



South East Asian Institute of Technology, Inc.

STUDENT HANDBOOK

2026 EDITION

STUDENT COMMITMENT CONTRACT

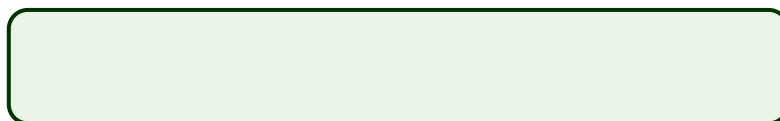
I hereby acknowledge that I have received and read the SEAIT Student Handbook 2026 Edition.

I fully understand the academic and non-academic policies outlined within and agree to comply with all provisions, including any future updates, throughout my enrollment.

I accept that any violation of these rules may result in disciplinary action by the school and pledge to uphold SEAIT's values and integrity at all times.



Name and Signature



Year and Program

CAMPUS MAP

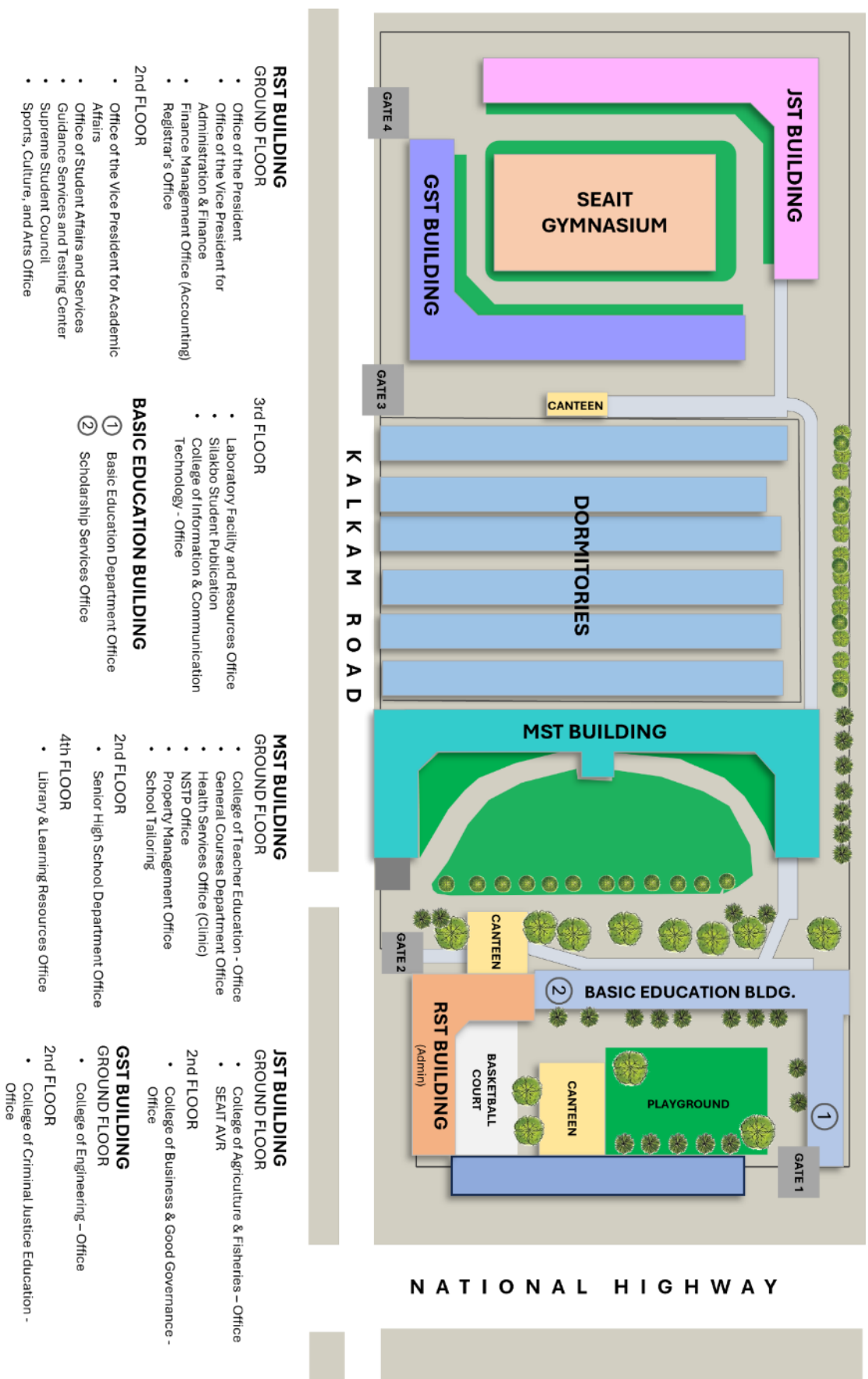


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MESSAGE



Welcome to the South East Asian Institute of Technology, Inc. (SEAIT).

As an institution committed to academic excellence and transformative education, SEAIT continuously strives to provide free, quality, accessible, and values-oriented learning experiences that prepare students to become competent professionals, responsible citizens, and future leaders of society.

This Student Handbook serves as an important guide in your academic journey. It contains the policies, guidelines, programs, services, and institutional standards that uphold the institution's mission, vision, and core values. This will serve as your guide to upholding the highest standards of conduct, actively participating in building a community, and learning with excellence.

We take pride in our ongoing mission to provide educational opportunities not only to learners in South Cotabato but also to students from neighboring provinces and communities. SEAIT remains steadfast in nurturing individuals who are capable of contributing meaningfully to local and global development.

May this handbook inspire you to pursue excellence in all your endeavors. As you begin or continue your journey with SEAIT, may you embrace every opportunity for growth, learning, and service.

On behalf of the SEAIT community, I warmly welcome you and wish you success in your academic and personal pursuits.

Welcome to SEAIT.

SCHOOL FOUNDERS



HON. REYNALDO S. TAMAYO, JR., MIT
Founder



ROCHELLE P. TAMAYO, MIT
Co-Founder

BOARD OF TRUSTEES



**ENGR. MILAGROS S.
TAMAYO, MIM**
Chairman



**ATTY. GHIZELLE
JEAN TAMAYO -
JIMENEA**
Secretary



**MS. GHIZELLE
JOAN TAMAYO-
SARDIDO**
Treasurer



JEFFREY S. TAMAYO, M.D.
Member



**ENGR. JOHN PAUL S.
TAMAYO, MCE-SG**
Member

HISTORY

*"Ang tanging hiling lamang namin sa mga graduates na nandito: **Pay it Forward**. [Itong] ginawa namin sa inyo, [itong] tulong na ito, sana gawin niyo rin sa mga nangangailangan pagdating ng panahon."*

— REYNALDO S. TAMAYO JR., MIT

Founder, South East Asian Institute of Technology, Inc. (SEAIT)

The words of Founder Reynaldo S. Tamayo Jr. embody the enduring philosophy upon which the South East Asian Institute of Technology, Inc. (SEAIT) was established. More than a message of gratitude, "Pay It Forward" reflects the institution's unwavering commitment to creating a culture of compassion, giving back to the community and the belief that education is one of the means of achieving a better future for oneself and one's family. The main reason for putting up the school was conceived

The South East Asian Institute of Technology, Inc., located at National Highway, Crossing Rubber, Tupi, South Cotabato, was founded by Mr. Reynaldo S. Tamayo, Jr., and co-founded by Ms. Rochelle P. Tamayo in 2006. Back to the earlier years before the institution was built, while the couple was passing by a National High School in Tupi, they were amazed by the large number of students coming out of the school. Mr. Tamayo wondered where these students went after high school since there was no higher education institution in Tupi. He also realized that many high school students could not afford to study college outside the municipality. These thoughts left life-changing insights for him and became the beginning of a vision that would eventually transform education in the municipality.

