

STUDENT HANDBOOK

2025 Revised Edition

Leadership Starts Here

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SECTION ONE

General Academic Policies

The College admits students who are of good moral character and have the required academic credentials.

Policy Guidelines and Conditions:

1. Admission Requirements

1.1 Freshmen Students

A freshman is admitted to College with the following requirements:

He/she must submit the following documents:

- 1.1.1 High School card (Form 138)
- 1.1.2. Certificate of good moral character by the Principal/Guidance Counselor
- 1.1.3. Certificate of scholarship for Valedictorians/Salutatorians and Honor Students
- 1.1.4. Original and photocopy of the PSA Birth Certificate

1.2 Transferee

A student who transfers to LORMA Colleges is admitted with the following requirements:

- 1.2.1 Must undergo evaluation of credited subjects for a preferred course by the College Registrar.
- 1.2.2 Transfer credentials
- 1.2.3. Certified true copy of grades/official transcript of records
- 1.2.4. Certificate of good moral character
- 1.2.5. (Two) 1X1 ID pictures

1.3 Graduate School

A student who enters graduate school should have the following requirements:

- 1.3.1. A baccalaureate degree in Nursing from an institution of recognized standing.
- 1.3.2. Must be a registered nurse
- 1.3.3. Should be presently employed or employed for at least six (6) months to one (1) year as a nurse in any field of nursing.
- 1.3.4. Should submit the following documents to the Registrar upon enrollment:
 - Official Transcript of Records (OTR)
 - An affidavit that he/she is a full-time student duly notarized (only for those who wish to enroll 12 units during the 1st and 2nd semesters and 9 units during Summer Term.
 - Marriage Contract – latest issue of PSA (female students)

For transferee:

The units earned by a transferee prior to his/her enrollment may be credited provided the course descriptions are basically the same as the subjects in LORMA Colleges school and only up to a maximum of 12 units provided further that the courses to be credited were taken within the last two (2) years.

1.4. International Students:

An international student-applicant is qualified for admission if he/she satisfies the following requirements:

- 1.4.1. Online Application: Go to enroll.lorma.edu.
- 1.4.2. Letter of Intent & Personal Statement: admissions@lorma.edu
- 1.4.3. Send a Letter of Intent to enroll to the Admissions Office with a Personal Statement that includes
 - Why do you want to study outside of your country,
 - Why are you choosing LORMA Colleges,
 - What are your plans after your graduation and after ten (10) years?

Freshmen:

- Scholastic Records, duly authenticated and translated
- Passport: photocopy of data page showing date and place of birth
- Birth Certificate, duly authenticated
- Affidavit of Support: notarized, with bank statement
- Police Clearance
- Medical Fitness Certificate duly authenticated by the Philippine Foreign Service Post, embassy, or consulate in the applicant's country of origin or legal residence
- References: two (2) recommendation letters

Transferees:

- Transfer Credentials (Honorable Dismissal, Certificate of Good Moral Character, Certification of Grades (Letter of No Objection to Transfer)
- Birth Certificate, authenticated Passport bearing a Valid Student Visa
- Valid ACR-ICARD
- Change Address

Note: Credentials and other documents submitted in support of the application and/or registration will become the property of LORMA Colleges and will not be returned to the student.

1.4.5. Financial Requirements: accounts@lorma.edu

- International student application fee: \$600 (non-refundable)
- Statement of financial responsibility
- Tuition & miscellaneous fees for the semester are due in full upon enlistment of subjects, prior to the confirmation of enrollment.
- Visa conversion fees are due in full prior to registration.

1.5 Shifter (Within LORMA Colleges)

- 1.5.1. The dean of the prospective department shall evaluate his/her records and grades.
- 1.5.2. The student must be willing to sign an agreement provided by his/her department.
- 1.5.3. He/ She should submit all documents required by his/her department.

1.6 Married Students

- 1.6.1. All married students should submit a photocopy of their marriage certificate upon enrollment to the Registrar's Office.
- 1.6.2. Students getting married during the semester or summer terms are still required to submit the marriage certificate within the specific term.
- 1.6.3. Pregnant women/students are not allowed to enroll in subjects requiring Clinical Duties, On-the-Job Trainings or Practicums. She should not be given special privileges.

2. Enrollment

The College adopts an efficient, fast and systematic registration and enrollment procedure. A student must be officially enrolled in order to receive credit for the course.

Enrollment Procedure

2.1 New Students

STEP 1. Submit credentials and get the Registration Form.

STEP 2. Submit accomplished form for Registrar's Signature,
Registration & Enlistment of subjects.

STEP 3. Assessment and payment of fees

STEP 4. Confirmation of subjects.

STEP 5. Proceed to the Library for the picture taking for the
School ID.

2.2 Continuing Students

STEP 1. Get Enrollment form from the Department and have it be
signed by the Adviser and Dean

STEP 2. Submit accomplished form for Registrar's Signature,
Registration & Enlistment of subjects.

STEP 3. Assessment and payment of fees

STEP 4. Confirmation of subjects

STEP 5. Proceed to Library for the picture taking for the School
ID.

2.3 Transferees

STEP 1. Present evaluation results to the Dean and get a
Registration Form.

STEP 2. Submit credentials and accomplished enrollment form
for the Registrar's Signature

STEP 3: Registration and Enlistment of Subjects

STEP 4. Assessment and payment of fees

STEP 5. Confirmation of subjects

STEP 6. Proceed to the Library for the School ID picture taking.

SECTION TWO

Financial Payment Regulations

Policy Statement

LORMA Colleges charges reasonable fees for the quality education it provides.

Policy Guidelines and Conditions

1. The Business Office is the sole authorized office for the assessment and collection of fees.
2. Payment of fees shall be made at the Business Office and other official affiliated payment channels available.
LORMA Colleges does not request payments to be coursed through any personal account.
<https://www.lormacolleges.com/payment-options>
 - On-Site: Monday to Friday 8:30 am-4:00 pm (subject to change)
 - Cash – payment is credited within 24 hours
 - OTC Credit/Debit card- payment is credited within 24 hours
 - Online/Bills Payment Facility:
IMPORTANT:
 - Payment Channels and instruction are available at this link <https://www.lormacolleges.com/payment-options>
 - Payment is subject to clearance and validation process of up to 7 business days
 - Posting updates can be viewed in A.C.C.E.S.S, and the student has the responsibility to be aware of the status of his/her payment.
3. Assessments, account ledger, and due dates information are accessible in A.C.C.E.S.S
4. Assessed fees shall be paid in the following option:
 - 4.1 Full – with 5% Tuition Fee Discount
 - 4.2 Installment Plan- the set installment plan supports the cash flow of the institution
 - Four (4) equal installments per semester in the Higher Education 25%

- Five (5) equal installments per year in the Basic Education 20%
- Three (3) equal installments in Summer term 33%

5. There is no additional cost or interest to avail of the installment plan; however, it has implications on the institution's operations that necessitate timely payment from students. Therefore, a late payment fee (LPF) of five (5%) on the amount due is charged to students' accounts if they fail to make payment on the date due set in the installment plan.

- How to avoid Late Payment Fee?

5.1 Opt to Full Payment upon enrollment

5.2 Check your account through A.C.C.E.S.S on a regular basis to find out about any outstanding balance and settle on or before due dates.

6. Full settlement of financial obligation is required in the processing of Clearances as a requisite in the release of school credentials.

ADJUSTMENT AND REIMBURSEMENT OF FEES

Policy Statement

The College refunds to the students corresponding adjustment of charges due to some reasons.

Policy Guidelines and Conditions

1. Confirmed Students Upon Enrollment:

1.1 A student who drops before the start of classes maybe given a refund but must be charged with the registration fees.

1.2 A student who drops during the first week of classes, whether he or she attended classes or not must pay all miscellaneous fees and 10% of the assessed tuition fee must be collected.

1.3 A student who drops out during the second week of classes, whether he/she attended classes or not must pay all miscellaneous fees and 20% of the assessed tuition fee.

1.4 A student who drops during the third week of classes, whether he or she attended classes or not must pay all miscellaneous fees and 30% of the assessed tuition fee must be collected.

1.5 A student who drops during the fourth week of classes, whether he or she attended classes or not must pay all miscellaneous fees and 40% of the assessed tuition fee must be collected.

1.6 A student who drops during the fifth week of classes, whether he or she attended classes or not must pay all miscellaneous fees and 50% of the assessed tuition fee must be collected.

1.7 A student who drops after the fifth week of classes, must pay the entire miscellaneous fees and 100% of the assessed tuition fee.

2. **Unconfirmed Students** who have enlisted subjects and who will withdraw will be charged the following:

2.1 A student who withdraws before the start of classes maybe given a refund but must be charged with the registration fees.

2.2 A student who withdraws during the first week of classes, whether he or she attended classes must pay the registration fees and 5% of the assessed tuition fee will be collected.

2.3 A student who drops during the second week of classes, whether he or she attended classes or not must pay the registration fees and 10% of the assessed tuition fee will be collected.

2.4 A student who drops during the third week of classes, whether he or she attended classes or not must pay the registration fees and 15% of the assessed tuition fee will be collected.

2.5 A student who drops during the fourth week of classes, whether he or she attended classes or not must pay the registration fees and 20% of the assessed tuition fee will be collected.

2.6 A student who drops during the fifth week of classes, whether he or she attended classes or not must pay the registration fees and 25% of the assessed tuition fee will be collected.

2.7 A student who drops after the fifth week of classes, whether he or she attended classes or not must pay the registration fees and 30% of the assessed tuition fee will be collected.

3. During the Summer term, the adjustment and reimbursement of fees for the registered students shall be as follows:

3.1 A student who drops out before the start of classes must pay the registration fees.

3.2 A student who drops out during the first week of classes, whether he or she attended classes or not must pay all miscellaneous fees and 25% of the assessed tuition fee will be collected.

3.3 A student who drops out during the second week of classes, whether he or she attended classes or not must pay all miscellaneous fees and 50% of the assessed tuition fee will be collected.

3.4 If the student drops after the second week of classes, must pay the entire miscellaneous fees and 100% of the assessed tuition fee.

SCHOLARSHIPS,DISCOUNT, AND FINANCIAL AID

Policy Statement

LORMA Colleges gives scholarships to students who excel in various academic and non-academic programs. Financial Aid is available to qualified students in the form of family plans, cash payment discounts, student work programs, and CHED Loans and grants. Other government and private scholarship programs are also available.

Policy Guidelines and Conditions

1. Entrance Scholarships: Higher Education

1.1 **GWA 94-100, no grade lower than 87** **80% Tuition Fee Discount**

- Two semesters - LORMA Senior High Graduate
- One Semester- Other Schools

1.2 **GWA 91-93%, no grade lower than 87** **40% Tuition Fee Discount**

- Two semesters - LORMA Senior High Graduate
- One Semester- Other Schools

Note: Submit a Certification that is reflecting your General Weighted Average to the Admissions Office of LORMA Colleges upon enrollment

2. Academic Scholarship

2.1 Full Scholar

A student who obtains a weighted average grade of 94-100% and has no grade lower than 87% enjoys a 100% Tuition Scholarship for one semester.

3. Partial / Half Scholar

A student who obtains a weighted average grade of 91- 93% and has no grade lower than 87% enjoys a 50% Tuition Scholarship for one semester.

