

Philippine College of Ministry Student Handbook

The following has been approved by the faculty and administration of Philippine College of Ministry as the rules and regulations to be followed by all students of the college. Our campus demands that we live in close quarters. Our faith calls us to be obedient to the Biblical pattern. This demands our consideration of one another. We hope that although the following seems quite lengthy, these regulations will call us to self-discipline and allow us to show high regard for one another. One purpose of college life is to prepare students for the responsibilities of independent living and honorable ministry following graduation. Responsible conduct will earn you not only an honorable place in college life, but in society following your graduation.

The Catalog

Students are reminded to read the catalog thoroughly and carefully for guidance concerning the material in that publication. Rules and regulations concerning admittance, registration, scholastic standards, payment of fees and requirements for graduation apply to *all* students.

Student Accounts and Billing

1. If the entire tuition and room fees are not paid at registration (monthly payment plan), students are required to keep their accounts current. This is the student's responsibility, not that of the Business Office. Each month the Business Office will provide you a statement of due fees. It is your responsibility to go to the business office and settle your account. Late fees will be added according to the schedule in the college catalog.
2. Due amounts will be subtracted from student aid before cash allowances are paid.
3. Overdue accounts must be paid before semester grades are issued. See the Business Administrator if you have any questions.

Policy regarding Financial Aid

1. Refer to the catalog section on Student Accounts and Billing. Those rules take precedence in policy regarding student assistance.
2. Students receiving funds for Christian Service must pick up a Christian Service Affirmation form in the Business Office *on the Friday before the last Sunday of each month*. You must personally go to the office to receive this form. Have it signed by the preacher or staff member in the Church where you serve and submit it to the business manager by the third day of the following month.
3. Financial aid will be paid on or about the fifth of the month, Tuesday through Friday.

Policy Concerning Dropping Classes

Failure to follow proper procedure in dropping a class may result in your receiving an "F" grade, so do not take this policy lightly. If you wish to drop a class, a drop slip must be obtained immediately from the business office and signed by the appropriate people. The student must return this slip to the business office with the P25 course drop fee.

1. Class drops must be fulfilled within the procedures described in the College Catalog.
2. Failure to properly drop classes within the required time period requires a special form that may be obtained at the business office. The fee for this procedure is P250.

RULES AND REGULATIONS

These rules and regulations are guidelines for student conduct. Students are expected to read and be familiar with these rules and regulations. For serious offenses, students may be suspended from the dormitory, college, or both immediately. Legal action may also be taken if appropriate. For other offenses, see the discipline procedure below

All students and dorm residents

1. Maintain a Christ-like attitude at all times. Live by Colossians 3:17.

2. No smoking, drinking, or abuse of any prohibited substance or drug.
3. No extra-marital sexual activity.
4. No gambling.
5. No cheating, copying answers or work from others, letting others copy your answers or work, plagiarism (copying someone else's work, book, lesson, article, without giving them credit).
6. Animals (pets) are not permitted on campus.
7. Secure permission from the owner or faculty member before using things that do not belong to you.
8. No inappropriate displays of anger.
9. No stealing (including the use of another person's property without permission).
10. No damaging of college or private property.
11. No unauthorized use of college property.
12. Do not remove or rearrange furniture without permission.
13. Regarding visitors to our campus:
 - Inform the Dormitory Manager before bringing visitors to campus.
 - Entertain visitors downstairs only, *never* in dormitory rooms.
 - No overnight visitors unless permitted by the Dormitory Manager. Visitors coming from the provinces *may* be allowed to stay for one night only. *Advance* notice to the Dormitory Manager is *required*.
14. Boys are not allowed past the post before the girls dormitory (and never inside the girls dormitory), and girls are not allowed in the boys dormitory. Keep dormitory doors closed at all times.
15. Trash and garbage must be placed in the proper containers. No burning of trash on campus.
16. Always wear appropriate clothing and shoes during classes. Students must be dressed to go downstairs. No pajamas or house dresses outside the dorm. This rule applies any time a student is representing the College, even when off-campus: conducting Bible studies, attending services, programs, etc.
17. Avoid loud noises that distract others. Walk softly up and down stairs and be considerate of others.
18. No urinating outside.
19. Please observe all work schedules, devotion schedules, and fellowship schedules promptly. These schedules are flexible and may change from time to time.
20. Radios or cassette players may be used if the volume is at an appropriate level and does not distract from studying, sleeping, etc.
21. Apartments of staff are off-limits to students.