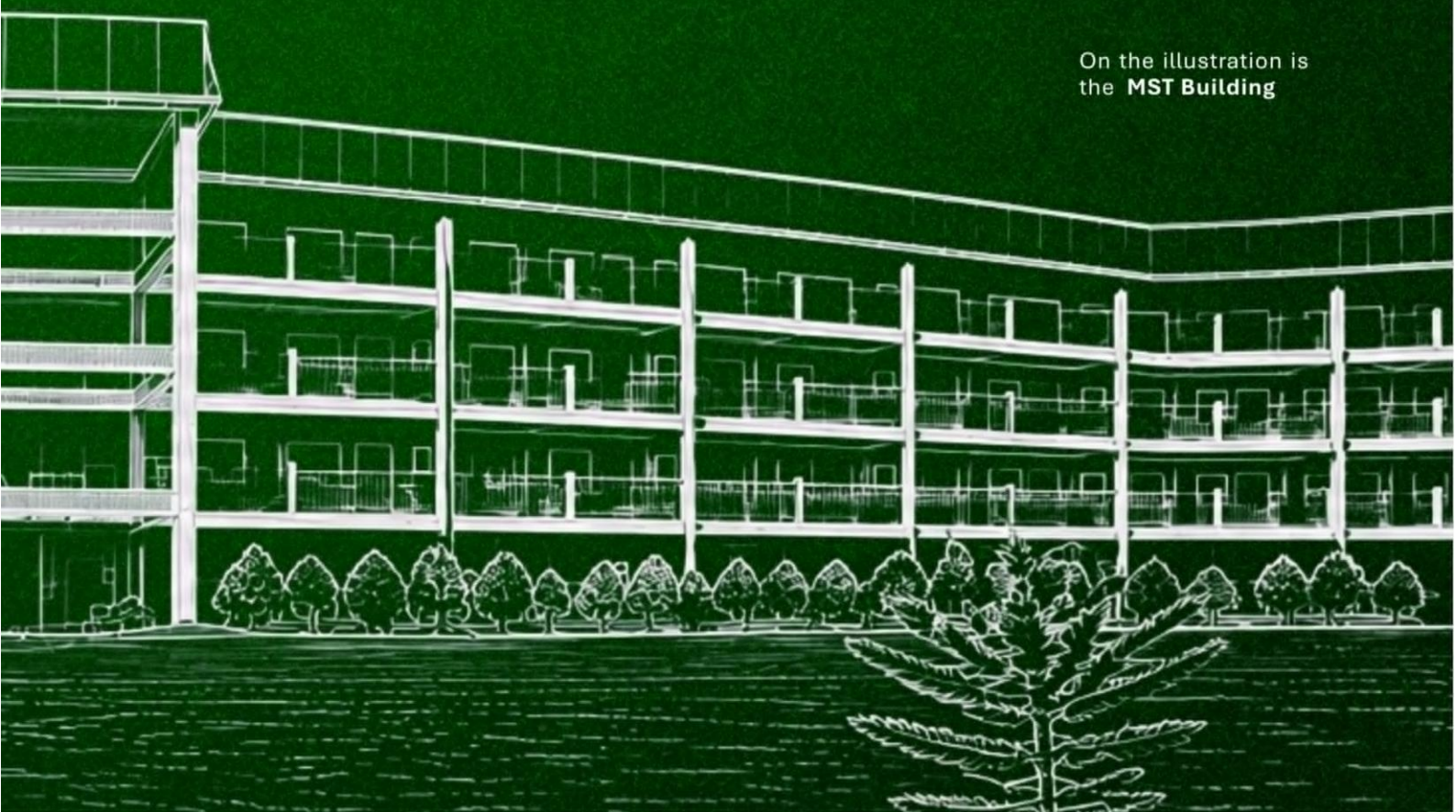
Strongly driven by a deep commitment to contribute to nation-building by creating a landmark of social development through education in Tupi, and with the all-out support of the Tamayo family, the couple pursued their dream of establishing an educational institution. Although they initially envisioned opening a higher education institution, they decided to begin as a technical-vocational school. The school was named South East Institute of Technology, Inc. (SEAIT), anchored on the vision of offering quality education that would create an impact not only in the region but also in Southeast Asia, with Mr. Tamayo Jr. as the School President.



Guided by the principle of ladderization under Republic Act No. 10647, the founders envisioned interfacing Technical Education and Skills Development Authority (TESDA) courses with Commission on Higher Education (CHED) programs. Despite being hard up financially at the time, they managed to upgrade SEAIT to a higher education institution in 2008 with the support of the Tamayo family. As graduates of the Bachelor of Science in Information Technology, they introduced the Bachelor of Science in Information Technology with very affordable tuition and other fees. To comply with CHED's minimum faculty requirements, the couple, together with their mother and siblings, pursued graduate studies in their respective fields so they could serve as qualified educators. As the institution continued to grow, Associate in Computer Technology and Bachelor of Science in Hotel and Restaurant Management were added to its academic offerings, while more students benefited from CHED, private, and non-government scholarship programs.

The institution's growth continued alongside its founder's public service. After being elected as the No. 1 Councilor of the Municipality of Tupi and later becoming Vice Mayor and Mayor, Mr. Reynaldo S. Tamayo, Jr. entrusted the leadership of the College to members of the Tamayo family while continuing to help the youth of Tupi through scholarship opportunities. Mr. Rudy S. Jimena served as College Administrator, followed by Engr. Milagros S. Tamayo, MIM, led the institution as enrollment steadily increased and additional academic programs were introduced. In 2011, Engr. John Paul S. Tamayo, MCE-SG, assumed the presidency and further expanded the institution's excellence.

On the illustration is
the **MST Building**



Over the years, the institution has expanded its legacy by offering a wide range of programs across six colleges, opening greater opportunities for its students.

February 2006 The birth of SEAIT with TESDA Programs- Computer Programming NC IV and Computer Hardware Servicing NC II.

June 2007 The institution was granted by the TESDA to offer Hotel and Restaurant Management.

June 2008 SEAIT offered a BS in Information Technology.

June 2009 SEAIT offered e BS in Hotel Management and BS in Business Administration major in Marketing Management.

June 2010 SEAIT offered the Associate in Computer Technology and the Associate in Hotel and Restaurant Management programs.

June 2011 SEAIT offered BSEd major in English and Mathematics and Bachelor of Elementary Education.

June 2012 SEAIT offered Bachelor of Science in Civil Engineering.

June 2013 SEAIT offered a BS in Criminology.

June 2014 SEAIT offered a BS in Agriculture major in Horticulture and a BS in Agriculture major in Plant Breeding and Genetics.

June 2016 SEAIT was granted a Government Recognition from the Department of Education (DepEd) for the K-12 Program.

June 2017 SEAIT offered a BS in Information Technology major in Business Analytics.

June 2018 SEAIT offered BS in Hospitality Management, BS in Tourism Management, and a Bachelor of Early Childhood Education.

June 2019 SEAIT offered a BS in Accounting Information Systems, a BS in Fisheries, and a Bachelor of Public Administration.

June 2020 SEAIT offered a BSEd Major in Social Studies, a BS in Social Work, and a Bachelor of Agricultural Technology

June 2022 SEAIT offered a Bachelor of Technology and Livelihood Education major in Information and Communication Technology

June 2026 SEAIT offered BS in Electrical Engineering



VISION

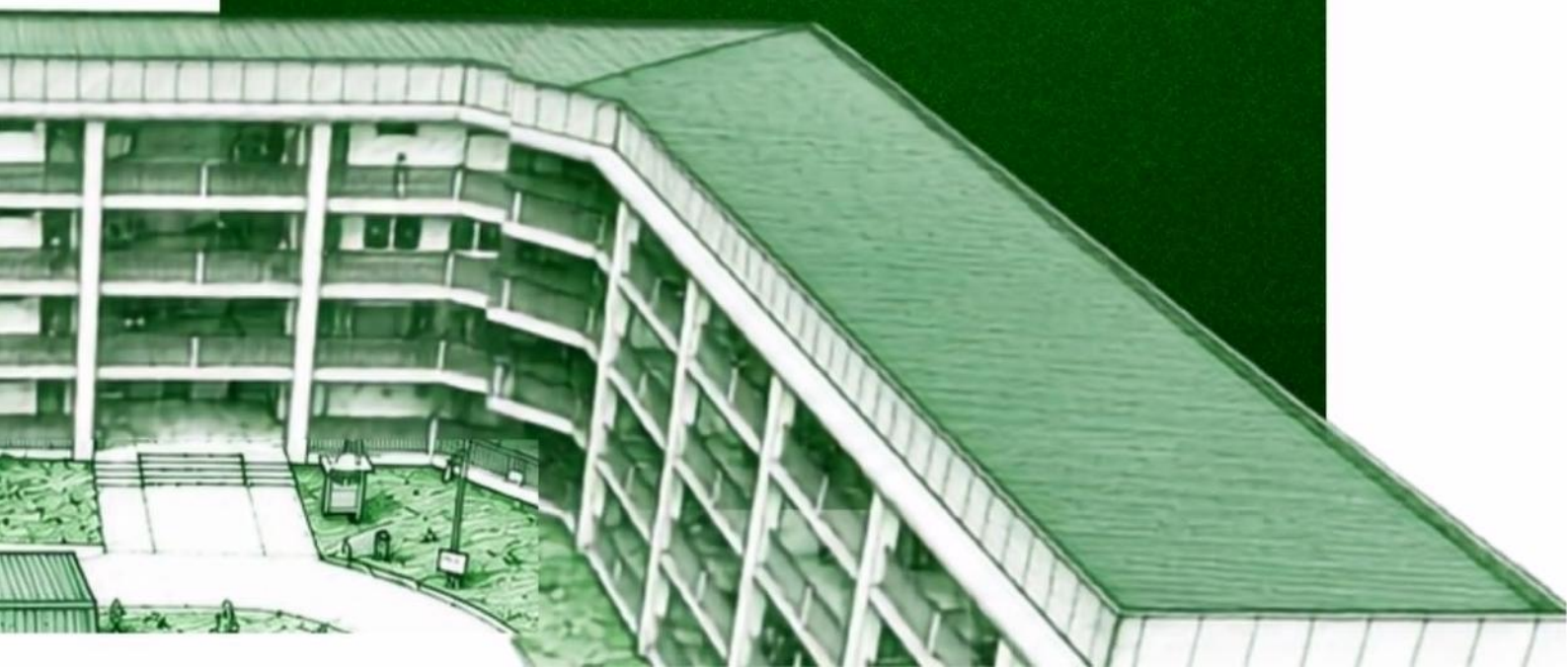
A premier institution that provides quality and globally empowered individuals.

MISSION

To produce competent, community-oriented, and globally competitive individuals through holistic education.

CORE VALUES

Service
Excellence
Accountability
Innovation
Teamwork





IN PHOTO:

The RST Building in 2010, serves as the foundation of education. Now the RST building works as the Basic Education Building. This transition reflects the dedications to nurturing young learners by offering a safe, welcoming, and inspiring space where knowledge, character, and lifelong values are cultivated.