Note: The student must be enrolled in a regular semester. As to the policy on the application of academic scholarship, it is normally applied immediately on the succeeding term. The computation of the GWA is done every end of the semester and provided that the student carries the regular prescribed unit load for that semester.

4. Financial Aid

4.1 Family Tuition Plan for families with multiple students enrolled at the same time:

- First child 5% Tuition Fee Discount
- Couple discounts 5% Tuition Fee Discount

Application is open until 1st week of classes, any application beyond the cut-off date will forfeit the discount.

4.2 Full Payment Discount

A student who pays in full his/her tuition fees for the semester upon enrollment will be given a 5% tuition fee discount.

4.3 Student Work Programs (Working Students)

Students who work in the Library or other offices are paid per hour based on the minimum daily wage rate in the province which can be used to pay their tuition fee or can be given for their allowance on a monthly basis.

4.4 LORMA Colleges Employee Dependents:

For regular personnel hired before August 1, 2018

10 or more years of service- 100% tuition fee discount

6-9 years of service- 80% tuition fee discount

3-5 years of service- 60% tuition fee discount

For regular personnel hired after August 1, 2018

11 or more years of service- 100% tuition fee discount for the first child, 90% for the second child, 80% for the third child

9-10 years of service-80% tuition fee discount for the first child, 70% for the second child, 60% for the third child

6-8 years of service-70% tuition fee discount for the first child, 60% for the second child, 50% for the third child

3-5 of service-50% tuition fee discount for the first child, 40% for the second child, 30% for the third child

Effective August 1, 2019, Regular personnel in the first 2 years of service

20% tuition fee discount for legal dependents

4.5 CHED Scholarship and Grants-in-Aid:

- A. Full Merit Scholarship
- Half Merit Scholarship Program
- Study Grant for Congressional District

Note: Submit Application to CHED

4.6 Other Scholarship Programs:

- Overseas Workers Welfare Administration (OWWA)
- Philippine Veterans Administration Office (PVAO)
- Armed Forces of the Philippines Educational Benefit (AFPEBS)
- National Police Commission NAPOLCOM)
- Department of Science and Technology (DOST-SEI)

Note: Applications to these scholarship grants are to be submitted to the respective agency together with the other supporting documents needed for screening. Once qualified, the Notice of Awards of qualified grantees will be sent to the school for the preparation of their Certificate of Enrollment and Billing and other documents needed by the agency.

4.7 DOST Scholarship

Note: Please submit the Notice of Award to Admissions Office, Carlatan Campus

4.8 UniFAST Tertiary Education Subsidy (Applications be submitted before the start of First Semester for each Academic Year)

It reconciles, improves, strengthens, expands, and puts under one body all government-funded modalities of Student Financial Assistance Programs (StuFAPs) for tertiary education – and special purpose education assistance – in both public and private institutions.

Tertiary Education Subsidy shall be given to students in the following order and subject to availability of funds.

4.8.1 Continuing Tertiary Education Subsidy grantees

4.8.2 Students enrolled in private HEI located in municipalities or cities with no SUC or CHED recognized LUC provided that the students are residing in the municipality or city where the said HEI is located.

4.8.3 Students who are part of households included in the Listahanan 2.0 of DSWD ranked according to their estimated per capita household income and

4.8.4 Students who are not part of the Listahanan 2.0 but qualify when ranked according to estimated per capita household income based on submitted documentation of income determined by the UniFAST Board.

Please forward the following personal information to scholarships@lorma.edu before the start of each Academic Year

- Student ID Number
- Last Name of the Student
- Given Name of the Student
- Extension Name of the Student
- Middle Name of the Student

- Sex
- Birthdate
- Complete Program Name (Should be consistent with your HEI Registry)
- Year Level
- Father's Name (Last Name, Given Name, Middle Name)
- Mother's **MAIDEN** Name (Last Name, Given Name, Middle Name)
- Permanent Address (Street & Barangay, Town/City/Municipality, Province)
- Mobile(CP) Contact Number
- Email Address

Note: Application Dates to be announced for Academic Year 2024 - 2025

4.9 BPI Foundation Pagpupugay Scholarship

QUALIFICATIONS

4.9.1 Applicants should be next of kin of medical frontliners who passed away or those who contracted a severe form of COVID-19 in the line of duty.

4.9.2 Applicants should be College/University students of partner schools of BPI Foundation

For further inquiries please send an email to scholarships@lorma.edu

SECTION THREE

Instructional Policies

1: Class Attendance and Absences Policy Statement

Legal Basis

Sec. 73 Manual of Regulations for Private Higher Education (MORPHE), established by CHED Memorandum Order No. 40, series of 2008 provides that "A student in a private school who incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject.

Policy Statement

LORMA Colleges stresses the importance of the courses offered and the need for students to have regular attendance in all classes. These guidelines and conditions apply to in-person and online classes (i.e., synchronous for subjects handled by adjunct professors, or asynchronous for automatic and non-automatic class suspensions brought about by various disruptions like disasters and/or emergencies due to natural or human-induced hazards).

Policy Guidelines and Conditions

- 1.1 Students are required to be present during the first day of classes of each semester and summer, using the schedule reflected in the ACCESS as a reference.
- 1.2 Each student is expected to attend all his/ her classes regularly and promptly.
- 1.3 Attendance shall be checked by the faculty using the ACCESS School Management System.
- 1.4 Classes missed due to late enrollment or failure to report on time shall be considered absences.
- 1.5 Students must attend no less than 80% of the class days required for every subject to earn the corresponding credits. Any student who accumulates absences totaling to more than 20% of the total semester hours in any subject shall be dropped and consequently not given credit for the particular subject.

The maximum number of allowable absences is as follows:

No. of Units	Total Hours
8 units	29 hours
7 units	25 hours
6 units	22 hours
5 units	18 hours
4 units	14 hours
3 units	10 hours
2 units	7 hours
1 unit	3 hours

No. of Units	Total Hours
8 units	86 hours
7 units	76 hours
6 units	65 hours
5 units	54 hours
4 units	43 hours
3 units	32 hours
2 units	22 hours
1 unit	11 hours

1.6 A student is considered absent if he/ she is late for fifteen minutes from the start of the class session without prior official notice.

1.7 Absences due to illnesses, injury, medical, surgical, and other health-related reasons must be communicated to the Campus Health Office (CHO) as soon as possible via call/text (0919-066-2977) or email (medical@lorma.edu); after which, clearance must be obtained from the CHO prior to return to campus or the internship centers.

Absences of 2 days or more must be supported by a medical certificate obtained from physicians, hospitals, or local government clinics, or by a medical record for complex cases.

A letter from parents/guardians may be accepted on a case-by-case basis.

Failure to present such a certificate or letter with an admission slip from the Student Affairs Office (SAO) within one week upon return to campus and/or class means an unexcused absence. Prolonged absence due to illness shall be treated on a case-by-case basis.

- Any student who, without permission of the teacher, leaves the physical or virtual classroom for the remainder of the class time or stays out for more than ten (10) minutes, regardless of the number of class hours, shall be marked absent.
- A student will be given a warning for his/her habitual tardiness and absenteeism and necessary action shall be taken to correct this habit.
- Parents/guardians shall be informed about the repeated absences of their children. The Student Affairs Coordinator, in coordination with the Academic Dean, will send communication to the parents/guardians concerned.
- Absence from any class does not exempt the student from fulfilling the requirements of the course covered by the class during such absence.
- When a student is absent from his/her classes, he/she shall secure an excuse slip from the Student Affairs Coordinator before he/ she enters his/her classes. The Student Affairs Office shall indicate whether the absence is excused or unexcused. The student shall present the excuse slip to the instructor/s of the class/es from which he/she was absent from.
- In case an instructor is late for fifteen minutes and he/she has not given advanced notice that he/she is going to be late, the class representative shall inform the Academic Dean, who shall either provide a substitute teacher or give an activity for the class. Necessary arrangements shall be made by the instructor, in consultation with and upon approval of the Academic Dean, for a make-up class.

- For monitoring purposes, a summary of student absences with the declared reasons is submitted by the Student Affairs Office to the Academic Deans concerned, who in turn, will inform the students of their attendance standing once they have incurred absences in 10% of the total semester hours.

If the student is absent for 15% or more of the allowable period, the student is given a warning in writing. If a student incurs 20% or more, he/she is no longer allowed to take the final exams as he/she is considered dropped from the course. An official notification will come from the Student Affairs Coordinator.

2: Grading System

Policy Statement

The College requires that the student's academic performance be graded through the use of the percentage rating system.

Policy Guidelines and Conditions

2.1 The Rating System

LORMA Colleges adopts the percentage system. The rating system is as follows:

100	95	90	85	80	75
99	94	89	84	79	Below 75 = Failed
98	93	88	83	78	
97	92	87	82	77	
96	91	86	81	76	

2.2 The grading system of students in college shall be computed as follows:

$$\text{Class Standing} = \frac{\text{Raw Score}}{\text{Total Score}} \times (50 + 50)^*$$

*(60 + 40) for professional subjects

$$\text{Exam Standing} = \frac{\text{Raw Score}}{\text{Total Score}} \times (50 + 50)^*$$

*(60 + 40) for professional subjects

Term Grade (Preliminary, Midterm and Finals) = (Exam Rating X 60%) + (CS Rating X 40%)

Final Rating = (Prelim Grade X 30%) + (Midterm Grade X 30%) + (Final Grade X 40%)

Combined Course Grade

For 3 unit lec / 2 unit lab = (Lecture Grade X 60%) + (Laboratory Grade X 40%)

3 unit lec / 1 unit lab = (Lecture Grade X 75%) + (Laboratory Grade X 25%)

2 unit lec / 2 unit lab = (Lecture Grade X 50%) + (Laboratory Grade X 50%)

2 unit lec / 1 unit lab = (Lecture Grade X 67%) + (Laboratory Grade X 33%)

2.3 Failed Grades

A student is given a grade of 70% in the following cases:

2.3.1 fails his/her academic work;

2.3.2 drops his/ her subjects after the midterm examination;

2.3.3 fails to complete the “incomplete” grade within two (2) weeks after the final exam.

2.4 Department Grading System

The computation of course grades may differ from one department to another, especially for colleges that conduct comprehensive examinations, as approved by the Academic Council. Academic Deans shall orient their respective students on the departmental grading system for subjects, as well as research/thesis/capstone & design projects, feasibility study, and internship / clinical practice/practicum / experiential practice.

2.5 Review and Approval of Grades

At the end of each grading period, Term and Course Grades are encoded in the ACCESS School Management System by the teacher-in-charge, in not more than ten (10) working days after the Prelim and Midterm examination, and in not more than three (3) working days after the Final examination. Once the grades are encoded in ACCESS, this indicates that these were thoroughly reviewed and subsequently approved by the Academic Dean of each department.

2.6 Appeal for the Review of Grades

Lorma Colleges acknowledges that there may be instances where a student believes that their Term and/or Course Grades do not reflect their performance against the criteria set in the grading system. Students may informally discuss this concern with the teacher-in-charge as soon as they have seen their grades in ACCESS. However, when this informal approach is not appropriate or the student wishes to take the concern further, he/she can process the request formally to the Academic Dean. The student shall be informed of the decision, based on the evaluation, in not more than five (5) working days.