Dormitory Residents

1. Dormitory windows and curtains must be closed while people are wearing inappropriate clothing or changing clothes inside. (Respect each other's privacy.)
2. No televisions or video cassette players allowed in the dormitories.
3. No cooking equipment (such as electric water pots) are allowed in the dormitories.
4. No studying in rooms after lights out. Lights out is 11:00 p.m.
5. Sleep in your own bed.
6. No washing or drying of clothes in view of Kennon Road. Wash clothes in the wash area and hang them in the laundry area.
7. No playing of pianos, guitars, drums, table tennis, etc. after 8:30 p.m. unless permission is given by the Dormitory Manager.
8. Dormitory residents must fill out the logbook when leaving campus. Not filling out the logbook is a level 1 infraction.
9. Students desiring to spend the night away from the dorm must receive permission from the Dormitory Manager. Approval may not be given if the student has already left campus before making the request.
10. Curfew is 9:00 p.m. All dormitory residents must be on campus by 9:00. The Dormitory Manager is not responsible to answer people coming to the campus after curfew. Students are strongly advised not to miss the last jeepney or to take a taxi! In case of emergency, phone the dorm resident at 447-2876.
11. At least two girls must be in the dormitory at night (one girl will not be allowed to stay by herself).
12. Permission from the Dormitory Manager is required when hosting guests, and dormitory residents are required to submit a list of all those they will be visiting on overnight visits (parents, relatives, etc.) three days in advance. This list must include their complete name, address, and a way they can be contacted.
13. Dorm residents are required to introduce guests personally to the Dorm Manager before they spend the night. Failure to do so will result in suspension of privilege to invite guests.

14. Spending nights away from the dorm every weekend is discouraged.

Off campus Students

1. Behave in a manner consistent with the rules and regulations listed above.
2. Obey the law.
3. No smoking, drinking, or use of any prohibited substance or drug.
4. No extra-marital sexual activity.
5. No gambling.
6. Always wear appropriate clothing and shoes when you are representing the College.

Boy friend/Girl friend Relationships

To be in love is a great experience. It is hoped that this experience will motivate students to study seriously and concentrate on a better educational career and future. God's word and Philippine culture give guidelines for all relationships and remind us to be good examples in sharing and strengthening our relationships with one another. Honorable, proper courtships produce good marriages and positive Christian witness to self and others. Therefore, PCM students are expected to follow biblical and cultural guidelines in all relationships with the opposite sex.

Library Rules

1. The library is for studying, unnecessary talking is not allowed.
2. Eating or drinking in the library is not allowed.
3. Classroom clothes are required for the library.
4. Sit properly on chairs, not on the tables.
5. Removing chairs or tables from the library without permission from library staff is not allowed.
6. Leave library neat and in order. Throw your trash away in the proper trash bins.
7. Only designated librarians may stamp books for check out.
8. Only designated librarians are allowed to sit behind circulation desk and use drawers and shelves of the circulation desk.
9. Do not move the large dictionaries. If you need a dictionary at the tables, use one of the smaller ones.
10. Reference books may not be checked out or taken from the library.
11. Teacher-reserved books may not be checked out by students not taking that class.
12. If a librarian or faculty member is not in the library, the library is closed (even if the door is unlocked).
13. Students can have a maximum of three books checked out at one time.
14. Books are checked out for maximum of seven days only. You can re-check them out at the end of that time. You must bring the book to the library in order to re-check it out.
15. Overdue fines for keeping a book, tape, video, or other borrowed library resource longer than date stamped in the book are P5 per day.
16. A replacement charge equal to the cost of the book will be made for lost books. Lost tapes are P100.00 for Philippine-made and P150.00 for foreign-made tapes. Other borrowed resources will be assessed by the Librarian and/or the Academic Dean and an appropriate fee will be charged.
17. The librarian may refuse entrance to students if the library is already full.