The belief that education is a vital pathway toward a better future—for oneself and one's family—served as the foundation for the establishment of the school. This conviction was further strengthened by the founders, Reynaldo S. Tamayo Jr. and Rochelle P. Tamayo, School Founders, who sought meaningful ways to give back to the community in gratitude for the opportunities they received as scholars of the Department of Science and Technology (DOST). The South East Asian Institute of Technology, Inc. stands as a testament to the Tamayos'—Engr. Milagros S. Tamayo, MIM; Engr. Reynaldo S. Tamayo, Sr., CESO III; Atty. Ghizelle Jean Tamayo Jimenea; Ms. Ghizelle Joan Tamayo-Sardido; Dr. Jeffrey S. Tamayo, M.D.; Engr. John Paul S. Tamayo, MCE-SG; and Hon. Reynaldo S. Tamayo, Jr., MIT—unwavering commitment to making a tangible contribution to society.

Guided by a strong sense of social responsibility, the institution was established to provide access to higher education for students with a deep desire to learn but limited financial means to enroll in large colleges and universities. Despite modest resources, the school initially offered free college education, made possible through partnerships and support from various government and non-government organisations. Its beginning also carries the names that started it all. Along with the Tamayo family were Mr. Rudy Jimenea, Ms. Manilyn Gomez, Mr. Jaime Duplo, and Mr. Reginald Prudente as faculty members, with Mr. Mario Gania as maintenance staff for the first academic year.

As the years passed by, new names were added to the list. Unarguably, here are some of the unforgettable names were Dr. Mario M. Madrero, who served as the executive Assistant to the President from 2019-2024, Ms. Grace Garnet Y. Galleto (2012) MBA, as the first Dean of the College of Business, Dr. Rosa A. Adoracion, PhD.(2013), as the first dean of College of Education, Mr. Amancio D. Manceras, Ph.D.(2017), as the first Dean of College of Agriculture, Engr. Jency B. Lim, MSCE, Dean of the College of Engineering; Mr Jestone P. Palate, MBA-HRM (2023), Vice President for Student Affairs; Mr.Xyrilloid L. Landicho, as the First Supreme Student Council President. These names mirror the institution's humble beginnings and pave the way for its growth and success through the years.

From its humble beginnings in a rented facility, SEAIT has grown into one of the fastest-growing educational institutions. Its expansion goes beyond physical infrastructure, extending its educational influence through strong local and international partnerships that attract businesses and stimulate local economic activity.

Today, the institution boasts four major building complexes—the Administrative or RST Building, the MST Building, the JST Building, and the GST Building—capable of accommodating up to twenty thousand students. Among its most remarkable milestones is the completion of the SEAIT School Gymnasium in 2023 and academic laboratories such as the chemistry and forensic laboratories. This significant development spares students from the added expense of renting external venues, providing them with a dedicated space to perform, celebrate, and culminate their academic and extracurricular activities within the campus.



IN PHOTO:

The first batch of graduates for the Associate in Computer Hardware and Servicing NC II.

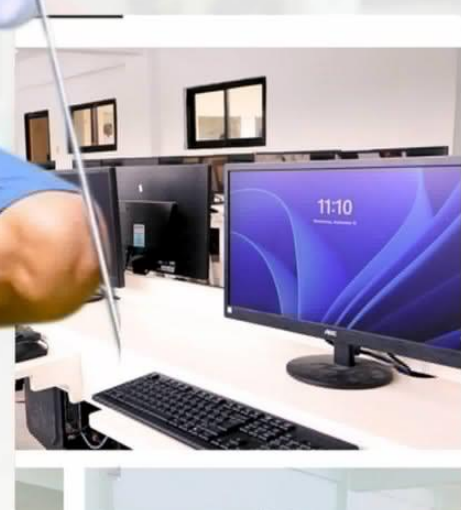
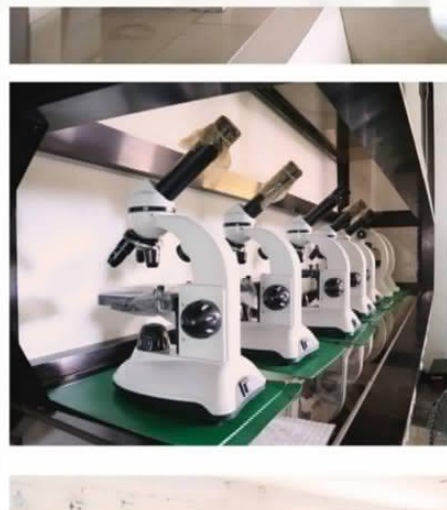
In recent years, the institution has further expanded opportunities for students' field training, research, and human relations development. SEAIT has established partnerships with Britanikka Golf Course, Tupi Supreme, Serenity Shores, and Tukulabong–Agriculture Extension, providing students with venues to apply their skills through hands-on training and real-life simulations.

In 2020, the school marked a significant milestone by sending two On-the-Job Training students, Queenie E. Casumpang and Karen Mae T. Cardenas, for international training at Thai Foodrain in Thailand.

Subsequently, in 2024, the institution strengthened its global engagement by introducing one of its international partners in free education—JY Corporation, Ltd. of South Korea, owned by Mr. Dongjin Kim.

Recently, the school signed a memorandum of agreement with Barangay Juan Loreto Tamayo for the Adopt a School Program which focused on how the institution could extend assistance and implement projects for the barangay in the areas of livelihood, education, and health.

These initiatives collectively reflect the institution's expanding reach, growing impact, and notable achievements, as well as its aspirations and potential for greater success in the years to come.

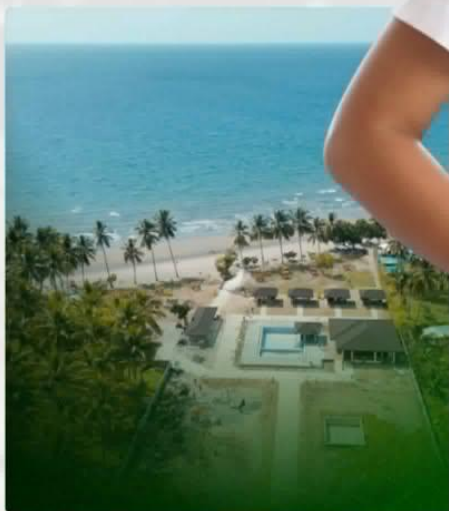


Moving forward, action plans continue to unfold as the institution's vision becomes clearer—strengthening its mission to produce globally competitive individuals. With fewer than thirty thousand graduates produced over the past 20 years, SEAIT has stepped into a new level of educational excellence. Among its recent initiatives is the establishment of the Tupi IT Park, a special economic zone designed to attract investments in technology, business process outsourcing (BPO), and digital industries, thereby promoting employment and innovation in the region.

Leveraging its partnership with Britanikka Golf Course, the institution also plans to become the first school to officially offer golf as a learning sport within the Basic Education Program under Physical Education.

Furthermore, with the ongoing construction of Matutum Pine Hospital, the school is preparing for the approval and future offering of health-related academic programs.

The institution will likewise begin offering education units for aspiring teachers under an approved curriculum. In addition, following the successful launch of its first Continuing Professional Development (CPD) programs—Digital Forensic Photography and ACE-V Training—SEAIT is looking forward to its continued growth. These view that highlights SEAIT's plans for the future—what lies ahead and what the institution envisions in its continued pursuit of excellence.



SECTION 1: STUDENT CLASSIFICATION

The following is the classification of students in SEAIT:

1.1. New Students

New students are first-time college students who have not enrolled in any CHED-recognized higher education institution (HEI). This classification lasts for one semester only; beyond this, the new student may be classified as a continuing student.

1.2. Continuing Students

Continuing students are those who have enrolled for at least one (1) semester at SEAIT and intend to continue their enrollment in the current semester. This classification lasts until the students graduate, file for leave, or transfer to another HEI.

1.3. Transfer Students

Transfer students are individuals from other HEIs who intend to enroll at SEAIT. Transfer students may be accepted, provided they still have at least two years of study remaining at SEAIT. Refer to **section 4.9** regarding the policy for crediting courses taken from other HEIs. This classification lasts for one semester only; beyond this, the transfer student may be classified as a continuing student.

1.4. Returning Students

Returning students are SEAIT students who have returned to school after an approved leave of absence of up to one semester and have not yet obtained their transfer credentials. This classification lasts for one semester only; beyond this, the returning student may be classified as a continuing student.

1.5. Second-Courser Students

Students who have already obtained a bachelor's degree here or at any HEI and wish to enroll in another degree program at SEAIT are classified as second-courser. For enrollment purposes, second-coursers who graduated at SEAIT shall be treated as a shifter (refer to **section 4.8**). Second-coursers must also satisfy the entry requirements in **sections 2.7**, **2.8**, and **2.9** of their chosen program.

SECTION 2: ADMISSION POLICY

SEAIT, as an institution of higher learning, reserves the right to set its own admission policy in accordance with the academic freedom granted by the Philippine Constitution. As such, SEAIT may refuse admission to any individual who has not met the minimum admission criteria, has a history of poor character, or has not complied with the admission requirements as stated in this policy.

2.1. Admission Requirements for New Students

The admission requirements for new students are as follows:

1. Original Form 138 (Senior High School Report Card or ALS report card for ALS graduate)
2. Certificate of Good Moral Character (from senior high school)
3. Original PSA Birth Certificate (Local Civil Registry or NSO copies will not be accepted)
4. Original PSA Marriage Certificate (for married students)
5. Two (2) copies of 2 x 2 ID picture (white background)

Students are advised to photocopy all documents before submission. Submit all admission requirements to the Registrar's Office by the set deadline (refer to future announcements regarding enrollment).