3: Academic Awards and Recognitions Policy Statement

The College gives Academic Honors and Awards to students who have exhibited excellence in different areas.

Policy Guidelines and Conditions

3.1 Academic Scholars

The guidelines for the awarding of academic scholars and dean's lists at the end of every semester are outlined as follows:

3.1.1 The basis is the general weighted average (GWA).

3.1.2 The GWA is computed as the summation of the products of the course grades in all enrolled subjects with their corresponding number of units, divided by the total number of units.

$$\text{GWA} = (G_1 \times U_1) + (G_2 \times U_2) + \dots + (G_n \times U_n) / U_1 + \dots + U_n$$

where: G = grade (refers to the Course Grade), U = unit for subjects 1 to n

3.1.3 These are the specific guidelines:

3.1.3.1 Academic Scholars

- Full Scholar
 - No grade lower than 87.00 in all subjects in the preceding semester;
 - GWA is 94.00% and above;
 - Enrolled in not less than the regular number of units prescribed in the curriculum during the preceding semester
 - ❖ A student who has a GWA of 94.00% and above, but with a grade lower than 87% will qualify under the Dean's List.
- Partial Scholar
 - No grade lower than 87.00 in all subjects in the preceding semester;
 - GWA is 91.00% - 93.99%;
 - Enrolled in not less than the regular number of units prescribed in the curriculum during the preceding semester
 - ❖ A student who has a GWA of 91.00% - 93.99%, but with a grade lower than 87% will qualify under the Dean's List.

3.2. Dean's Listers

- 3.2.1. No grade lower than 85.00 in all subjects in the preceding semester;
- 3.2.2. GWA is 87.00% or above;
- 3.2.3. Enrolled in not less than the regular number of units prescribed in the curriculum during the preceding semester

Regular load for international students does not include the subjects NSTP 1 / 2.

* These guidelines do not apply to all Graduate programs and those under the Skills Development Institute.

3.3 Special Awards

The following special awards are given to graduating students:

- 3.3.1 Best in Thesis
- 3.3.2 Best in Research
- 3.3.3 Best in Capstone Project
- 3.3.4. Best in Design Project
- 3.3.5. Best in Feasibility Study
- 3.3.6. Best in Internship / Clinical Practice / Practicum / Experiential Practice
- 3.3.7. Best in Programming

* Criteria differ from one department to another, as approved by the Academic Council.

3.4 Latin Honors

A student accorded any Latin Honor distinction is one who has shown high scholastic performance throughout his / her education at LORMA Colleges.

Students recommended by the College for Latin honors must meet the following required Academic standards:

3.4.1 Grade Requirements:

The student should have no grade less than 87 in any subject. Further, the student must meet the required general weighted average (GWA) for the following Latin Honors:

Latin Honors	GWA
Summa Cum Laude	97 and above
Magna Cum Laude	94-96.99
Cum Laude	91-93.99

3.4.2 Academic Load:

The student enrolled in not less than the regular number of units prescribed per semester of the program.

3.4.3 Residency:

The student earned all the academic requirements for graduation from the institution. Further, the student finished the course within the time frame of the program (i.e., four years for a four-year program and five years for a five-year program).

3.4.4. Good Moral Character:

The student should be of good moral character and has never violated school policies (Category A as per guidelines by the Guidance and Counselling Office), and should not have been subjected to any disciplinary action for any conduct of unbecoming behavior.

3.4.5. Good Academic Record:

The student has not incurred any dropped (D), incomplete (INC), and/or no attendance (NA) in any subject. Further, the student must not be a transferee, a second courser and/or have acquired units from other schools through cross-enrollment. Further still, the student has not acquired units from other schools.

3.5 Special Citation Academic Excellence Award

This award will only be conferred when no graduating student has achieved any Latin Honor for the specific program during the graduation. Further, only one student (with the highest general weighted average) will be given this award (per program) during the graduation.

The student recommended by the College for this award must meet the following required Academic standards:

3.5.1 Grade Requirements:

The student should have no grade less than 85.00 in any subject. Further, the student must meet the required general weighted average (GWA) of 87.00 –90.99%.

The GWA is computed as the summation of the products of all the course grades with the corresponding number of units, divided by the total number of units.

$$\text{GWA} = (G_1 \times U_1) + (G_2 \times U_2) + \dots + (G_n \times U_n) / U_1 + \dots + U_n$$
where: G = grade (refers to the Course Grade)

U = unit for subjects 1 to n

Moreover, in instances of the same GWA up to two (2) decimal places, the next four (4) decimal places are considered. Furthermore, if the GWA is still the same up to six (6) decimal places, then other criteria such as involvement in curricular, co-curricular, and extracurricular activities are considered and will be deliberated by this council.

3.5.2 Academic Load:

The student enrolled in not less than the regular* number of units prescribed during the duration of the program.

* NSTP 1 and 2 are not included in the regular load for international students.

3.5.3. Residency:

The student earned all the academic requirements for graduation from LORMA Colleges. Further, the student finished the course within the time frame of the program (i.e., four years for a four-year program and five years for a five-year program).

3.5.4. Good Moral Character:

The student should be of good moral character and has never violated school policies (Category A as per guidelines by the Guidance and Counselling Office), and should not have been subjected to any disciplinary action for any conduct of unbecoming behavior.

3.5.5. Good Academic Record:

The student has not incurred any dropped (D), incomplete (INC), and/or no attendance (NA) in any subject.

Further, the student must not be a shifter*, a transferee*, a second courser*, and/or has acquired units from other schools through cross-enrollment. (*with units carried from previous course/school.)

References:

- *Personnel & Student Absences due to Medical Reasons (Executive Notice 2024.10.17)*
- *Revised Policy on the Institutional Grading System (Effective AY 2025-2026)*
- *Guidelines in the Awarding of Academic Scholars and Deans' Listers (Effective AY 2023-2024)*
- *Guidelines in the Conferment of Latin Honors (Effective AY 2021-2022)*
- *Guidelines in the Conferment of the Special Citation for Academic Excellence (Effective AY 2023-2024)*

SECTION FOUR

Student Services

Policy Statement

The College offers and implements the following services for the holistic development of the students while they are on campus.

Policy Guidelines and Conditions

1. Library Services

LORMA Colleges has put up a new state-of-the-art digital library—a spacious, modern facility designed to enhance students' academic experience. The library is fully equipped with a wide range of reading materials, including books, journals, and digital resources, as well as numerous computer units that support research, assignments, and advanced studies. Students are strongly encouraged to maximize the use of this facility to enrich their learning and academic performance. Friendly and knowledgeable librarians are always available to assist students, ensuring they receive the support and guidance they need to make the most of the library's offerings.

2. Guidance and Counseling Services

LORMA Colleges has a Guidance Office where the students can sit together with the Guidance Counselor for educational, career, and personal counseling needs. Students are also encouraged to see the guidance team at the Guidance and Counselling Office for other services such as:

- | | |
|-----------------|-----------------------------|
| 2.1 Inventory | 2.5 Follow-up |
| 2.2 Information | 2.6 Extension service |
| 2.3 Testing | 2.7 Research and Evaluation |
| 2.4 Placement | 2.8 Follow-up |

3. Health and Wellness Services

LORMA Colleges has a clinic with full-time professional nurses to serve the day-to-day health needs of all the students and personnel in the College. A licensed school physician and school dentist are hired to help monitor the health and welfare of students. The schedule of any required health examination shall be communicated by the school nurse

4. School Uniforms

School uniforms for all levels — Grade School, High School and **College** are available for purchase at the **Business Office**. The Business Office is the sole distributor of the original and authentic school uniforms. To ensure proper fit, quality, and compliance with school standards all students and parents must obtain uniforms only from this official source.

5. Security and Safety

LORMA Colleges hires a licensed security agency to enforce the school rules and regulations and to give maximum protection and safety to all students, faculty, personnel, and school properties. Likewise, RFID is installed at the Guardhouse to monitor the students and employees entering the campus.

A parking area in the campus has been provided but strictly for those who have the parking identification card stickers. Students, faculty and staff have designated parking area on campus which is strictly reserved for vehicles displaying valid parking identification card stickers. Unauthorized vehicles without the appropriate sticker will not be permitted to park in the designated area. To maintain a safe and secure environment for all students, faculty, and staff, campus security personnel are authorized to conduct checks on bags and personal belongings being brought into the campus premises. These inspections are carried out as a precautionary measure to ensure the safety and well-being of everyone within the campus.

6. Sports and Recreations Services

LORMA Colleges Pavilion serves as a multipurpose facility designated for various institutional activities, including Physical Education (P.E.) classes, student-led programs, faculty-initiated events, and other official gatherings.

As a key facility within the campus, its primary function is to support Basic Physical Education Programs, which are always given scheduling priority.

To ensure the organized and efficient use of the Pavilion, all other proposed activities—particularly those initiated by student organizations, faculty, or staff—must be properly coordinated. Requests for the use of the Pavilion must be submitted **at least three (3) days prior to the intended date of use**. This lead time is essential to allow the Director for Facilities, in coordination with the Office of Student Affairs (OSA), to review the request and, if necessary, reassign P.E. classes to an alternative venue without disrupting the academic schedule.

All users are expected to adhere strictly to the approved schedule and to maintain the cleanliness and orderliness of the Pavilion before, during, and after use. Non-compliance with the guidelines may result in the denial of future reservation requests.

Visitors and students who would like to use the hall should in the same way coordinate with the Director for Facilities and the Office of the Student Affairs. Unauthorized persons are strictly not allowed to use the Pavilion for any activity without approval from the Director for Facilities and the Office of Student Affairs.

7. Audio-Visual Center and Founders' Hall

LORMA Colleges is equipped with an Audio Visual Room as part of its continued commitment to academic excellence and holistic development. The Audio Visual Room (AVR) is designed to support and enrich the learning experience of students, faculty, and staff through the integration of modern multimedia technology into education, training, and institutional activities. Equipped with state-of-the-art audio-visual equipment and facilities, the center serves as a dynamic hub for interactive learning, presentations, workshops, and multimedia production.

Complementing the Audio Visual Room is the **Founders' Hall** a versatile venue tailored for smaller-scale events such as seminars, conferences, lectures, and organizational meetings. With its professional setup and comfortable ambiance, Founders' Hall provides an ideal environment for focused discussions, academic discourse, and collaborative engagements.

Together, these facilities reflect LORMA Colleges' dedication to fostering innovation, communication, and continuous learning within the academic community.

8. LORMA COLLEGES CHAPLAIN'S OFFICE

LORMA Colleges makes certain that all students and employees of LORMA COLLEGES have access to support, counsel, and guidance about problems and issues they may be facing and ensures the individual's freedom of self-expression within the community regardless of any religious orientation, medical condition, physical infirmity, or mental health struggle. When our students' and employees' well-being is taken care of at work and school, they can hone their talents and abilities, be creative, build harmonious relationships with each other, perform even during stressful situations, and become more relevant wherever they are in the world.

9. Publication Service

LORMA Highlights serves as the official publication of LORMA Colleges dedicated to nurturing journalistic excellence among students. Published on a quarterly basis, the publication functions as a platform for developing and showcasing the writing, reporting, and editorial skills of aspiring student journalists. It features news, opinion pieces, features, literary works, and campus updates that reflect the voice and perspectives of the LORMA community.