Computer Laboratory

1. Anyone using the computers in the computer laboratory must have Computer Clearance from the college.
2. Computer use may be suspended at any time.
3. Students may not print with colored ink except with permission from a faculty member
4. The computer center is for study, so talking is to be kept at a minimum.
5. Eating or drinking is forbidden in the computer laboratory.
6. Fees for computer use are to be paid at registration.
7. Students must provide their own paper for the printers.
8. Floppy disks may be used only with special permission.
9. Care is to be taken in the use of computers, electronic typewriters and manual typewriters. The better care we take, the longer they will last. Follow the rules posted in the computer lab.

Kitchen and Dining Areas

1. Maintain orderliness and cleanliness inside the Kitchen and Dining Areas.
2. Regular Meal Schedule:
 - Lunch: 12:00pm to 1:00pm
 - Dinner: 6:00pm to 8:00pm
3. After Dinner, the kitchen is closed to all students
4. Breakfast is not available.
5. Only kitchen staff, PCM faculty and other staff are allowed in the kitchen.
6. Student kitchen staff may only enter the kitchen during their scheduled work hours.
7. Students are not allowed to place or store anything in the refrigerator, freezer, or any other kitchen space.
8. Students (except for on-duty kitchen staff) are not allowed to wash their hands in the Kitchen.
9. If students are late finishing a meal and the kitchen staff is finished washing the dishes, you must obtain permission to enter the kitchen and wash your own dishes.
10. If a student missed the scheduled meal time, you cannot have that meal unless someone packed it for you.
11. Students are not permitted to use any kitchen cups during non-meal times.
12. Everyone (students, staff, and faculty) should bring their own cups, water bottle, or other container for their own use.
13. Advance notice is required for irregular diners (faculty, staff, off-campus students, guests, etc.). Please give at least three hours notice to insure that enough food will be prepared.
14. No plates, cups, spoons, or any other kitchen items may be taken or used except during regular meal times.
15. No plates, cups, spoons, or any other kitchen items may be taken into the dormitory rooms.

Telephone Rules

1. It is a privilege to use the telephone, please don't abuse it.
2. Both incoming and outgoing local calls cost P5.
3. No collect calls will be accepted.
4. Calls may be made or received from 7:30 a.m. to 6:30 p.m. only.
5. There is a five (5) minute time limit on all phone calls.
6. Long Distance phone calls are to be made from pay telephones in town. The Office Manager and the Dorm Resident will not allow the use of the telephone for long distance calls.
7. Turn off cell phones in class and by 10:00 p.m.

Chapel and Small Group Policy

Students are expected to attend their assigned weekly small group as well as both weekly chapel services—Monday and Wednesday mornings at 11:00 am. Promptness is expected. At total of six absences are allowed for each semester's chapel and small group meetings. Any more than six absences will result in an "F" grade on the student's transcript.

Dress Code

1. Uniforms as prescribed by the student body organization or when representing PCM.
2. Shorts may be worn only in dorms or on the ball court.
3. General Dress Code for Men: long pants, shoes (no sandals) and socks. Shirts tucked in unless styled to be worn out. Hairline should not cover the collar or ears. Printed T-shirts shall be readable, decent, no offensive advertisements.
4. General Dress Code for Women—dresses, skirts, long pants, blouses or shirts with sleeves and decent necklines. Shoes or sandals with back straps. Shirts tucked in, blouses may be worn out. Printed T-shirts shall be readable, decent, no advertisements.
5. Classroom clothes are to be worn on campus from 8am to 5pm and always in the Library and Computer Lab.
6. Please follow the Daily Dress Guidelines:

Mondays: Clean, neat, modest clothes

Men: Any modest clothes can be worn. Decent maong pants (without holes) can be worn, but without tears and/or cuts. T-shirt and rubber/sneaker shoes are acceptable.