2.2. Admission Requirements for Transfer and Second-Courser Students

The admission requirements for transfer students are as follows:

1. Original copy of Transcript of Records (for evaluation)
2. Certificate of Honorable Dismissal (from the previous school attended)
3. Certificate of Good Moral Character (from the previous school attended)
4. Original PSA Birth Certificate
5. Original PSA Marriage Certificate (for married students)
6. Two (2) copies of 2 x 2 ID picture (white background)
7. Crediting Form (refer to **section 4.9**)

Students are advised to photocopy all documents before submission. Submit all admission requirements to the Registrar's Office by the set deadline (refer to future announcements regarding enrollment).

The same requirements shall apply to second-courser who graduated from other HEIs.

2.3. Re-admission Requirements for Returning Students

The re-admission requirements for returning students are as follows:

1. Evaluation sheet containing previous grades (requested from the Registrar's Office)
2. Approved Leave of Absence Form
3. Letter of Intent to continue study

Submit the requirements to the Office of the College Dean for your program to initiate the review and re-admission process. Refer to **section 4.3** regarding the enrollment process of returning students.

2.4. Incomplete Admission Requirements

As a general rule, students with incomplete admission requirements shall not be accepted for enrollment. However, the school may allow a student to be temporarily enrolled, provided the student submits the admission requirements specified in **sections 2.1 to 2.3** on or before the last day of the current semester's enrollment.

A student's enrollment status shall be official only upon submission of the admission requirements. If a student fails to submit the requirements on time, the student will not be admitted for the next semester.

2.5. Non-Admission of International Students

SEAIT does not accept international students.

2.6. Non-Admission of DAP Students

At this time, SEAIT is unable to accept students who are blind, deaf, or mute since their educational needs require specialized accommodations that the institution cannot adequately provide. Due to current limitations in facilities, qualified support personnel, and available resources, SEAIT cannot ensure the quality of education these students deserve.

2.7. Entrance Examination

An entrance examination ensures that applicant students have the aptitude and potential to succeed in their chosen programs. The Guidance Services and Testing Center administers the SEAIT Entrance Examination.

Several academic programs require students to pass the SEAIT Entrance Examination before being admitted to their chosen program. The following are the academic programs with professional licensure examinations that require an entrance examination, namely:

1. BS in Civil Engineering – Structural Engineering
2. BS in Agriculture (all majors)
3. BS in Fisheries
4. BS in Criminology
5. BS in Social Work
6. Bachelor in Secondary Education (all majors)
7. Bachelor in Elementary Education
8. Bachelor in Early Childhood Education
9. Bachelor in Technology and Livelihood Education - ICT
10. BS in Accountancy

Other academic programs with or without professional licensure examinations may also require students to pass the entrance examination. Students who plan to transfer to another degree program may be required to pass the entrance examination for their new program.

Refer to future announcements for updates on the entrance examination.

2.7.1. Passing Score

The passing score for admission to an academic program shall be determined by the Program Head and approved by the College Dean.

2.7.2. Process

The following is the process to take the SEAIT Entrance Examination:

1. Pay the entrance examination fee (if applicable) at the Accounting Office.
2. Present the receipt at the Guidance Counseling and Testing Center to schedule your examination.
3. Take the entrance examination on the set schedule.
4. Get your examination scores on the release date.

Present the entrance examination score to the Program Head during enrollment. Each student is allowed to take the entrance examination only once per semester.

2.8. Conditional Program Admission

Students who did not pass the entrance examination for their chosen program may still be accepted under probation, subject to the Program Head's evaluation and the availability of slots. Probationary status under this section lasts for one semester only. Refer to **sections 8.1, 8.2, and 8.3** for the general and program-specific retention policy.

2.9. Program-Specific Admission Requirements

In addition to the entrance examination requirement, students who wish to enroll in the following programs must satisfy their program-specific admission requirements.

2.9.1. For BS Accountancy

1. New students must have an average of at least 90% in their Senior High School.
2. Shifters from another program must have no failing grades in any courses previously enrolled in.
3. Returning students must pass a Diagnostic Competency Examination covering professional courses previously taken to determine readiness for progression. In addition, previously completed courses shall be subject to credit validation and approval by the Program Head and the College Dean. The program may require course repetition if competencies are no longer met or if alignment with current curriculum standards is necessary.

2.9.2. For BS Social Work

Students must pass the interview conducted by the Program Head or any assigned faculty member.

2.9.3. For BS Criminology

1. Students shall undergo a physical fitness and health assessment to determine their readiness to participate in criminology-related academic, laboratory, field, and practicum activities. The assessment shall be used for guidance, placement, and student development purposes.
2. Students must meet the commonly recognized minimum height standard of five (5) feet.

2.9.4. For BS Tourism Management

1. Students must have no grade below 85 with an average of at least 88% or its equivalent in their Senior High School.
2. Students must meet the height requirement of 5'4" for males and 5'2" for females.
3. Non-ABM graduates in Senior High School shall take an additional 15 units of courses as prescribed in CMO 62, s. 2017. For more information, refer to their program curriculum.

2.9.5. For BS Hospitality Management

Non-ABM graduates in Senior High School shall take an additional 15 units of courses as prescribed in CMO 62, s. 2017. For more information, refer to their program curriculum.

SECTION 3: SCHOLARSHIPS

SEAIT recognizes the importance of providing educational opportunities to deserving students through scholarship grants. The scholarship program aims to support students who demonstrate academic excellence, leadership potential, special talents, financial need, and a commitment to the institution's vision, mission, and values. Scholarships are granted to qualified students subject to the policies, standards, and availability of funds established by the institution.

3.1. Principles

The following principles apply to all students who wish to avail themselves of the grants offered by the school:

1. All institutional scholarship grants are a privilege extended by SEAIT and are not an inherent right of any student.
2. Scholarship recipients are expected to maintain high standards of academic performance, good moral character, and responsible conduct.

3. Scholarship grants are awarded based on any of the following eligibility requirements: academic merit, financial need, special skills or talents, and institutional priorities.
4. The number of scholarship slots available each academic year shall depend on the budget allocation and availability of institutional or sponsored funds.
5. Scholarship recipients shall comply with all institutional rules, regulations, and requirements prescribed by the school.

3.2. Scholarship Grants

3.2.1. Institutional Grant

Through the initiative of the SEAIT Board of Trustees, all SEAIT students without scholarship grants from any public or private institutions may enjoy free school fees (e.g., tuition fees, laboratory fees, and miscellaneous fees, whichever is applicable). This grant is not a right but a privilege given to students; as such, students must abide by this policy and the school's rules and regulations.

Entry Honors Grant. A new student may receive a tuition fee discount (excluding miscellaneous and laboratory fees) based on their academic achievements in Senior High School. This includes:

Honors	Discount
Valedictorian	100% discount on tuition fees for one (1) semester
Salutatorian	50% discount on tuition fees for one (1) semester
Honorable Mention	30% discount on tuition fees for one (1) semester

If the Senior High School does not award the honors above, a certification from the school indicating that a student graduated with the highest average, the second-highest average, or among the top ten of their graduating batch may be submitted as proof of honors.

The institutional grant is under the Scholarship Services Office's oversight. The availability and benefits of this grant and its policy are subject to change at the discretion of the SEAIT Board of Trustees.

3.2.2. Government-Funded Grants

Government-Funded Scholarships are financial assistance programs provided through national government agencies, local government units (LGUs), and other government-sponsored educational support programs. They aim to assist qualified and deserving students in pursuing their education by providing tuition assistance, educational subsidies, allowances, or other forms of financial support.

Recipients of Government-Funded Scholarships shall comply with the eligibility requirements, terms, and conditions prescribed by the sponsoring government

agency, as well as the academic and disciplinary policies of SEAIT. The continuation and renewal of the scholarship shall be subject to the guidelines established by the funding agency and the submission of all required documents within the prescribed period.

Examples of government-funded scholarships include programs offered by CHED, TESDA, DOST, Local Government Units (LGUs), and other government institutions that provide educational assistance to qualified students.

The Scholarship Services Office (SSO) oversees certain government-funded scholarships for which it has a signed Memorandum of Agreement with the school. Refer to their announcements regarding these scholarship grants.

3.2.3. Privately Funded Grants

Private-Funded Scholarships are financial assistance programs sponsored by private individuals, corporations, foundations, non-government organizations (NGOs), alumni associations, religious institutions, or other private entities that support the educational advancement of deserving students. The scholarship aims to provide financial aid to qualified learners who demonstrate academic potential, leadership qualities, special talents, financial need, or other criteria established by the sponsoring organization.

Recipients of Private-Funded Scholarships shall comply with the eligibility requirements, terms, and conditions set by the sponsor, as well as the academic, disciplinary, and institutional policies of SEAIT. The continuation and renewal of the scholarship shall depend on the scholar's compliance with the sponsor's requirements and the maintenance of satisfactory academic performance and good moral character.

Private-Funded Scholarships may cover tuition and other school fees, allowances, educational materials, or other forms of assistance as determined by the sponsoring individual or organization.

The SSO oversees some privately funded scholarships with a signed Memorandum of Agreement with the school. Refer to their announcements regarding these scholarship grants.

3.3. Eligibility Requirements

To qualify for an institutional grant and other scholarship grants under the SSO's oversight, students must:

1. Meet the admission and enrollment requirements of the school.
2. Be officially enrolled in SEAIT.
3. Submit all documentary requirements within the prescribed period.
4. Possess good moral character and have no record of serious disciplinary violations.
5. Meet other qualifications required by the SSO or the sponsoring institution.

3.4. Application Requirements

Applicants for the institutional grant and other scholarship grants under the SSO's oversight shall submit the following:

1. Completed Scholarship Application Form.
2. Certified True Copy of Grades or Transcript of Records, as applicable.
3. Certificate of Good Moral Character.
4. Certificate of Enrollment or Registration Form.
5. Income documents or proof of financial need, when required.
6. Other documents required by the SSO or sponsoring institution.