The editorial team, known as the **LORMA Highlights Editorial staff**, is composed of students who are rigorously selected through a competitive examination and screening process. These individuals undergo continuous training and mentorship in the various aspects of campus journalism—such as news writing, editorial writing, photojournalism, layout design, and ethical reporting.

Through **LORMA Highlights**, the institution aims to foster critical thinking, responsible communication, and civic awareness while empowering students to become effective communicators and future media practitioners.

SECTION FIVE

Student Organization Activities

Policy Statement

This covers the different clubs/organization activities and programs from implementation, supervision, and monitoring to the evaluation of the different co-curricular activities and programs by the Office of Student Services.

It describes the different clubs and organizations that are an extension of classroom learning activities and experiences of students. This aims to develop and enhance the capabilities, skills, and talents of students in the various fields.

Policy Guidelines and Conditions

1. Accrediting or Recognizing Clubs /Organizations

1.1 The Student Affairs Coordinator or the Director for Student Services will receive the following requirements for approval:

- Constitution and By-Laws
- List of Officers and Members
- Acceptance Letter of Adviser/s
- Letter of Intent to organize a new club or organization
- Proposed Plans and Activities for the current school year

1.2 If all requirements are received, a Checklist is filled up by the applicant.

1.3 When the checklist is verified and checked, the club/organization is enlisted for Induction on a date scheduled by the Office of Student Affairs.

1.4 At the end of the school year, every club/organization must submit the following requirements to the Office of Student Affairs:

- 1.4.1 Accomplishment /Year-End Reports
- 1.4.2 Financial Reports

- 1.5 A Certificate of Recognition will be issued to the recognized club/organization
- 1.6 A yearly renewal of the registration or re-accreditation of all student clubs or organizations shall be done every first few weeks of the school year.

2. Implementation of Activities

- 2.1 Advisers will submit requests to the Office to implement activities or projects.
- 2.2 When a request is approved, the Coordinator of Student Activities coordinates with the departments concerned, signs posters for posting, and at times checks the availability of venues.

3. Evaluation of Activities or Programs

- 3.1 The Coordinator of Student Activities prepares the Evaluation Tool.
- 3.2 Students including the advisers will answer the Evaluation Tool.
- 3.3 The coordinator for Student Activities will collect the Evaluation Tool
- 3.4 He shall prepare the Result of the Evaluation Tool.

4. Other provisions:

Aside from the class organization, a student is not allowed to join more than two (2) organizations. A student who is a Chairman, Secretary, or Treasurer of one (1) organization can only become a member of the second organization.

SECTION SIX

Student Participation In Community Extension Program

LORMA Colleges students are one of the prime movers in the conduct of the community and extension program. They render their services to intensify social awareness and concern that will induce active involvement in community service. Students from different departments particularly the Student Body Organizations (SBO) of the College of Nursing, College of Medical Laboratory Science, College of Pharmacy, College of Radiologic Technology, College of Physical and Respiratory Therapy, College of Business, College of Education and Sciences, College of Computer Studies and Engineering and Skills Development Institute, the Sangguniang Mag-aaral ng LORMA (SML) and Interest Clubs actively participate in the conduct of outreach programs. This endeavor of students who participate in the program is spearheaded by the Community Extension Services office which serves as the coordinating body that will organize, monitor, and evaluate extension programs and activities of the different departments of LORMA Colleges including Basic Education (BED), Center of Learning and Innovations (CLI) and Center of Health Sciences (CHS). It also facilitates opportunities to demonstrate the LORMANIAN identity of service-oriented education and training and intensifies social awareness and concern that will induce active involvement in community service.

The school strongly believes that participation in the community service extension programs requires collaborative efforts of its stakeholders including the faculty members, students, alumni, administration, and partner communities and organizations to achieve this mission of community transformation.

LORMA Colleges Community Extension Services Office commits itself to continuous improvement as it follows the following steps in implementing extension programs and projects. It is a practice of LORMA Colleges to adopt a community or a barangay that is recommended by the municipal Local Government Unit (LGU) to the administration of LORMA Colleges.

The identified barangay/ community will enter into a Memorandum of Agreement (MOA) with LORMA Colleges and will become the official community partner of LORMA Colleges for community extension programs and projects.

Student participation in community extension programs is a valuable and impactful way for students to contribute to the community's well-being while gaining practical experience and developing important skills. Community extension programs typically involve activities that extend beyond the classroom and academic setting, reaching out to the broader community.

Involvement in the community extension program can also be beneficial to students to exercise their leadership skills by taking roles within community projects and helping to organize and coordinate activities. Engaging with diverse community members also hones their communication skills. Addressing real-world issues fosters clinical thinking and problem-solving abilities. Engaging in community extension service programs instills a social responsibility and civic duty in students. It helps them understand the needs and challenges faced by different communities, fostering empathy and commitment to positive social change. Through the initiative of the LORMA Colleges Community Extension Services Office, students participate in the following programs:

1. Training of Health workers including BHWs, Barangay Officials, and Volunteers.

1.1 Assessment Skills

1.1.1 Health Assessment and Screening

1.2 Patient / Client Care

1.2.1. Oral Care

1.2.2. Infection Control

- 1.2.3. Principles of Exercises
- 1.2.4. Therapeutic Massage
- 1.3 Behavioral Health Care
 - 1.3.1. Obesity Prevention Awareness
 - 1.3.2. Basic Nutrition
 - 1.3.3. Cardiovascular Disease
 - 1.3.4. Asthma Management
 - 1.3.5. Arthritis Management
 - 1.3.6. Reproductive health
 - 1.3.7. Thyroid Diseases Awareness

2. Health Advocacy and Health Promotion

- 2.1 Mental Health Awareness Program
 - 2.1.1. Teletherapy
 - 2.1.2. Meditation and Fitness Class
 - 2.1.3. Resilience Building Workshop
 - 2.1.4. Art and Creative Expression Workshop
 - 2.1.5. Community Garden Project
- 2.2 Use of Herbal and Medicine Awareness
 - 2.2.1. Medicinal Garden Assessment
 - 2.2.2. Use of Over-the-Counter Drugs
 - 2.2.3. Medication Use Assessment / Medicine Acquisition and Provision of Pharmacy Services
 - 2.2.4. Medication Use Assessment

2.3 Barangay and School Health Clinic Support

- Identification of needs and providing support to the barangay and school health clinic.

2.4 Conduct of Medical Mission (Consultation, Laboratory)

3. Literacy and Livelihood Program

3.1 Digital Literacy Program

3.2 Community Literacy Program

3.2.1. Book Drive

3.2.2. Educational Toys for School Children

3.2.3. Storytelling

3.3 Livelihood Programs

4. Social Orientation and other Programs

4.1 Sports program for school children

4.2 Youth Development Program

4.3 Gift Giving

Students of the Center for Health Sciences, together with their instructors, take responsibility for the conduct of training of health workers, health advocacy, and health promotion while those from the Center for Learning and Innovation are involved in literacy and livelihood programs and social orientation programs.

SECTION SEVEN

Student Mobility

Policy Statement

Lorma Colleges with a global vision on education takes cognizance of the importance of students' engagement in international activities and programs to enrich their academic training and prepare them to become competent global professionals. The Student Mobility Programs provide students opportunities to gain various learning experiences from diverse cultures and develop global skills. These guidelines are crafted to ensure that students who want to engage in Student Mobility programs are able to meet the criteria to establish the goodwill of the institution as they serve as the representatives of the school to our partner school abroad.

1. ELIGIBILITY

To participate in a Student Mobility Program of the College, a student must meet the following criteria:

- 1.1 Must have a good academic standing with no failed grades.
- 1.2 Enrolled at Lorma
- 1.3 Has finished at least four academic semesters at Lorma
- 1.4 Does not have any disciplinary record.
- 1.5 Proficient in English
(If the partner school requires a TOEIC or TOEFL specific score, the student should meet the criterion of the school on the area of English Proficiency level)
- 1.6 Recommended by the Dean and/or Program Head
- 1.7 Holder of a Valid Passport with at least six months prior to its expiry date
- 1.8 No record of any illegal entry , overstaying , visa violations or immigration violations.

2. PROCEDURE FOR APPLICATION

The student will submit the following

- 2.1 Letter of Intent Addressed to the Dean
- 2.2 Completed Application Form from GEPO (upon submission of the recommendation letter from the Dean)
- 2.3 Submit hard copies and softcopies to GEPO (A4 bond paper)
 - 2.3.1 Valid Passport with at least six months prior to its expiration date
 - 2.3.2 Health Card or PhilHealth Card
 - 2.3.3 School ID
 - 2.3.4 Notarized Waiver
 - 2.3.5 Medical Certificate
 - 2.3.6 Neuro-Psych Certificate
 - 2.3.7 Certificate of Good Moral Character

3. SELECTION PROCESS

A student who will be qualified to engage in a Student Mobility Program should meet the minimum Eligibility Criteria

4. PRE-MOBILITY REQUIREMENTS

- 4.1 Attend the Student- Parent/Guardian Orientation that covers :
 - 4.1 Financial Expenses
 - 4.2 Academic Expectations
 - 4.3 Health & Safety
 - 4.4 Cultural Background

5. POST -MOBILITY REQUIREMENTS

- 5.1 After completion of the program, the student will :
- 5.2 Submit a properly documented Narrative Report to GEPO and its respective department
- 5.3 Complete the Evaluation Feedback from GEPO and submit it to GEPO
- 5.4 Participate in a Post- Evaluation Session with Program Head and other members of the department
- 5.5 Share experiences and trainings to the department

SECTION EIGHT

Students' Rights and Responsibilities

LORMA Colleges is a student-centered institution committed to safeguarding the welfare of its students. The College is dedicated to addressing their needs to foster a safe, supportive, and well-organized learning environment. Accordingly, every student is entitled to exercise their rights and engage in activities that promote their academic, personal, and social development, including but not limited to the following:

1. Students have the right to be informed about all school rules, policies, academic and extracurricular activities, discipline, and fees.
2. Students have the right to due process, which means they must be informed in writing of any charges against them and have the chance to present their case before a school body, which should include at least one member chosen by the student government, before any suspension, expulsion, or similar disciplinary action.
3. Students have the right to form a student government that can manage, make rules, and settle issues within its approved powers.
4. Students have the right to use campus facilities through authorized organizations, following the rules, and only for the intended purposes.
5. Students have the right to use the school's name as members of approved campus organizations, following the rules for off-campus activities.
6. Students have the right to quality and competent instruction, access to adequate welfare services, and provision of curricular facilities that are appropriately aligned with the school's resources and capacity to ensure optimal educational development.
7. Students have the right to academic freedom, allowing them to explore ideas, express opinions, and pursue knowledge freely, provided such activities remain within reasonable and responsible bounds.
8. Students have the right to the confidentiality of their personal, academic, health, and other sensitive records, which shall be protected and disclosed only with valid consent or in accordance with the lawful provisions of the Data Privacy Act of 2012.

9. Students have the right to freedom from discrimination and must not be treated unfairly or subjected to prejudice based on gender, religion, ethnicity, political beliefs, or physical appearance, including any form of body shaming.

