noble thoughts and deeds,  
to give you our love and loyalty forever  
E.A.R.I.S.T. EARIST, Forever!

## Inang Paaralan

Ating bilisanin  
Paaralang mahal  
Gunita sa tunawin'y  
Lalagi sa dibab  
Tapos na ang aral  
Ngunit iya'y simula  
Pagsisikap sa buhay  
Hanggang Magtagumpay.

Inang Paaralan  
Kantag-aral at mga guro  
Laging alinala  
Kami'y pinagpala  
Sa aming paglisan  
Tungo sa tagumpay  
Paalam, paalam, Paaralang Mahal,  
Inang paaralan, Rodriguez, naming mahal.

## Pledge of Loyalty

With all sincerity and freedom from pride,  
I hereby pledge my loyalty to my school and  
reiterate my love to my country and people

To my Alma Mater, solemnly promise to  
hold high its ideals and keep its noble traditions.  
I will strive with others to share all the knowledge and  
power that I have at my command so  
necessary in the reconstruction of  
our nations' economy.

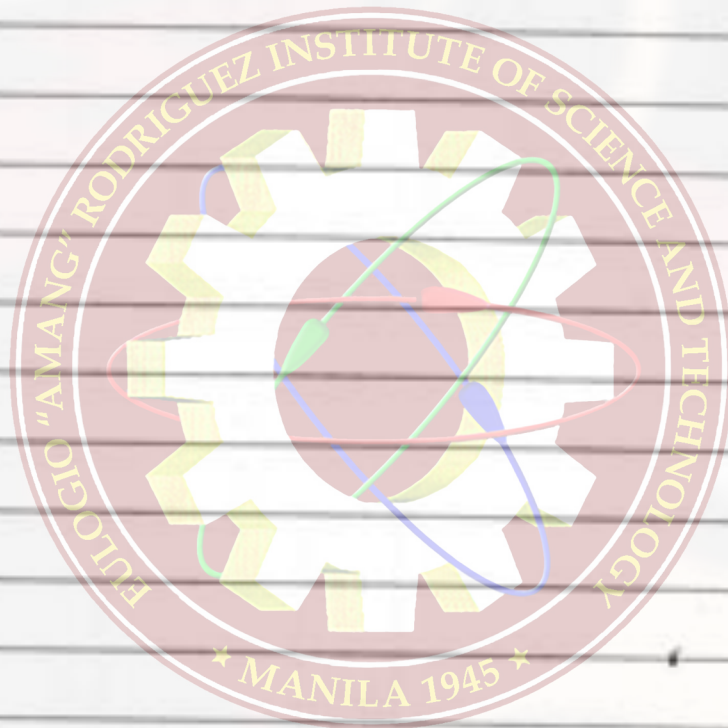
And finally, I resolve with a sober sense of responsibility  
to dedicate myself to the service of the Republic  
and the well-being of its citizenry.

May God bless our Alma Mater and its  
graduates forever.

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