3.5. Retention of Scholarships

Recipients of the institutional grant and other scholarship grants under the SSO's oversight shall satisfy the following to continue in their respective grants:

1. Scholarships are renewable every semester, subject to compliance with the scholarship requirements.
2. Must maintain the required General Weighted Average (GWA) prescribed by the scholarship grant.
3. Must carry the regular academic load prescribed in their curriculum unless otherwise approved by the SSO or the funding institution.
4. Must have no failing grades, incomplete grades, or dropped subjects unless justified and approved by the SSO or the funding institution.
5. Renewal shall be subject to the evaluation and approval of the SSO or the funding institution.

3.6. Responsibilities of Scholarship Recipients

Recipients of the institutional grant and other scholarship grants under the SSO's oversight shall:

1. Maintain satisfactory academic performance.
2. Observe the rules and regulations of SEAIT.
3. Demonstrate good moral character and exemplary behavior.
4. Participate in institutional programs, activities, and scholarship-related engagements when required.
5. Submit grades and other documentary requirements within the prescribed period.
6. Uphold the vision, mission, and core values of SEAIT.
7. Comply with the requirements of their respective scholarship grants.

3.7. Termination of Scholarships

An institutional grant or scholarship grant under the SSO's oversight may be suspended, revoked, or terminated for any of the following reasons:

1. Failure to maintain the required academic performance.

2. Violation of school policies, rules, or disciplinary regulations.
3. Submission of falsified documents or misrepresentation of information.
4. Withdrawal from the institution or transfer to another school.
5. Failure to comply with scholarship requirements and deadlines.

3.8. Limitations

The following limitations apply to all students regarding scholarship grants:

3.8.1. For Institutional Grant

1. Students with government-funded or private-funded scholarship grants that cover their full school fees are not eligible for an institutional grant.
2. If the student's scholarship grant is under the Scholarship Services Office's oversight, all school fees will be automatically deducted from the grant. If the grant partially covers the school fees, the student is not entitled to a refund. The difference will then be covered under the institutional grant.
3. Second-courers, regardless of where they graduated, are not eligible for any institutional grant.
4. Students can only enjoy one type of institutional grant.
5. Institutional grants are non-transferable, cannot be converted to cash, and are subject to the availability of funds. This grant is offered at the school's discretion.

3.8.2. Other Grants

Refer to the scholarship policies of the respective funding institution for the limitations of their scholarship grants.

SECTION 4: ENROLLMENT AND RELATED PROCESSES

Enrollment for each semester typically begins two weeks before classes start, as indicated in the approved SEAIT School Calendar, and concludes one week after classes commence. All enrollment-related requests (e.g., enrollment withdrawal, adding and dropping courses, requests to offer courses, and transferring to another program) must be completed within this period. In compliance with section 84 of CMO 40 s. 2008, no further enrollment and enrollment-related requests will be allowed two (2) weeks after the opening of classes. Refer to the approved SEAIT School Calendar and postings for updated information regarding the enrollment period and the deadline for all enrollment-related requests.

4.1. Enrollment Process for New Students, Transfer Students, and Second-Courers

The following steps outline the enrollment process for new, transfer, and second-courser students:

1. Entrance Examination. A student must take and pass the entrance examination administered by the Guidance Services and Testing Office. Refer to **section 2.7** for degree programs requiring an entrance examination. For more information, refer to the announcements regarding the entrance examination.
2. Admission. Submit all admission requirements (listed in **sections 2.1** and **2.2**) to the Registrar's Office. Students with incomplete requirements may be refused admission to SEAIT.
3. Health Evaluation. Proceed to the Health Services Office (clinic) to have the medical check-up.
4. Academic Evaluation. Proceed to the Program Head of your chosen program and present your documents. Fill out the Enrollment Form with the required information and select the courses you want to enroll in for the current semester.

For transfer students, the Program Head will verify courses that can be credited from the previous institution. The transfer student must complete a Crediting Form to be submitted to the Registrar's Office. See **section 4.9** for rules on crediting courses from other HEIs.

5. Scholarship Evaluation. Proceed to the Scholarship Services Office to know if you have a scholarship grant. Refer to **section 3.2** for the available scholarship grants.
6. Payment. Proceed to the Accounting Office to pay school fees (if applicable).
7. Registration. Proceed to the Registrar's Office. Present your receipt (from step 5) and submit your Enrollment Form. The Registrar's Office will encode your subjects and provide a study load and class cards confirming your enrollment.
8. Scheduling. Return to the Program Head's office and present your study load. They will provide you with your class schedule for the semester.
9. ID and Validation. Proceed to the Safety and Security Office, take your picture, obtain your ID, and have it validated.

Congratulations! You are already a new SEAIT student. For information on what to do on the first day of classes, refer to **section 5.1** to **section 5.5**.

4.2. Enrollment Process for Continuing Students

The following steps outline the enrollment process for new and transfer students:

1. Academic Evaluation. Proceed to the Program Head of your degree program. Fill out the Enrollment Form with the required information and select the courses you want to enroll in for the current semester.
2. Scholarship Evaluation. Proceed to the Scholarship Services Office to know if you have a scholarship grant. Refer to **section 3.2** for the available scholarship grants.
3. Payment. Proceed to the Accounting Office to pay school fees (if applicable).
4. Registration. Proceed to the Registrar's Office. Present your receipt (from step 2) and submit your Enrollment Form. The Registrar's Office will encode your subjects and provide a study load and class cards confirming your enrollment.

5. Scheduling. Return to the Program Head's office and present your study load. They will provide you with your class schedule for the semester.
6. ID and Validation. Proceed to the Safety and Security Office, take your picture, obtain your ID, and have it validated.

4.3. Enrollment Process for Returning Students

The following steps outline the enrollment process for returning students:

1. Submit an Intent to Return letter and a copy of your Leave of Absence Form to the Dean of your respective college. The Dean of the college shall initiate a review of the intent to return, which involves assessing the student's academic performance prior to the leave of absence and counseling from the Guidance Services and Testing Center.
2. During the review, the Program Head shall evaluate whether the leave of absence affected the returning student's academic standing. Refer **to section 4.10.2** for students affected by curricular revisions.
3. Returning students are required to undergo counseling at the Guidance Office. The Guidance Services and Testing Center must recommend whether they are psychologically ready to continue their studies.
4. After the review, the College Dean must decide whether to approve the intent to return.

All the steps presented above are conditions for returning students to continue studying at SEAIT. Once the College Dean approves the intent to return, the returning students shall follow the same enrollment process as outlined in **section 4.2** for continuing students.

4.4. School Fees

Upon enrollment, students are required to pay the following unless they have a scholarship grant (refer to **section 3.2**) under the Scholarship Services Office's oversight:

1. Admission, registration, and other applicable fees.
2. Prescribed fees stipulated in the approved Constitution and By-Laws of the Supreme Student Council.
3. Tuition fees that can be paid in four (4) installments. A student who pays school fees in full at the beginning of the semester is entitled to a 10% discount on tuition fees.

4.5. Withdrawal of Enrollment

Students must accomplish a Withdrawal of Enrollment Form if they intend to withdraw their enrollment in SEAIT. Withdrawal of enrollment is only permitted until the first week of classes. If the withdrawal occurs within the specified period, the courses they enrolled in will be considered "Withdrawn." If the withdrawal occurs beyond the specified period, the courses they enrolled in will be considered "Dropped."

4.5.1. Process

The process for the withdrawal of enrollment is as follows:

1. Get the Withdrawal of Enrollment Form at the Registrar's Office. Fill out the form.
2. Proceed to the Guidance Services and Testing Center for counseling.
3. Process the student's clearance (if applicable) and attach it to the Withdrawal of Enrollment Form.
4. Obtain approval from the Program Head and the College Dean.
5. Submit the accomplished form to the Registrar's Office with the following attachments: a written letter from the parents or legal guardians stating their knowledge of the student's intent to withdraw and the class cards submitted at the start of classes.
6. Submit a copy of the form to the Accounting Office for refund claims below (if applicable).

4.5.2. Refund Claims

The following is the schedule of refund claims applicable to paying students only:

1. If enrollment is withdrawn before the start of classes, a charge of 10% of the paid school fees will be applied, regardless of student attendance.
2. If enrollment is withdrawn within the first week of classes, a charge of 20% of the paid school fees will be applied, regardless of student attendance.
3. If enrollment is withdrawn after one (1) week from the start of classes, 100% of the paid school fees will be charged, regardless of the student's attendance at classes.

4.5.3. Non-readmission

Students who withdrew their enrollment in SEAIT are not eligible for re-admission.

4.6. Adding or Dropping Courses

The following sections provide details regarding the adding or dropping of courses:

4.6.1. Adding Courses

The Adding Form must be accomplished if students wish to take additional courses beyond those they initially enrolled in, as indicated in their study load. Adding courses requires the approval of the faculty teaching the course, the Program Head, and the College Dean, and the number of courses is limited to the maximum allowed units per semester. Refer to **section 6.1** regarding the maximum number of units allowed per semester.

Once approved, the Registrar's Office will provide you with a copy of the Adding Form and a class card to present to the course instructor.

4.6.2. Dropping Courses

The Dropping Form must be completed if students wish to remove courses from their initial study load. Dropping courses requires the approval of the Program Head and the College Dean. Moreover, the Registrar's Office will require the class card for the course you are dropping.

4.6.3. Process

The following is the process for adding and dropping courses:

1. Get the Adding/Dropping Form from the Registrar's Office. Fill out the form.
2. Inform the course instructor and retrieve the class card if it has already been submitted.
3. Obtain approval from the Program Head and the College Dean.
4. Pay the required fees at the Accounting Office (if applicable).
5. Submit the Adding/Dropping Form to the Registrar's Office.