10. Students have the right to a safe and healthy learning environment, and schools are obligated to ensure that their facilities, practices, and policies foster safety, well-being, and conditions conducive to effective learning.

As a LORMANIAN, each student is expected to faithfully uphold their duties and responsibilities to help create and maintain a safe, respectful, and academically conducive school environment. This includes actively contributing to the well-being of the academic community, adhering to institutional values and standards, and promoting a culture of integrity, discipline, and mutual respect essential to the holistic development of all members of the institution.

1. Students must comply with all lawful and legitimate school rules and regulations, including but not limited to those governing attendance, discipline, academic performance, and codes of conduct, to maintain an environment conducive to learning, uphold institutional standards, and support the orderly operation of the educational system.

Students must follow all school policies and procedures, rules and regulations—such as those about attendance, behavior, grades, and conduct—to help create a good learning environment and support school standards.

2. Students are expected to demonstrate respect for institutional authority by acknowledging and upholding the legitimate roles and responsibilities of administrative officials, and the educational institution.

3. Students should uphold and practice academic integrity by conducting all academic work honestly, ethically, and in accordance with institutional standards, thereby ensuring the credibility of their scholarship, respecting the intellectual contributions of others, and contributing to a culture of trust and excellence within the academic community.

4. Students should respect the rights and dignity of others, making sure their actions don't harm classmates, teachers, or staff. They must avoid bullying, harassment, discrimination, or any behavior that makes the school environment unsafe or disrespectful.

5. To help keep the campus safe and orderly, students should report any known or suspected misconduct—like bullying, hazing, or illegal activities—and cooperate with school investigations, unless doing so would violate their legal rights.
6. Students should speak up and seek solutions to problems through the proper school channels, doing so respectfully and calmly, while following school procedures to help resolve issues effectively.
7. Students have the responsibility to fulfill the duties and obligations assigned by any legally recognized student government, organization, or officer to which they have voluntarily affiliated, in accordance with the rules and responsibilities of their membership.
8. Students should support and take part in student government activities, cooperating with their efforts and following the principles of democracy and fair participation.
9. Students have the responsibility to maintain the cleanliness, orderliness, and sustainability of the campus environment, and are expected to actively support and participate in all LORMA Green Projects and other institutional initiatives that promote environmental stewardship and ecological responsibility.
10. Students should respect the rights, roles, and dignity of classmates, teachers, and school staff, helping to create a positive, inclusive, and cooperative learning environment.

SECTION NINE

Rules and Regulations on Student Conduct and Discipline

Policy Statement

Every student of LORMA Colleges shall observe the laws of the land and the standards of good society. To provide the students with a peaceful and orderly school campus, an atmosphere most conducive to learning, the College Administration prescribes from time to time such rules and regulations on student conduct and discipline deemed necessary to serve as guidelines for the behavior of students. However, these should not be understood as by limitation, but as a way of emphasizing specific forms of behavior and by way of addition to acceptable norms of conduct expected of responsible and ethical members of society.

The tasks of the College are not only to develop students' intellectual, physical, emotional, social, and psychological needs, but also to develop and improve their character, attitude, and moral values which can be achieved through inculcating the proper norm of conduct, behavior, and their discipline. They must abide by the rules of conduct and discipline formulated by the College.

Policy Guidelines and Conditions

1. Standards of Behavior

LORMA Colleges expects its student's high degree of self-discipline and good conduct at all times, together with a seriousness of purpose in the pursuit of knowledge. Therefore, students of this college are expected to observe the following standards of behavior:

- 1.1 Honesty at all times
- 1.2 Respect and courtesy towards others
- 1.3 Decency in speech and appearance
- 1.4 Observance of peace and order inside the campus
- 1.5 Care, protection, and preservation of all school properties
- 1.6 Prompt and regular attendance in all classes and school activities.
- 1.7 Wearing proper uniform and pinning of IDs when inside the school campus.
- 1.8 Observance of silence when passing along corridors, stairways, and classrooms.

2. Improper Student Conduct

- 2.1 Abusive behavior or discourtesy
- 2.2 Carrying or drinking intoxicating liquor inside the campus or entering the school premises in a state of intoxication.
- 2.3 Forging, altering and /or misuse of official documents, records, credentials or effects.
- 2.4 Defamation, whether in oral or written or in social media;
- 2.5 Dishonesty such as cheating during examination; plagiarism in connection with academic work;
- 2.6 Displaying, possessing or distributing obscene literature, picture and other forms of pornography;
- 2.7 Engaging in any form of gambling inside the campus;
- 2.8 Grossly insulting or disobeying College authorities;
- 2.9 Illegal use, possession or distribution or dangerous/prohibited drugs;
- 2.10 Inflicting physical injuries against another person;
- 2.11 Highly immoral conduct involving illicit relationships with the opposite or same sex on or off campus;
- 2.12 Loitering or making noise on the corridors, hallways, stairways and classrooms;
- 2.13 Obstruction or disruption of administrative work proceedings or other college activities;
- 2.14 Smoking inside the building or elsewhere in the campus;
- 2.15 Physical assault on any person within the premises of the school;
- 2.16 Theft or stealing any property belonging to any member of the College community;
- 2.17 Vandalism, writing or drawing on the walls and pieces of furniture and unauthorized removal of notices and posters on the bulletin board; breaking of glass windows, showcases, cabinet doors, electrical, mechanical devices and other property of the school;
- 2.18 Tearing of or defacing any library book, magazine or periodicals,
- 2.19 Visiting indecent night clubs and places of ill-repute;
- 2.20 Instigating and/ or engaging in activities resulting to damages of campus facilities;
- 2.21 Joining seditious associations, secret organizations, fraternities and sororities or clubs with subversive tendencies.

SECTION TEN

Forms of Disciplinary Action

Policy Statement

The College shall impose penalties for violations committed by students. A penalty is a disciplinary measure imposed to instill in the student the understanding that any act of misbehavior, violation, and defiance of the rules and regulations is not acceptable to the norms of proper behavior and discipline, being a responsible and responsible and ethical member of society.

Discipline is necessary in every well-ordered society, including educational institutions. The rules of reprimand, suspension, and dismissal from the College as promulgated by the Department of Education/ Commission on Higher Education shall be applied by the Conduct Board in imposing penalties, subject to the approval of the President. Other forms of discipline shall be imposed by the Conduct Board as it deems appropriate and commensurate to the offense committed by the student. These shall also be subject to the approval of the President. In extreme cases, such as gross immorality, assault on College Officials, etc. when the offending student may be expelled, the approval of the Department of Education /Commission on Higher Education must be obtained through the recommendation of the President.

The Conduct Board shall properly investigate the violations of school rules and regulations and shall make the necessary recommendations for disciplinary actions to the Executive Director for approval.

Policy Guidelines and Conditions

The following are the forms of Disciplinary Actions:

1. Dismissal

The college may dismiss a student anytime after due investigation if found to have violated the rules and regulations of the school, the Commission on Higher Education, and the laws of the land. The student who is dismissed should be issued immediately his/her transfer credentials.

2. Suspension

The school may suspend an erring student during the school term or year for a period of not exceeding 20% of the prescribed school day. Suspensions shall take effect upon the approval of the Executive Director.

3. Expulsion

The penalty of expulsion is an extreme form of administrative sanction that debars the student from all public and private schools. The penalty requires the approval of the Commission on Higher Education.

4. Non-Admission to the College

The school may not admit any student the next term/year if he/she is found after due investigation to have violated the rules and regulations of the school which are considered to be grave offenses.

5. Other Sanctions which are major/minor in nature

- 5.1 Suspension from a particular class where the offense has been committed.
- 5.2 Invalidation of a quiz, examinations, term papers and other class work.
- 5.3 An oral or written reprimand
- 5.4 An oral or written apology from the erring student
- 5.5 A warning notice that the continuation or repetition of specific acts may be a cause for other disciplinary actions.
- 5.6 Payment of actual damages inflicted
- 5.7 Disqualification from holding or seeking any position, either by appointment or election, including removal from position or office currently being held in any school organization.

6. For all grave cases, a formal or informal hearing may be conducted by the Conduct Board for the erring student. In any case of violations of school rules and regulations, the College reserves the right not to admit the students involved, either during the current term or for the next term. In a case where consideration is given, the student may be allowed to finish the term.
7. In view of the fact that the school administrators and teachers exercise the relation in “loco parentis”, they have the right, in case of minor offenses committed in their presence, to impose appropriate disciplinary measures for the welfare of the student and in the interest of good order and discipline. The following are the sources of authority by the school to discipline students: The Civil Code, Manual of Regulations for Private Schools, Student Handbook, and other laws of the land.

SECTION ELEVEN

Offenses and their Corresponding Penalties

Policy Statement

The College, through the Conduct Board, shall impose penalties and sanctions on violators of the rules and regulations of the school.

Policy Guidelines and Conditions

1. Grave Offenses

These are acts that cause serious damage to a student, faculty, and staff honor and dignity as a person as well as to the property, name, and honor of the College.

1.1: First Category. No exception is made whether the offense is made the first, second, or third time. Any of the following major offenses shall be punishable with exclusion (immediately dropped from the roll and no re-admission the following term/semester):

- 1.1.1 Forging-intercalation, falsification of, and tampering with academic or official records, receipts, permits, or documents of any kind.
- 1.1.2 Securing and using fake school receipts or admission documents.
- 1.1.3 Stealing
- 1.1.4 Murder/homicide
- 1.1.5 Committing serious acts of vandalism or destruction of school and teacher's property.
- 1.1.6 Serious fighting inside or outside the campus and/or acts causing public scandal, moral damage, physical injuries, damage to school property, great harm to personal safety, or more serious consequences.
- 1.1.7 Carrying any kind of deadly weapon such as guns, explosives and knives, etc.
- 1.1.8 Participation / involvement in hazing
- 1.1.9 Abortion
- 1.1.10 Drunkenness
- 1.1.11 Bribing
- 1.1.12 Involvement in drug trafficking or possession of prohibited drugs

- 1.1.13 Creating serious trouble while under the influence of liquor or prohibited drugs.
- 1.1.14 Gambling on campus and its immediate environment.
- 1.1.15 Reading or carrying any pornographic material.
- 1.1.16 Any type of Bullying - done through the use of technology or any electronic device; written, verbal, or electronic expression or a physical act or gesture
- 1.1.17 Violating the social media policy of the school such as:
 - Making demeaning or insulting comments to a fellow student, faculty, or staff.
 - Spreading false or unsubstantiated rumors or misleading information about LORMA Colleges and its faculty and staff.
 - Sharing of LORMA Colleges posts with the intention of leaving disrespectful/derogatory comments.
 - Committing acts of indecency which may include the use of vulgar or inappropriate language, the uploading or dissemination of indecent images or content or any behavior that reflects immorality or violates the standard of conduct in the social media.

1.2: Second Category. No exception is made whether the offense is the first, second, or third. Any of the following major offenses shall be punishable with a ten-day suspension and no readmission the following term/semester.

- 1.2.1 Writing or circulating any publication not authorized by the College.
- 1.2.2 Committing any obscene/ indecent act inside or outside of the College.
- 1.2.3 Serious moral faults committed within or outside the College proved to be harmful to the best interests of the students and the College and have unwholesome influence on fellow students
- 1.2.4 Defamation committed against any student, faculty member, staff member, college authority, or his agents.
- 1.2.5 Insubordination
- 1.2.6 Physical assault on any person within the premises of the college

1.3: Third Category

- 1.3.1 Cheating in any test/examination
- 1.3.2 Plagiarism

Sanction:

First Offense: A score of 0 and a failing mark in the particular grading period.