Women: Any clean, modest clothes can be worn. Decent maong pants can be worn, but without tears, holes, or cuts. T-shirt and rubber/sneaker shoes are acceptable.

- Tuesdays: Uniforms*
Men: Slack pants, button-up uniform shirt or pull-over uniform shirt with collar. Dark shoes. No maong pants.
Women: Slack pants or skirt, button-up uniform shirt or pull-over uniform shirt with collar. Appropriate shoes. No maong pants.
- Wednesdays: "Sunday church clothes"*
Men: Slack pants, barong or button-up shirts with collar and tie. Dress shoes.
Women: Dress or skirt with blouse. Appropriate shoes.
- Thursdays: Modest school clothes*
Men: Slack pants, any nice shirt with a collar. Dark shoes. No casual clothes. No t-shirts. No maong pants.
Women: Slacks or skirt with blouse. No t-shirts. No maong pants. Any body-fit clothes should be accompanied by a blazer or sweater for modesty.
- Fridays: Clean, neat, modest clothes*
Men: Any modest clothes can be worn. Decent maong pants (without holes) can be worn, but without tears and/or cuts. T-shirt and rubber/sneaker shoes are acceptable.
Women: Any clean, modest clothes can be worn. Decent maong pants can be worn, but without tears, holes, or cuts. T-shirt and rubber/sneaker shoes are acceptable.

Student Disciplinary Process

Infractions of rules are dealt as follows:

1. **Verbal warning.** This may come from the Dorm Manager, a Resident Assistant, or a member of the faculty or administration. Disciplinary Points may or may not be given.
2. **Written Warning.** This follows the verbal warning and is delivered to students who receive 8 or more Disciplinary Points.
3. **Student/Faculty Counseling.** Students who receive 10 or more Disciplinary Points within one academic year will be assigned a faculty counselor. The student must meet weekly with the faculty counselor for a period of time prescribed by the Director of Student Affairs and must fulfill any other disciplinary requirements prescribed.
4. **Disciplinary Probation.** Students who receive 12 or more Disciplinary Points will be placed on Disciplinary Probation. Such students are ineligible to receive any college-sponsored or administered financial aid and may not participate in special groups, such as the Choir or Choristers. Students on Disciplinary Probation may still participate in the Work Study program.
5. **Suspension.** Students who receive 16 or more Disciplinary Points will be suspended from Philippine College of Ministry for a prescribed period of time. The period will be determined by the Director of Student Affairs in consultation with an ad hoc Disciplinary Committee. No refunds for any college payments will be given in the event of suspension. A letter describing the disciplinary history of the student and the reasons for the suspension will be written. The student and the student's parents will receive copies of the letter and one copy will remain in the student's permanent PCM Student File.

Disciplinary Points

Infractions are rated on a point system. Differing circumstances may warrant giving *more* points for a lower-level infraction or giving *less* points for a higher level infraction at the discretion of the college administration. Under some circumstances, *any* infraction of the PCM Rules and Regulations may result in immediate suspension.

The Disciplinary Points plan categorizes infractions in three levels, each rated by an appropriate number of points. The examples below are only samples. Improper behavior not specifically listed below will be assigned points at the discretion of the college administration.

Sample Level One Infractions: (2 points for first infraction, 4 points for subsequent infractions of the same nature)

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- Dishonesty
 - Disobedience of Student Handbook Guidelines
 - Hair length
 - Hanging or washing clothes outside the designated areas
 - Inappropriate clothing or shoes (see the section concerning the dress code)
 - Lack of proper respect shown to professors
 - Entering the kitchen without permission
 - Taking college property to the dormitory rooms without permission (chairs, tables, cups, spoons, etc.)