4.7. Petition to Offer Courses

Students can file a Petition to Offer Courses for courses not offered in the current semester based on their respective program curriculum. These requests are typically granted to students who need to take a course to graduate in the current semester. In some cases, these requests can be granted to students based on substantial and acceptable reasons.

4.7.1. Considerations for Approval of Petitions

The approval of these requests is subject to the following considerations:

1. An instructor is available to teach the course.
2. A room is available to hold the classes.
3. At least 15 students are requesting a general education course, or at least five (5) students are requesting a major or professional course.
4. Academic necessity for the petition.
5. Program Head's discretion.

A petition to offer courses is a privilege granted by the school; as such, the school may refuse any such petition.

4.7.2. Process

The process of requesting to offer a course is as follows:

1. Students should write a letter addressed to the Vice President for Academic Affairs, petitioning for the offering of a course not currently offered in the semester. The letter should include the reasons for the petition and should be endorsed by the respective Program Head and College Dean.

2. Get the Petition to Offer Courses Form from the Office of the Vice President for Academic Affairs. Fill out the form.
3. Proceed to the Accounting Office to calculate the fees. Pay the required fees (if applicable).
4. Submit the Request to Offer Courses Form to the Registrar's Office. Attached are the Adding Forms filled out individually by each student included in the request. The Adding Form must reflect the course details of the requested course.

4.8. Shifting to Another Program

Shifting refers to the transfer from one degree program to another. A student intending to shift to another degree program must satisfy all the entry requirements of that program, such as those discussed in **section 2.7** and **2.9**.

For new students, switching to another degree program is only permitted after completing their first semester of study.

4.8.1. Process

The process for shifting to another degree program is as follows:

1. Get a Shifting Form at the Registrar's Office. Fill out the form.
2. Proceed to the Guidance Office for counseling.
3. Get the consent of the Program Head and the College Dean of the current degree program.
4. Obtain the consent of the Program Head and the College Dean for the new degree program.
5. Pay the required fees at the Accounting Office (if applicable).
6. Submit the Shifting Form and the attachments to the Registrar's Office.
7. Drop the courses you enrolled in the former degree program and enroll in courses in the new program.

4.9. Crediting of Courses

Courses previously taken by transfer students from other HEIs may be credited in SEAIT, subject to the following conditions:

1. Crediting of courses previously taken from other HEIs can only be done within one (1) semester since transferring to SEAIT.
2. The titles and descriptions of the courses taken at other HEIs must be similar to those listed in the program curriculum in SEAIT. Transfer students may be required to provide the Program Head with copies of the course descriptions for courses previously taken at their previous school.
3. The grade obtained for the courses taken in other HEIs is at least a passing grade.
4. The number of units of courses taken in other HEIs is equal to or greater than the number of units listed in the program curriculum in SEAIT. If courses previously taken at other HEIs have a passing grade but lack the required number of units, the transfer student will be advised to re-enroll in those courses.

5. The courses to be credited from other HEIs were taken no more than five (5) years ago. Transfer students will be advised to re-enroll in courses that do not satisfy this provision.

Students who shift to another program must also complete a Crediting Form to receive credit for courses taken in their previous degree program. Crediting of courses for students shifting to another program is subject to the same conditions listed above.

4.9.1. Process

The process for the crediting of previously taken courses from other HEIs is as follows:

1. Get three (3) copies of the Crediting Form from the Registrar's Office. Fill out the forms, especially the section on courses previously taken at other HEIs and their corresponding courses in SEAIT.
2. Submit the Crediting Form, along with a photocopy of the Transcript of Records and, if applicable, course descriptions, to the Program Head's office. The Program Head, together with the Course Instructors, will evaluate each course and decide whether to endorse the crediting of the courses petitioned in the Course Crediting Form.
3. The endorsed Crediting Form will be forwarded to the College Dean for final review and approval.
4. Submit the approved Course Crediting Form to the Registrar's Office for recording. Submit one (1) copy to the office of the Program Head.

4.10. Leave of Absence

Leave of Absence is a form of academic relief that may be granted to students seeking to postpone their studies due to any of the following reasons:

1. Students have health issues that require them to recuperate for several months. A medical certificate from a physician is required as proof when applying for a health-related leave of absence.
2. A medical certificate from a physician is required as proof when applying for a leave of absence due to pregnancy.
3. Students experiencing family and financial hardship that may affect their academic performance.
4. Other reasons deemed acceptable by the College Dean of the degree program in which the student is enrolled.

A leave of absence can only be granted for a duration of one (1) semester, and is limited to two times only. Extension to the leave of absence may be granted in exceptional cases only. Students with pending administrative cases related to school policy violations are not eligible to file for a leave of absence.

Students who fail to file for or return after their leave of absence may not be readmitted to SEAIT.

4.10.1. Timing of the Application for Leave of Absence

Students planning to file for a leave of absence are advised to do so during semestral breaks before the start of enrollment to avoid complications to their academic standing. However, when the leave of absence is filed and approved more than two (2) weeks after the start of classes:

1. Unless there is a basis (based on course requirements) to give a passing mark, courses currently enrolled by students with an approved leave of absence will be considered dropped and given a failing grade.
2. Students will be subject to the provisions of **section 4.5.2** regarding refund claims.

4.10.2. Leave of Absence during Curricular Revisions

Granting students a leave of absence during a planned curricular revision is not advisable, as it can negatively affect their academic standing. However, if a leave of absence is inevitable, the Program Head should explain the possible consequences of the curricular revision on the student's academic standing. The student should state in their intent letter that they understand and accept the potential impacts of a curricular revision on their academic standing and that they still wish to file for a leave of absence.

4.10.3. Process

The following is the process when filing for a leave of absence:

1. Get the Leave of Absence Form from the Registrar's Office. Fill out the form.
2. Write an intent letter stating the reasons for the leave of absence. Attach it to the Leave of Absence Form.
3. Proceed to the Guidance Office for counseling.
4. Process the student's clearance and attach it to the Leave of Absence Form.
5. Seek the approval of the Program Head and the College Dean.
6. Submit the approved Leave of Absence Form and the attachments to the Registrar's Office and Scholarship Services Office for recording and filing.

4.11. Transferring to Other Schools

The following is the process for students intending to transfer to another school:

1. Get the Transfer Form from the Registrar's Office. Fill out the form.
2. Proceed to the Guidance Office for counseling.
3. Process the student's clearance and attach it to the Transfer Form.
4. Seek the approval of the Program Head and the College Dean.
5. Secure all signatures needed in the form.
6. Proceed to the Accounting Office for the payment, if applicable.
7. Submit the approved Transfer Form to the Registrar's Office for recording.

Students who transferred to other HEIs are not eligible for re-admission.

4.12. Cross Enrollment

SEAIT does not permit cross-enrollment.

SECTION 5: FIRST WEEK OF CLASSES

Welcome to the start of your academic journey at SEAIT. The first week of classes is a vital period for settling into your new environment, meeting your instructors, and ensuring all administrative requirements are met.

The following guidelines have been established to help you navigate campus entry, orientation, and essential classroom procedures. Whether you are a new, transfer, or returning student, review these policies carefully to ensure a smooth and successful transition into the new semester.

5.1. Entry to School

New and transfer students should bring their study load, ID, and class cards during the first week of classes. These documents serve as your pass to enter the campus.

5.2. Student Orientation

All new and transfer students are required to attend orientation, typically scheduled on the first day of class. The orientation covers all relevant policies that students must be aware of while studying at SEAIT.

After the orientation, familiarize yourself with the school environment and locate your classrooms, program office, and other offices that may be helpful to you, such as the Library, Guidance Office, Canteen, Registrar's Office, and Accounting Office.

5.3. Class Card

Aside from the study load, class cards confirm that students are enrolled in a specific course and on a specific schedule. Students must submit their class cards to the course instructor on the first day of class.

Students are not allowed to transfer class schedules without a valid reason, their class cards, and the Program Head's permission. However, students can request a schedule change. Once the request is approved, students must retrieve their class card from the course instructor and submit it to the course instructor of the new class schedule.

When dropping courses, the Registrar's Office also requires students to attach their class cards to the Dropping Form. Refer to **section 4.6.2** regarding the process of dropping a course.

5.4. School Uniform and Program Shirt

New and transfer students are not required to wear the school uniform on the first day of classes. However, students must wear decent attire when entering the campus.

Refer to **sections 11.1** and 11.7 for more information regarding uniforms.

Students should visit the Property Management Office as early as possible to have their uniforms properly sized. School uniforms are available on a first-come, first-served basis.

5.5. Library Card

To borrow books, you need to have a Library Card. Visit the Library and Learning Resources Center for information on the Library Card and the scope of the library collection.

SECTION 6: STUDENT ACADEMIC LOAD AND PROMOTION

6.1. Regular Semester Load

The regular semestral academic load of students is based on the approved curriculum of each degree program. A student can enroll in courses only up to the maximum units reflected in the current semester of their respective program curriculum. However, a student is allowed to enroll in additional courses in excess of the maximum units under the following conditions:

1. The student can graduate in the current semester if an overload is granted, and
2. The overload is not more than six (6) academic units in excess of the units reflected in the final semester of their respective program curriculum.

Both conditions must be satisfied before a student is allowed to overload.