Second Offense: Exclusion (immediately dropped from the roll and no re-admission the following term/semester)

2. Less Serious Offense

Sanction for any of the following less serious offenses:

First Offense: Three days suspension

Second Offense: One-week suspension

Third Offense: Ten days suspension and no re-admission the following term/semester.

- 2.1 Wearing somebody else's ID
- 2.2 Wearing or using a tampered ID
- 2.3 Lending his/her ID to another student.
- 2.4 Public display of affection (PDA)
- 2.5 Writing/Reading degrading, obscene notes.
- 2.6 Smoking/Vaping inside the campus.
- 2.7 Fighting (of a less serious nature)
- 2.8 Entering the campus under the influence of liquor
- 2.9 Unauthorized alteration or erasure of official announcements.
- 2.10 Unauthorized use of the College facilities and properties.
- 2.11 Using language or committing acts that show disrespect, arrogance, or bad manners toward a superior or duly authorized person.
- 2.12 Destroying and defacing school property like writing, drawing, etching indecent words or figures, etc., on chairs, walls, blackboards, and other properties of the college.
- 2.12 Committing any malicious vulgar act while in LORMA uniform outside of the campus.

3. Minor Offenses

These are acts that a student must avoid enabling the College to maintain peace and order, cleanliness and sanitation, and the desired quality and conducive teaching-learning atmosphere inside the campus.

The following are the sanctions for minor offenses:

First offense:	Counseling/warning
Second offense:	One-day suspension from classes
Third offense:	Three days suspension from classes
Fourth offense:	One-week suspension from classes
Fifth offense:	Ten days suspension and probationary status for the following term/ semester.

- 3.1 Not wearing the prescribed LORMA Colleges or approved departmental uniform within the College premises.
- 3.2 Not wearing the official ID or not wearing the official LORMA ID properly within the campus.
- 3.3 Using an invalidated school/college ID
- 3.4 Staying in the classroom without any permission
- 3.5 Telling a lie; sleeping in class; being disruptive in class
- 3.6 Loitering, running, shouting, and speaking in a loud voice or making unnecessary noise in the classroom, corridor, or on campus.
- 3.7 Causing commotion of any kind during convocations, programs, or other activities.
- 3.8 Using vulgar, indecent, foul, profane, or improper words/language.
- 3.9 Running away from a person in authority to avoid apprehension.
- 3.10 Not disposing of the litter found within three feet away from him/her.
- 3.11 Going out of the classroom and during school programs without proper authority.
- 3.12 Receiving or entertaining visitors while on duty or attending class except with permission in emergency cases.

- 3.13 Not parking at the designated area or not parking properly.
- 3.14 Bringing food/drinks other than water in plastic containers inside the campus.
- 3.15 Eating inside the classroom.
- 3.16 Using personal digital electronic devices and gadgets (cellular phones/laptops) in the classrooms, laboratories, lecture rooms, chapel and auditorium is not allowed unless permitted by the instructor.

Sanction:

First offense: Cellular phone or device is confiscated and kept in the Office of Student Affairs for one day

Second offense: Cellular phone or device is confiscated and kept in the Office of Student Affairs for one week

Third offense: One-day suspension and probationary status the following term

Fourth offense: One-day suspension and non-readmission the following term.

- Recidivist: Offenses that violate the accepted norms of conduct and which are not provided for in this code should be left to higher school authorities for appropriate action.
- Students will be referred to the Guidance Office after they have served the penalty or sanctions of offenses committed.

Implementation of the Rules on ID, Uniform Policy, and Dress Code Statement

The College, through the Student Affairs Coordinator, shall be responsible for the welfare and security of the students, thus the implementation of the rules on ID and uniform and dress code is necessary.

Policy Guidelines and Condition

1. Campus Entry Requirements:

- Security guards and faculty members are authorized to deny entry to any student who is not in the prescribed school uniform or does not present a valid school ID upon arrival at the campus.
- If a student attempts to enter the school premises without complying with these requirements:
 - o Their school ID shall be temporarily confiscated.
 - o The incident will be formally reported to the Office of Student Affairs (OSA) for appropriate action.
 - o Repeated violations may result in disciplinary sanctions as determined by the OSA.

2. Dress Code for Students:

- Students who enter the campus without scheduled classes (e.g., for meetings, library use, consultations, etc.) must dress in a professional, modest, and conservative manner that reflects the values and standards of the institution.
- The following are **not allowed** under this guideline:
 - o Revealing or inappropriate clothing (e.g., shorts, miniskirts, sleeveless blouses, crop tops, tattered pants and leggings)
 - o Slippers or overly casual footwear
 - o Clothing with offensive or inappropriate graphics or text
 - o Earrings for men and all types of face rings for men and women
- Students are expected to always uphold the dignity and positive image of a LORMANIAN while on campus.

All faculty members are required to actively and consistently enforce the school's ID and uniform policies both inside and outside the classroom. When a student is found in violation of these rules, the following steps should be taken:

Step 1: Initial Verification

- Politely ask the student to present their ID and/or clarify the reason for not wearing the proper uniform.
- Assess whether the student's reason is valid (e.g., medical exemption, approved uniform variation, etc.).

Step 2: Documentation of Violation

- If the student is found to be in violation:
 - o Record the student's name, ID number, course, and the nature of the violation.
 - o Confiscate the student's ID card if necessary and issue a temporary slip for identification purposes (if applicable).

Step 3: Reporting

- Submit the incident report to the Office of Student Affairs not later than the end of the day the violation occurred.
- Use the official reporting form to ensure consistency and proper documentation.

Step 4: Follow-Up and Sanctions

- The Office of Student Affairs will review the report and implement corresponding disciplinary measures, which may include:
 - o Verbal or written warnings
 - o Equivalent day/days of suspension
 - o Non readmission the following term/semester
 - o Expulsion

Note: All personnel are expected to model proper decorum and professionalism while enforcing these rules. Respectful and constructive communication is essential to maintain a positive and disciplined learning environment.

Procedures in Handling Cases

Policy Statement

This covers the process from the receipt of the complaint or report to the implementation of the necessary action.

For Grave Offenses

1. Receipt of Complaint

The Office of Student Affairs (OSA) formally receives a written complaint regarding a student conduct issue.

2. Initial Case Review and Investigation

Upon receipt, the Student Affairs Coordinator conducts a preliminary investigation. This includes separate consultations with both the complainant and the respondent to gather initial information and assess the nature of the incident.

3. Submission of Preliminary Investigation Report

Following the initial investigation, the Student Affairs Coordinator prepares and submits a comprehensive Investigation Report to the Conduct Board Committee for further evaluation.

4. Conduct Board Committee Review

The Conduct Board Committee convenes to conduct an in-depth review of the case. This may include additional interviews, evidence gathering, and case deliberation to ensure due process.

5. Preparation of Recommendation Report

Based on the findings of the Conduct Board Committee, the Student Affairs Coordinator drafts a formal Recommendation Report. This document outlines the suggested disciplinary actions or resolutions and is submitted to the Academic Dean and the Executive Director for their review and endorsement.

6. Presidential Review and Approval

Once reviewed and endorsed by the Academic Dean and Executive Director, the Recommendation Report is forwarded to the Office of the President for final approval.

7. Forwarding of Decision Report to the Guidance Office
upon approval by the President, the final decision report is transmitted to the Guidance Office to facilitate the provision of appropriate support services, counseling, or other necessary interventions.
8. Implementation of Decision
The Student Affairs Coordinator formally transmits the approved Decision Report to the academic head for immediate implementation of the prescribed action or sanction.

For Less Serious and Minor Offenses

1. Receipt of Complaint
The Student Affairs Coordinator formally receives the complaint submitted by the complainant.
2. Initial Review and Investigation
Upon receipt, the Student Affairs Coordinator conducts a preliminary review of the complaint and initiates a preliminary investigation to gather relevant facts and context.
3. Preparation of Decision Report
Following the completion of the investigation, the Student Affairs Coordinator prepares a comprehensive decision report detailing the findings, conclusions, and recommended actions.
4. Submission for Monitoring
The finalized decision report is submitted to the Office of the Dean and the Guidance and Counselling Office for documentation and monitoring purposes.
5. Implementation of Recommendations
The concerned Dean is responsible for the implementation of the actions and recommendations stated in the decision report, ensuring that all measures are carried out in a timely and appropriate manner.

SECTION TWELVE

Sangguniang Mag-Aaral ng LORMA Constitution and By-Laws

CONSTITUTION AND BY-LAWS

SANGGUNIANG MAG-ARAL NG LORMA

Preamble

We, the dedicated officers and students of LORMA Colleges, City of San Fernando, La Union, imploring the aid of divine providence in order to establish and maintain an organization, that shall embody our ideals and aspirations, promote our general welfare, lead and empower the studentry, support the school administration to conserve and develop high standards of our college, and to secure to ourselves and our posterity the blessings of equality, do ordain and promulgate this constitution and by-laws to govern our actions and uphold our noble ideals.

Mission

Our mission is to empower all LORMANIAN students with equity and utmost priority, developing a quality upbringing to bring a positive impact to the world. We focus on nurturing a compassionate community that values the environment, prioritizes student needs, and is inspired by Christian principles through excellence and service.

Vision

We, the Sangguniang Mag-aaral ng LORMA, aims to build a student body committed to environmental care, student empowerment, community service and Christian values. We strive to nurture LORMANIAN leaders to grow, contribute, and make a positive impact locally and globally.

Core Values

Environment-focused

Student-centered

Christian-inspired

Community-oriented

ARTICLE I

GENERAL PROVISIONS

SEC. 1. Title of the Organization. — The organization shall be known as the Sangguniang Mag-aaral ng LORMA and referred to as the SML.

SEC. 2. Domicile. — The domicile of the SML shall be located at Lorma Colleges, Barangay Carlatan, City of San Fernando, La Union.

SEC. 3. Purposes. — Generally, the Sangguniang Mag-aaral ng LORMA shall aim to foster understanding and achieve fellowship among administration of the College so as to promote our education and training. Specifically, the organization shall aim:

- 3.1 to develop leadership and individual responsibility and consideration among students;
- 3.2 to strengthen the bond of friendship between students, faculty, and staff;
- 3.3 to increase attendance or participation in school activities;
- 3.4 to maintain and promote the highest possible standard of the school;
- 3.5 to promote the college through activities and personal contacts with other students;
- 3.6 to represent the studentry and the college in all external linkages; and
- 3.7 to work actively with the Office of Student Affairs in planning and managing the major activities of the College.