Sample Level Two Infractions: (4 points for first infraction, 6 points for subsequent infractions of the same nature)

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- Borrowing things without permission
 - Curfew violation
 - Falsifying time records for Work Study or Ministry Development Program
 - Not repaying loans by the date agreed
 - Not signing out in the Log Book
 - Inappropriate display of anger
 - Urinating outside
 - Unauthorized or destructive use of computers

Sample Level Three Infractions: (8 points for first infraction, 10 points for subsequent infractions of the same nature)

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- Use or participation of the use of alcoholic beverages
 - Use or participation of the use of illegal drugs
 - Use of tobacco products
 - Entering the dormitory of the opposite sex
 - Fighting
 - Gambling
 - Extramarital sexual activity
 - Indecency
 - Staying out overnight without prearranged permission
 - Any use or viewing of pornography
 - Stealing
 - Threatening violence or revenge against another person
 - Improper boy/girl relationship or behavior (due to the potentially ambiguous nature of violating this rule, it may be regarded as *any* level of infraction. In serious incidents, a disciplinary council comprised of representatives from the administration, staff (if necessary), and students (if necessary), will rule on cases where this rule has allegedly been violated. The majority of the council will be Filipino.)

Action shall be taken as follows for violations:

- 8 points = written warning
- 12 points = disciplinary probation
- 10 points = counseling
- 16 points = suspension
- Disciplinary Points will be dropped from the student's record two years from date of the offense.
- A summary of disciplinary action will be included on the student's official PCM transcript.

Professors will handle the following classroom discipline:

- Cheating on tests
- Cheating on research papers or assignments
- Plagiarism
- Disrespect
- Dress Code violations

GRADING SYSTEM

PCM uses the standard CHED Rating Equivalence Formula to calculate grades for all courses. The formula for determining the grades is: **$50 \div \# \text{ of test items} \times \text{student's score} + 50 = \text{Rating Equivalence}$**

Rating Equivalence, points, letter grades, and Grade Point Average (GPA) are shown in the table below:

Rating Equivalence	Point Value	Letter Grade	Grade Point Average
99-97	1.00	A	3.85-4.00
		+	
96-95	1.25	A	3.70-3.84
94-93	1.50	A-	3.50-3.69
92-91	1.75	B+	3.26-3.49
90-89	2.00	B	3.00-3.25
88-87	2.25	B-	2.75-2.99
86-85	2.50	C+	2.50-2.74
84-83	2.75	C	2.25-2.49
82-81	3.00	C-	2.00-2.24
80-79	3.25	D	1.75-1.99
		+	
78-75	3.50	D	1.50-1.74
Below 75	5.00	F	Below 1.50

Foreign Student Admittance Policy

The Philippine College of Ministry exists to serve God's churches in the Philippines by providing quality education to Christian citizens of the Republic of the Philippines who desire to serve the Lord in ministry positions.

Therefore, we have established the following policies regarding foreign students to insure the focus of PCM's goals:

1. Each non-Filipino student must be individually approved each semester by the Administration and Faculty before being admitted to any class or college activity.
2. Each non-Filipino student must pay the non-refundable foreign student application fee of P1,000.
3. Each non-Filipino student must pay the non-refundable foreign student registration fee of P500.
4. Each non-Filipino student must pay the non-refundable foreign student tuition price of P350 per unit.
5. Each non-Filipino student must participate in all class requirements including, but not limited to: completion of all homework, exams, papers, in class participation, chapel attendance, and class attendance. Failure to comply with these requirements to the satisfaction of the professor or faculty will result in admission termination, and the student will be asked to leave the college.
6. Unsatisfactory work will result in non-admission for the following semester.
7. Each non-Filipino student must abide by all other college rules and regulations established for PCM students.
8. Foreign students are not eligible for any academic scholarships, including the tuition discount for first-year students offered by the college. Foreign students are encouraged, however, to secure scholarship assistance from their own national resources such as churches, mission organizations, religious organizations and foreign study scholarships.