In compliance with CMO 39, s. 2021, no student is allowed to take more than one PE course per semester. However, according to section 92 of CMO 40, s. 2008, graduating students may take two (2) or more PE courses, provided the overload conditions are still met. A graduating student requesting more than one (1) PE course in their final term must provide the following:

1. Name of student;
2. Reasons justifying the student's failure to take PE courses in the preceding semesters;
3. The class schedule and the schedule of the requested PE classes and
4. The endorsement of the Registrar with the statement "Graduating upon completion of load."

6.2. Summer Class

The offering of summer classes is primarily based on each program's curriculum. However, students may petition their respective Program Heads and College Deans to offer summer classes. Requests to offer summer classes are subject to the same considerations and process outlined in **section 4.7**. Students who intend to enroll in summer classes may enroll in up to six (6) academic units in professional or general education courses.

The duration of the summer class is based on the approved SEAIT School Calendar, but it must ensure that courses offered in summer have the same number of teaching hours as in the regular semesters.

6.3. Policy on Prerequisites

Generally, students are not allowed to take advanced courses unless they pass the prerequisite course(s) satisfactorily. However, a student may be permitted to simultaneously enroll in prerequisite and advanced courses under any of the following conditions:

1. The prerequisite is a repeated course.
2. The student is graduating in the current semester.

Refer to your respective program curriculum for the list of prerequisites and their respective advanced courses.

6.3.1. Grades of Advanced and Prerequisite Courses

The following rules apply if students are allowed to take the advanced course and its prerequisite course simultaneously:

1. If a student fails the prerequisite course, the advanced course shall automatically be considered failed regardless of their performance in the advanced course. If a student passes the advanced course but fails the prerequisite course, the student must retake both courses. No negotiations between students and faculty shall be permitted, allowing students to enroll in the advanced course without attending classes or complying with course requirements.
2. If a student fails the advanced course but passes the prerequisite course, the prerequisite course is not affected.

6.4. Promotion

Academic promotion is the process of advancing a student to a higher academic standing, typically by moving to a higher year level (e.g., from first year to second year, and so on). In general, a student will be promoted if they have completed at least 80% of the total academic units of the previous year level, including PE and NSTP. Refer to **Table 6-1** for the sample calculation to determine promotion.

Table 6-1. Sample calculation to determine promotion.

Year Level	Total Units	Required Units for Promotion to the Next Level
1	42	$0.8 \times 42 = 34$
2	39	$42 + (0.8 \times 39) = 74$
3	40	$42 + 39 + (0.8 \times 40) = 113$



COLLEGE OF TEACHER EDUCATION

The College of Teacher Education at South East Asian Institute of Technology (SEAIT) offers various programs like Bachelor of Secondary Education and Bachelor of Elementary Education.

- Bachelor of Early Childhood Education
- Bachelor of Elementary Education
- Bachelor of Technology Livelihood Education
Major in Information Communication Technology
- Bachelor of Secondary Education Major in Social Studies
- Bachelor of Secondary Education Major in English
- Bachelor of Secondary Education Major in Science
- Bachelor of Secondary Education Major in Mathematics
- Bachelor of Secondary Education Major in Filipino





COLLEGE OF ENGINEERING

Bachelor of Science in Civil Engineering (BSCE)

BSCE prepares students for the planning, design, construction, and maintenance of infrastructure projects. The program covers structural engineering, transportation systems, environmental engineering, and construction management.



Bachelor of Science in Electrical Engineering (BSEE)

BSEE focuses on the study of electricity, electronics, power systems, and automation. Students learn to design, operate, and maintain electrical equipment and systems used in industries and communities. The program develops technical competence, innovation, and analytical skills. Graduates play a vital role in advancing technology and energy systems.



SECTION 7: CLASS ATTENDANCE, EXAMINATION, GRADING, AND ACADEMIC AWARDS

To maintain a high standard of academic excellence and ensure a fair evaluation process, the South East Asian Institute of Technology (SEAIT) implements the following policies regarding student performance and recognition.

These guidelines are designed to foster academic discipline and encourage consistent participation. By understanding the attendance requirements, examination procedures, and grading system, you can effectively track your progress. Additionally, this section outlines the criteria for academic awards and highlights our commitment to celebrating students who demonstrate exceptional dedication and academic achievement.

7.1. Policy on Class Attendance

Students are expected to be punctual and maintain regular attendance in classes throughout the semester.

7.1.1. Tardiness and Absences

Students are considered late or tardy and will receive half an absence if they arrive during the first 15 minutes of a one-hour class. For classes longer than one hour, students are considered late and will receive half an absence if they arrive during the first 30 minutes of the class. If students arrive after the stipulated tardiness time, they will be considered absent.

Students can still attend the class even if they are considered late or absent.

7.1.2. Faculty Tardiness

Faculty members are expected to begin their classes promptly. In cases where the course instructor is late for class, the following guidelines are to be observed:

1. For a one-hour class, students should only leave after 15 minutes have passed.
2. For classes longer than one hour, students should only leave after 30 minutes have elapsed.

However, if the course instructor has notified students in advance that they will be late due to an emergency, students must wait for their instructor to arrive. Students may be marked absent if they leave before the prescribed time.

7.1.3. Maximum Allowable Absences

A student who incurred absences (including absences due to tardiness in **section 7.1.1**) in at least 20% of the total number of class hours in the semester shall be given a failing grade of 5.0. **Table 7-1** shows an example of the maximum allowable absences based on the equivalent academic units of a specific course:

Table 7-1. Sample allowable hours of absences.

Course Units	No. of Hours per Meeting	Allowable Absences
3-unit course	3 hours	4
	1.5 hours	8
	1 hour	11

In general, the number of allowable absences can be calculated as follows:

$$\text{No. of Allowable Absences} = \frac{\text{No. of Class Hours per Week} \times 18 \text{ weeks}}{\text{No. of hours per Meeting}} \times 20\%$$

A faculty member may exempt students who incur absences exceeding the 20% limit, subject to the College Dean's approval.

7.1.4. Allowed Excuses

Absences made when a student represents the school at approved activities are not counted as absences. Sickness is also a valid reason for absence, provided a medical certificate or a note from the school clinic is presented. Other excuses may be deemed acceptable upon presentation of proof.

7.1.5. Compliance with Missed Course Requirements

Excused absences from class do not exempt students from fulfilling course requirements (e.g., quizzes, class activities, assignments, reporting) that they missed during their absence. Students with a valid excuse for their absence must approach their Course Instructor to determine how to comply with the missed requirements. On the other hand, a student who misses course requirements due to unexcused absences shall receive a zero (0) score for the missed requirements.

Giving students exemptions, passing scores, or passing grades due to their participation in extracurricular activities is also not allowed. This rule is consistent with CMO 40, s. 2008. Refer to **section 7.3** for more details on this prohibition.

7.1.6. Exemptions to PE Classes

There shall be no exemptions from PE courses based on CMO 39, s. 2021. Students with medically diagnosed conditions shall have their teaching and learning activities adjusted to accommodate their needs. Moreover, PE courses shall not be substituted with other courses or activities, such as participation in varsity sports.

7.1.7. Role of the College Dean

The College Dean in which the student is enrolled has the final jurisdiction to decide on matters arising from student absences in classes.

7.2. Examination

Two major examinations are administered every semester: the midterm and final examinations. The midterm and final examination schedules shall be indicated in the SEAIT School Calendar, which must be scheduled in the middle and at the end of a regular semester or summer class.

7.2.1. Before the Examination

1. Course Instructors must remind the students at least two weeks before the scheduled examination. It is also the student's responsibility to be aware of the examination schedule for their respective courses. Students must inform their Course Instructors of conflicting examination schedules.
2. Course Instructors must check students' identity before the start of the examination. Female Muslim students wearing a niqab or burka may be asked to remove their face covering in a private room with a female school employee to check their identity.
Any student caught taking an examination on behalf of other students, as well as the student who allowed it, will be subject to disciplinary sanctions. Refer to **section 13.2** for the sanctions related to this offense.
3. As per CMO 40, s. 2008 and RA 11984, no student will be denied the opportunity to take examinations without clearance or an exam permit due to unpaid school fees. However, the school may refuse to re-enroll students for the succeeding semester, withhold students' records and credentials, and pursue other legal remedies available under the law.

7.2.2. During the examination

1. During an examination, students are not allowed to leave the room without the permission of the Course Instructor or the proctor.
2. Students caught talking, opening books or notes (unless authorized by the Course Instructor), giving or receiving information orally or in writing, using cellphones and other electronic devices, or engaging in other forms of cheating shall receive a zero (0) score for that particular examination or a failing grade at the discretion of the Course Instructor. This rule is without prejudice to any other disciplinary sanctions that may be imposed on students found to have committed academic dishonesty. Refer to **section 13.2**.
3. In cases of alleged cheating, the Course Instructor should report the incident to the appropriate authority, as outlined in **section 13.3**.

7.2.3. Special Examinations

Special examinations may be granted only to students with a valid excuse for failing to take the examination, provided that the special examination is given before the deadline for grade submission.

Students eligible for special examinations must pay the applicable fee at the Accounting Office.

7.2.4. Exemptions in Examinations

No exemptions to examinations shall be granted to students. However, an examination may be administered outside the examination week only in exceptional cases.

7.2.5. Test Booklets

Use of the school's test booklet is required for all major examinations. Course instructors must ensure that only the official test booklet is used in examinations. Purchase the official test booklets only at designated offices.

7.3. **Grading**

A student's rating or grade should be based solely on the student's academic performance in a course, as stated in section 107 of CMO 40, s. 2008. Thus, any addition or deduction to a student's final grade for co-curricular activities, attendance, or misconduct is not permitted. This rule includes the prohibition on awarding additional points in quizzes or examinations, as well as granting exemptions and passing scores to students who participate in competitions and other activities within or outside the school.