ARTICLE II

ORGANIZATION, OFFICERSHIP, AND MEMBERSHIP

SEC 1. Organizations. — There shall be categories of organizations or clubs duly recognized under the Sangguniang Mag-aaral ng LORMA provided that they conform to the policies, rules and regulations and promulgate one constitution and by-laws duly approved by the Executive Academic Directors upon the recommendation of the Director of Student Affairs:

- 1.1 Student Body Organization- All Colleges are mandated to create their own student body organization which shall serve as their supreme student government dedicated to discharge functions toward student-centered development;

1.2 Interest Club- This shall constitute any group or organizational representations which include but are not limited to the culture, arts, health, sport, youth empowerment, and gender development;

1.3 Post- Graduate Organizations- Any organization or group that shall be created falls under this category which includes but not limited to Master of Science in Nursing- Student Body Organization and Master of Information System- Student Body Organization; and

1.4 International Students Organization- This organization shall cater to international students that will promote mutual understanding through social, cultural, civic, intellectual, recreational, and scientific programs and activities.

SEC 2. Qualification of the Officers. — The following shall be the qualifications of candidates to any elective positions in the Sangguniang Mag-aaral ng LORMA:

2.1 No incomplete grades.

2.2 No dropped subjects during the semester immediately preceding the elections.

2.3 Not under disciplinary action by the Student Affairs Office.

2.4 Must be officially enrolled during the semester when the election took place.

2.5 Must be enrolled during the term of office sought.

2.6 Must not hold the position of President, Vice-President, Secretary, or Treasurer in any College Student Body Organizations.

2.7 Must not hold any position outside the college, such as statutory offices to protect the dedication of one officer to his/her sworn duty.

SEC 3. Bureaucracy of Power. — Distribution of student power of office shall hereby follow this cause:

3.1 The Sangguniang Mag-aaral ng LORMA and all student organizations are to be under the authority of the Office of the Student Affairs composed of the student activity advisor and Director for Student Services.

3.2 The Sangguniang Mag-aaral ng LORMA together with the Office of the Student Affairs shall make up the student executive government.

3.3 All enrolled students for the school year shall together make up the student community.

SEC 4. Officers and Terms in Office. — The Sangguniang Mag-aaral ng LORMA shall have a President, a Vice- President for Campus for Health Sciences and a Vice- President for Campus Learning and Innovation, a Secretary and a Deputy Secretary, a Treasurer and a Deputy Treasurer, an Auditor and a Deputy Auditor, two Press Relations Officers, two Business Managers, and two Peace Officers to be elected by the members of the organization via electronic voting to serve for term of one-school year until their successors are duly elected and assumed to office.

SEC 5. Student Executive Council. — The President and Two Vice-Presidents of the Sangguniang Mag-Aaral ng LORMA and the Presidents of the various organizations duly recognized shall constitute the Student Executive Council of the Lorma Colleges. Moreover, each department will likewise elect its own set of officers to any position deemed necessary by the organization. The President will represent their respective departments during Student Executive Council meetings, special meetings and Students-Administration dialogues. The Student Executive Council will assist the SML officers in implementing the activities of the College.

SEC 6. Membership and Membership Fees. — All students enrolled in this college are automatically members of the Sangguniang Mag-aaral ng LORMA. All members shall pay a fee the amount specified by the Student Executive Council and approved by the Executive Academic Directors upon the recommendation of the Director for Student Services. The collected funds shall be referred to as the Student Activity Fund.

SEC 7. Finances of the Council. — A expenses of the Sangguniang Mag-aaral ng LORMA shall be taken from the Student Activity Fund. The Treasurer and Deputy Treasurer shall be accountable for the transparent use of the Student Activity Fund which is under the custody of the school's finance department. They shall ensure responsible financial use through safekeeping a public ledger, posting of the summary of all transactions in three conspicuous places, and displaying in official school publications and virtual platforms.

SEC. 8 Prohibition. — Upon acceptance of the position, the officers shall not hold any other position within the school including those stipulated in this Constitution (Article II Section 1).

ARTICLE III

STUDENT ACTIVITIES AND RECOGNITION AND IDENTIFICATION

SEC. 8. Student Activities. — It includes all the affairs of the school participated in by the students:

- 8.1 All activities of the school should therefore be mandatory for all students. Failure to attend will incur penalties. Attendance during activities is to be checked with the support and help of faculty members;
- 8.2 All department activities are also considered as part of the student activities and should be reported to the executive government 2 weeks prior to the said activity;
- 8.3 All student activities held in the school shall be subject to the approval of the Executive Academic Directors; and
- 8.4 All department tentative activities for the school year should be planned and submitted to the executive government within 2 weeks after the start of a new school year. This is to help provide a detailed school calendar for the school year student activities.

SEC. 9. Recognition and Identification. — For recognition and identification, the Sangguniang Mag-Aaral ng LORMA shall have its own banner but will make use of the school seal and an anthem. The adopted uniform design shall be used by the Sangguniang Mag-Aaral ng LORMA every Thursday of the week during their term of office. The uniform may be subjected to change by the Student Executive Council and approved by the Executive Academic Directors upon the recommendation of the Director of Student Affairs.

ARTICLE IV

GENERAL ELECTIONS

SEC. 1. Filing or Certificates of Candidacy and Election Protests. — Any aspirant for the SML position who possesses the qualifications shall file his/her certificate of candidacy to the Student Affairs Coordinator with his/her line-up and the name of his/her party by the month specified prior to the election. Election protests shall be entertained during the election period and shall be decided forthwith upon after both parties are heard by the Student Executive Council and the Student Affairs Coordinator whose decision shall be final and executive.

SEC. 2. Campaign Period. — Upon approval of the certificates of candidacy, the candidates shall be presented to the student body during the Flag ceremony which shall be followed by a campaign from class to class or anywhere within the school environment. Campaign is scheduled to officially end a day before the election.

SEC. 3. Election Period. — Date of election of Sangguniang Mag-Aaral ng LORMA officers shall be set forth by the Director of Student Affairs subject to the approved calendar of activities. Election shall take place for 3-5 days within which all students enrolled are mandated to cast their vote.

SEC 4. Electoral Process. — The election of officers shall take place in virtual ballots secured by the IT department to be sent in every college. Students may access it through their official and active LORMA mails. The officers are to be elected based on their individual capabilities to ensure the welfare of the next generation of student-centered leadership in LORMA Colleges. In the case of a multi-candidate list, there will be debates of candidates prior to the election and should be heard by all students. The President of the Sangguniang Mag-aaral ng LORMA must come from the Senior (4th year or 3rd year) class and the Vice-Presidents may come from any year level. The rules and regulations governing the conduct of the election of officers shall be prescribed by the Student Executive Council duly approved by the Student Affairs Coordinator.

SEC 5. Proclamation. — The announcement of winners will be announced at the first Flag ceremony after the election which will be done by the Student Executive Council. Results will also be posted in public for a week.

SEC 6. LORMA Commission on Elections. — The LORMA COMELEC shall consist of the Director for Student Affairs, the IT Department, and three (3) non-running Sangguniang Mag-aaral Officers from the present term. They will be in charge of organizing and pushing through the whole electoral process.

ARTICLE V

DUTIES, RESPONSIBILITIES AND PENALTY

SEC 1. Duties and Responsibilities. — The Sangguniang Mag-aaral ng LORMA shall serve as the umbrella organization of all existing associations, clubs, and or groups in Lorma Colleges, hence;

- 1.1 It shall be the duty of every member to be loyal and to defend the Sangguniang Mag-aaral ng LORMA, to participate in all its deliberations and proceedings, to cooperate with the administration of the college and to defend this constitution and bylaws of the Sangguniang Mag-aaral ng LORMA;
- 1.2 It shall be the duty of every member to attend punctually to all meetings of the Sangguniang Mag-aaral ng LORMA duly called for by the President of the Sangguniang Mag-aaral ng LORMA. Failure to do so shall attract penalties; and
- 1.3 It shall be the obligation of every member to pay his/her dues to the Sangguniang Mag-aaral ng LORMA, such as membership fees and other obligations imposed on him/her accordingly.

SEC 2. Penalty. — All officers are required to always adhere to the rules and regulations with utmost character:

- 2.1 Any officer who is absent from regular meeting of the executive government without any reasonable excuse duly submitted and approved by either the Sangguniang Mag-aaral ng LORMA, Adviser or Dean of Student Affairs shall pay a fine of P100.00 for the first offense and P150.00 for each succeeding offense;
- 2.2 Any officer who is thirty minutes late after the meeting of the Sangguniang Mag-aaral ng LORMA has been called to order or start the meeting shall be fined P50.00;
- 2.3 Any officer who leaves the ground of the meeting while the meeting is still going on without permission from the presiding officer shall pay a fine of P50;
- 2.4 The treasurer is to be tasked with collecting all fines; and
- 2.5 The above-mentioned fines are applicable to the meeting called for in the sense that the SBO and all involved officers can also be fined if the meeting involves them.

ARTICLE VI

IMPEACHMENT AND REPLACEMENT OF OFFICER

SEC. 1. Impeachment and Replacement of Officer. — An impeachment or replacement will be done provided that an officer of the Sangguniang Mag-aaral ng LORMA and the Student Executive Council:

- 1.1 Has been absent from 3 consecutive regular meetings even with excuses can be impeached by 50% + 1 of the members including the vote of the advisor;
- 1.2 Has been absent from 2 consecutive special meetings, especially during the periods of student activity planning, can be impeached by 50% + 1 of the members including the vote of the advisor.
- 1.3 Has willfully not contributing to the welfare of the Sangguniang Mag-aaral ng LORMA can be impeached by 50% + 1 of the members including the vote of the adviser;
- 1.4 Has been reprimanded by the College Dean or the Student Affairs Office due to extremely unacceptable conduct that violates the Student handbook and this Constitution can be impeached immediately; and
- 1.5 Any impeached officer can be replaced by an election to be done by the Student Executive Council and is to be presided over by the Sangguniang Mag-aaral ng LORMA in accordance with the provisions outlined in this Constitution and By-Laws.

ARTICLE VII

RESIGNATION

SEC 1. Resignation. — Any officer desiring to resign from their position given a valid reason to his/her endeavor shall submit a formal written notice of resignation to the Director of Student Affairs and must review the resignation letter to follow valid grounds such as;

1.1 Personal Reasons: When the officer's decision to resign is due to personal circumstances such as relocation, family obligations, or other significant life events that prevent them from fulfilling their duties effectively;

1.2 Professional Commitments: When the officer's professional responsibilities, such as academic commitments, conflict with their ability to devote sufficient time and attention to their role within the organization;

1.3 Health Concerns: When an officer's resignation is prompted by serious health issues or medical conditions that render them unable to perform their duties effectively and consistently; and

1.4 Violation of Policies and Ethics: When an officer engages in actions or behaviors that violate the organization's policies, codes of conduct, or ethical standards, resulting in their resignation being deemed appropriate by the governing body.

SEC 2. Replacement. — Upon proper investigation and acceptance of the letter by the Director of Student Affairs, the governing body shall convene to accept the resignation formally and initiate the process of election to be done by the Student Executive Council and is to be presided over by the Sangguniang Mag-aaral ng LORMA in accordance with the provisions outlined in this Constitution and By-Laws.

ARTICLE VIII

COMPOSITION OF THE SANGGUNIANG MAG-AARAL NG LORMA

SEC. 1 President. — The President shall:

1.1 Serve as the Chief Executive Officer of the Sangguniang Mag-Aaral ng LORMA;

1.2 Serve as the Presiding Officer during the meetings of the Student Executive Council;

1.3 Represent the organization on all occasions and matters where representation may be required, unless otherwise specified and agreed upon;

- 1.4 Be empowered to create committees from among the members of the organization to perform the duties of an absent officer and to exercise general supervision over all student activities and to perform other duties;
- 1.5 Act as the liaison between the faculty and the organization;
- 1.6 Delegate duties and responsibilities to the officers of the organization in accordance with the existing policies and rules;
- 1.7 Direct the Sangguniang Mag-Aaral ng LORMA and the Student Executive Council to the achievement of the organizational mission and vision;
- 1.8 Be the prime signatory of all official SML documents and affix his/her signature on documents, resolutions, memorandums, and decisions passed by the Sangguniang Mag-Aaral ng LORMA and or the Student Executive Council, and on such letters or circulars on behalf of and for the Council; and
- 1.9 Recommend to create and dissolve ad hoc committees in their colleges with the concurrence of the Student Executive Council and Director for Student Services subject to the approval of the Executive Academic Directors.

SEC. 2 Vice-Presidents. — The Vice-President for Campus for Health and Science and Vice-President for Campus for Learning and Innovation shall:

- 2.1 Take the place of the President of the organization in case of prolonged absences, resignation or incapacity, removal, or death of the latter to perform the duties of the office;
- 2.2 Serve as Secretaries during the meetings of the Student Executive Council, however, may also serve as the Presiding Officer where the President is not available provided that there is a motion among its members whom among the Vice-Presidents shall preside;
- 2.3 Perform such other duties as may be assigned to him/her by the President;
- 2.4 Spearhead planning and scheduling of the organization's calendar of activities;
- 2.5 Oversee the planning and implementing of socio-civic and outreach activities of the organization and coordinate, monitor, and do consistent follow-ups with other officers in the implementation of the other various activities;

2.6 In case of meetings where the President is not available, the Vice-Presidents may choose among themselves who shall preside over. Moreover, the Sangguniang Mag-Aaral ng LORMA officers may also recommend choosing among the two Vice-Presidents provided that there is the majority of votes and presence of a quorum in order to continue the business of the meeting;

2.7 To perform any other function that the President may delegate as long as these do not overlap with the powers and responsibilities of other officers according to this Constitution.

2.8 In case of succession, the Sangguniang Mag-aaral ng LORMA

shall convene and submit their recommendation to the Director for Student Affairs and will approve who among the Vice-Presidents shall assume Presidency.

SEC. 3. Secretary. — The Secretary shall:

3.1 Keep the minutes of the meetings of the organization

3.2 Be the custodian of all papers and records of the organization

3.3 Call the roll of the members to determine absences at the beginning of all meetings.

3.4 Send out notices of meetings to SML officers and whenever necessary, to all other officers and to help the President in the preparation of necessary correspondence.

SEC. 4. Deputy Secretary. — The Deputy Secretary shall:

4.1 Assist or take over the duties of the Secretary and act on behalf of the Secretary when the Secretary is unavailable.

4.2 Prepare the business of the meeting to assure its completeness prior to its commencement

4.3 Assist in the documentation of all the files, records and activities of the organization

SEC. 5. Treasurer. — The Treasurer shall:

5.1 Collect all fees, fines, dues or contributions and donations from members as may be agreed upon by the organization, render financial reports periodically as necessary and shall be liable as required by the law and approved by the Dean of the Student Affairs and to furnish the Executive Director for such financial report.

5.2 Prepare and present an annual budget showing the sources of income and proposed expenditure for consideration and approval by the SML officers.

5.3 Control, collect, and follow-up record all monetary transactions of the organization, especially the receipts used for the organization.

5.4 Keep an inventory of all supplies and equipment and mark them Sangguniang Mag-aaral ng LORMA.

5.5 Recommend the means to enable the organization to attain financial stability

5.6 Produce financial statements, reports and updates every meeting, every month, semester, and academic year.

5.7 Serve as co-signatory in any financial transaction of the Organization

SEC. 6. Deputy Treasurer. — The Deputy Treasurer shall:

6.1 Assist or take over the duties of the Treasurer and act on behalf of the Treasurer when the Treasurer is unavailable.

6.2 Assist in controlling, collecting, and follow-up record all monetary transactions of the organization especially the receipts used for the organization

6.3 Assist in the preparation of the financial statements, reports and updates every meeting, every month, semester, and academic year

6.4 Serve as co-signatory in any financial transaction of the Organization

SEC. 7. Auditor. — The auditor shall:

7.1 Check the books on the amounts of the treasurer of the organization and pass in the audit whatever expenses are covered by the voucher quarterly and every semester and academic year.

7.2 Certify the correctness of the financial report of the Treasurer.

7.3 Verify the journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating inventory items

7.4 Check whether there are discrepancies on the financial statements of the treasurer

7.5 Prepare the public ledger for its safekeeping and posting of the copies of financial records in areas stipulated in this Constitution

SEC. 8. Deputy Auditor. — The Deputy Auditor shall:

8.1 Assist or take over the duties of the Auditor and act on behalf of the Auditor when the Secretary is unavailable.

8.2 Assist in the full, detailed and periodical audit of all properties, funds and accounts of the Sangguniang Mag-Aaral ng LORMA.

8.3 Assist in preparing audit reports, and shall, in addition, set forth herein all irregularities, anomalies, if any, in keeping and disbursing properties, funds and accounts of the organization and shall at the same time make appropriate suggestions and recommendations.

8.4 Post and display the summary of all financial transactions as stipulated in this Constitution.

SEC. 9. Public Relations Officers. — The Public Relations Officers shall:

9.1 Also be known as the Press Information Officers

9.2 Serve liaison of the SML to the other clubs and organizations, to the faculty and administration and to all concerned in all official acts of the SML.

9.3 Assist the SML secretary in the latter's functions and gather all organization members at the place of the meeting when called for.

9.4 Release announcements of the activities of the organization and promote good relations with student publications and public

9.5 Answer inquiries from the student body regarding the acts of the Sangguniang Mag-Aaral ng LORMA.

SEC. 10. Business Managers. — The Business Managers shall:

10.1 Coordinate school programs, and on fellowships, supervise the physical arrangements of places where meetings and programs of the SML are held and to take charge of the business transactions of the SML, and to perform other duties as may be assigned to him/her by the President.

SEC. 11. Peace Officers. — The Peace Officers shall:

11.1 Keep the school campus free from disturbances by maintaining discipline of students during social gatherings and programs of the school.

11.2 Help to prevent the infiltration of subversive elements and drug addiction in the campus and to perform such duties as may be assigned to him by the SML President.

11.3 Set up the venue during meetings, special and emergency meetings.

ARTICLE IX

MEETINGS

SEC. 1. Meeting. — The Sangguniang Mag-Aaral ng LORMA shall meet at least once a month on an agreed schedule and shall record the proceedings of the meeting.

1.1 The meeting place and main office of the organization shall be at LORMA Colleges.

1.2 In extreme necessity, the meeting place of the organization may be held elsewhere provided there has been previous approval by the Director of Student Affairs.

1.3 A meeting may be presided by any officer pre-appointed by the SML President.

1.4 The regular meeting starts with a prayer followed by the reading out of the minute of the previous meetings well-polished

1.5 All matters in the meeting are to be taken seriously and miscellaneous agenda can be entertained during generals.

1.6 Snacks for every meeting shall be under the care of the treasurer to be taken from the Student Activity Fund.

SEC 2. Regular Meetings. — Regular meetings of the organization shall be held punctually at the LORMA Colleges, at any time agreed upon by the executive government. Regular meetings for the Student Executive Council should be held on the 4th Friday of every month. Regular meetings can be adjusted by the SML President in relation to the academic calendar within that period.

SEC. 3. Special Meetings. — Special meetings of the organization may be called by the President upon prior approval and consideration with the Dean of Student Affairs.

SEC. 4. Quorum. — At least one half of the members shall constitute a quorum at any meeting of the organization and a majority vote of those present shall govern, except otherwise provided in the Constitution.

ARTICLE X

FINAL PROVISIONS

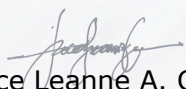
SEC. 1. Amendment. — Any amendment to, or revision of this constitution shall only be valid provided that:

- 1.1 The Sangguniang Mag-Aaral ng LORMA officers propose an amendment or revision made to this Constitution. Proposals, amendments or revisions shall be submitted to the Secretary for its deliberation and inclusion in the business of the meeting;
- 1.2 Amendments or revisions to this Constitution have been proposed only during the first month of the academic semester on the day determined by the Director of Student Affairs;
- 1.3 A vote of three fourths of all its members has been achieved to have a valid plebiscite on the amendments or revisions of this Constitution subject to the approval of the Executive Academic Directors upon the recommendation of the Director of Student Affairs.

SEC 2. Effectivity. — This Constitution shall take effect immediately upon its ratification by all the members of the Sangguniang Mag-Aaral ng Lorma and upon the approval of the Office of Student Affairs.

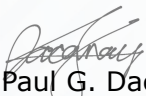
CERTIFICATION

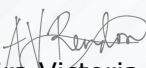
I hereby certify the correctness and truthfulness of the foregoing.


Roce Leanne A. Corpuz
Secretary

ATTESTED by:

SANGGUNIANG MAG-AARAL NG LORMA OFFICERS


John Paul G. Dacanay
President


Almira Victoria U. Rendon
Vice-President, Center
for Health & Sciences


Kathryn Deille C. Abasolo
Vice President, Center
for Learning & Innovation


Roce Leanne A. Corpuz
Secretary


Kier-Von Carlo C. Garcia
Treasurer

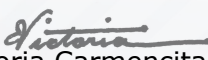

Janica A. Marzo
Auditor


Saint Relly Bartfermil A. Landingin
Public Relations Officer


Vince Louis A. Cacayurin
Business Manager

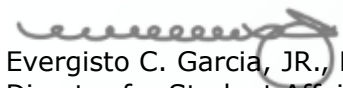

Fina Riki A. Soriano
Business Manager


Raven Jay A. Lozano
Peace Officer


Victoria Carmencita M. Orros
Peace Officer

Noted by:


Maria Josefina A. Soriano
Student Affairs Coordinator
Center For Health & Sciences
LORMA COLLEGES



Evergisto C. Garcia, JR., MSN
Director for Student Affairs
LORMA COLLEGES

Approved by:

ELLEN MAE ABIQUI, MSPHARM
Executive Academic Director
Center for Health & Sciences
LORMA COLLEGES

Annexes

RA 9165 - Comprehensive Dangerous Drugs Act of 2002

[Republic Act No. 9165](#)

RA 7877 - The Anti-Sexual Harassment Act of 1995

[Republic Act 7877: Anti-Sexual Harassment Act of 1995 | Philippine Commission on Women](#)

RA 10173 - Data Privacy Act of 2012

[Republic Act 10173 - Data Privacy Act of 2012 - National Privacy Commission National Privacy Commission](#)

RA 9262 - the Anti-Violence Against Women and their Children Act of 2004

[FAQs RA 9262: the Anti-Violence Against Women and their Children Act of 2004 | Philippine Commission on Women](#)

RA 11053 - Anti-Hazing Act of 2018

[REPUBLIC ACT NO. 11053 - AN ACT PROHIBITING HAZING AND REGULATING OTHER FORMS OF INITIATION RITES OF FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS, AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 8049, ENTITLED "AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE" - Supreme Court E-Library](#)



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