7.3.1. Grading System

SEAIT adopts the following numerical grading system, as shown in **Table 7-2**.

The passing percentage for all academic courses is 75%, equivalent to a grade of 3.0.

The following are other marks that can be given to students, which will appear permanently in their records and credentials:

DR – Dropped is a mark given to students who officially withdrew from a previously enrolled course within the prescribed duration in **section 4.6.2**. This mark carries no bearing in determining academic honors.

7.3.2. GWA Calculation

Only final grades from academic courses taken by students shall be considered in the calculation of the semestral or cumulative General Weighted Average (GWA). Academic courses are those listed in each program's curriculum, including NSTP. PE courses are already included in the calculation of the GWA per CMO 39 s. 2021.

The semestral GWA refers to the weighted average of grades in all academic courses taken in a semester, while the cumulative GWA is the weighted average of grades in all academic courses taken from the first semester to the final semester of the student's enrollment. GWA is calculated by adding the product of each course's grade and its corresponding units, then dividing by the total number of units taken. The following formula is used to calculate a student's GWA:

$$GWA = \frac{\sum(\text{grade per course} \times \text{unit of the course})}{\sum(\text{unit of all course taken})}$$

Only courses enrolled in SEAIT will be used to calculate a student's GWA.

Table 7-2. SEAIT grading system.

Grade	Lower Limit	Upper Limit	Description
1.0	99.4%	100.0%	Excellent
1.1	98.2%	99.3%	
1.2	96.9%	98.1%	
1.3	95.7%	96.8%	Very Good
1.4	94.4%	95.6%	
1.5	93.2%	94.3%	
1.6	91.9%	93.1%	Good
1.7	90.7%	91.8%	
1.8	89.4%	90.6%	
1.9	88.2%	89.3%	
2.0	86.9%	88.1%	
2.1	85.7%	86.8%	
2.2	84.4%	85.6%	
2.3	83.2%	84.3%	
2.4	81.9%	83.1%	
2.5	80.7%	81.8%	
2.6	79.4%	80.6%	Fair
2.7	78.2%	79.3%	
2.8	76.9%	78.1%	
2.9	75.7%	76.8%	
3.0	75.0%	75.6%	
5.0	<75%		Failed

7.3.3. Course-Level Grading System

The Course Instructor is free to set the course requirements and the method of calculating students' grades, subject to generally accepted evaluation procedures and the school's policy. With this freedom, however, the Course Instructor must be responsible for answering queries and complaints regarding student grades.

7.3.4. Semestral Honors

The following are the academic honors that can be awarded to students based on their semestral GWA:

1. President's List – This academic honor will be awarded to students whose semestral GWA is between 1.000 and 1.250, with no grade below 1.5.
2. Dean's List – This academic honor will be awarded to students whose semestral GWA is between 1.251 and 1.750, with no grade below 2.0.

Students must have a regular course load consistent with their prescribed program curriculum to qualify for these academic honors.

7.3.5. Changing of Grades

Once a final grade is entered into the system, it is considered final and may not be changed by the faculty member concerned without cause. However, if they believe an error was made in the recorded grade, the faculty member may request a grade change. If the request is filed before the deadline, the request shall be recommended by the Program Head and approved by the College Dean. If the request is filed after the deadline, the request shall be approved by the Vice President for Academic Affairs.

In no case shall a request to change a grade be accepted two (2) weeks after the deadline for grade submission. During this time, students should check with their Course Instructors about their grades.

Moreover, the following additional policy applies:

1. Passing grades, once encoded in the system, can no longer be downgraded or changed to a failing grade.
2. A student who has already received a passing grade in a subject shall not be permitted to take a re-examination for the purpose of improving that grade.

SECTION 8: RETENTION POLICY

SEAIT believes that academic success is a product of both intellectual ability and consistent discipline. In an era where digital distractions are prevalent, the school is committed to fostering an environment of focus and academic accountability.

This retention policy is designed to instill a sense of academic responsibility and ensure that students understand that meeting program requirements is essential to their continued enrollment in their respective programs. By maintaining these high standards, SEAIT ensures that its graduates possess the competence and work ethic necessary to excel in their professional careers.

8.1. Academic Delinquencies

A student shall be placed in the following academic status for poor academic performance:

8.1.1. Warning Status

Any student who earns a final grade of 5.0 in 25% to 50% of the total enrolled academic units for the current semester shall be warned by the Program Head and advised to improve their performance. The Program Head may reduce the student's academic load accordingly for the next semester.

8.1.2. Probationary Status

A student shall be placed on academic probation under the following conditions:

1. The student obtains a final grade of 5.0 in 50.01% to 75% of the total number of enrolled academic units for the semester.
2. The student has been placed on warning status twice for two consecutive semesters.

The Program Head shall subsequently reduce the academic load of students under probationary status to at most 60% of the semester's academic units.

8.2. **Disqualification from the Program**

A student shall be disqualified from their degree program under the following conditions:

1. Any student who obtains a final grade of 5.0 in more than 75% of the total number of enrolled academic units in the current semester.
2. Any student on probation who obtains a final grade of 5.0 in more than 50% of the total number of enrolled academic units in the current semester.

Each academic department may set additional conditions for disqualifying students from their program.

8.3. **Program-Specific Retention Policies**

The following are the additional retention policies specific to each program:

8.3.1. For Engineering Programs

Students enrolled in all engineering programs may be disqualified from their respective programs under the following conditions:

1. Failing the same course three (3) times.
2. Exceeding the permissible residency period (refer to **section 8.4**).

8.3.2. For Education Programs

Continued enrollment in teacher education programs is contingent upon meeting the following retention requirements:

1. General Grade Requirement. Generally, students enrolled in all education programs shall maintain a grade of at least 2.5 in all general education and professional education courses.

2. Probation. A student who receives a grade of 2.6 or lower in any general education and professional education courses for the first time shall be placed under probation. Probationary students are required to either transfer to another education program or remain in the same program with a different major. Shifting to another program or major is subject to program admission requirements and availability.
3. Disqualification. A student under probation who receives another grade of 2.6 or lower in any general education and professional education courses shall be advised to transfer to another non-education program.

8.3.3. For BS Social Work

Social Work students under probation from admission (refer to **section 2.8** and 2.9) shall have a GWA of 2.3 or higher at the end of their first semester in the program. Students who do not meet this requirement may be disqualified from the program.

8.3.4. For BS Accountancy

1. Accountancy students must maintain a passing grade for general education courses and internship, and at least 2.5 for business, professional, and board-related accounting courses. Obtaining a grade lower than 2.5 in business, professional, and board-related courses requires the student to retake the course. Course repetitions are permitted only once per course.
2. Prior to promotion to a higher academic level, the program administers a mandatory semestral departmental examination. Students who fail to pass the examination shall be subject to academic evaluation by the faculty to determine appropriate interventions, which may include remediation, academic advising, or repetition of the examination or courses.
3. Students must complete the program within the permissible residency period (refer to **section 8.4**).

8.3.5. For BS Hospitality Management

This policy sets forth the residency requirements of BS in Hotel Management students. These provisions are established to uphold the health, safety, and academic integrity standards of the program.

1. Students are required to submit valid medical examination results every semester. Submission of complete and current medical clearance is mandatory prior to enrollment in any laboratory or practical course in the program.
2. Students who are diagnosed with communicable diseases, specifically Hepatitis A (HEPA A), Hepatitis B (HEPA B), and Tuberculosis (TB), may be required to take a medical leave of absence or be temporarily restricted from participating in laboratory, food preparation, and internship activities, especially when their continued participation in those activities poses risks to others. The student may resume participation upon submission of medical clearance

certifying that they are fit to return and that participation no longer poses a health risk to others. They may also be required to comply with stringent health protocols during laboratory activities, especially those when handling food.

3. Medical examination results submitted for program residency shall be considered valid for a period of two (2) semesters. Results that exceed this validity period shall not be accepted, and students must secure updated medical documentation accordingly.
4. Students are required to secure and present valid medical clearance for enrollment in the following courses: Kitchen Essentials and Basic Food Preparation, Asian Cuisine, and Philippine Regional Cuisine.
5. Students who fail to comply with the prescribed medical requirements within the designated period shall be grounds for disqualification from the program. Moreover, the submission of falsified or incomplete medical results shall constitute grounds for disqualification from program enrollment.

8.3.6. For BS Agriculture

There shall be a promotional examination for incoming 3rd year agriculture students. An agriculture student will be promoted to 3rd year when they obtain an overall rating of at least 60% and score at least 50% in all six (6) major areas. Students who obtained an overall rating of at least 60% but scored below 50% in one or more major areas may retake those areas only once. Students who failed to meet this qualification will be advised to shift to another degree program.

8.4. **Residency**

Aside from the program-specific policy for residency, the school shall apply the following residency policy with regard to the institutional grant in **section 3.2.1**:

1. A student's maximum number of years of stay in SEAIT shall be determined using the following equation:

$$\text{Residency} = \text{Max No. of Years in the Program Curriculum} + 3 \\ - \text{Year Level upon Entry in SEAIT}$$

Thus, an incoming new student (1st year) in the BSCE program shall have a maximum residency of six years ($4 + 3 - 1 = 6$). On the other hand, a transfer student to the BSBA, evaluated as a 3rd-year upon enrollment in SEAIT, shall have a maximum residency of four years ($4 + 3 - 3 = 4$). The maximum number of years of residency is fixed and unaffected by shifting to another degree program.

2. Students exceeding their residency under this section may continue their studies in SEAIT. However, they shall not be eligible for the school's institutional grant (refer to **section 3.2.1**), and they may be disqualified from their respective programs (refer to **section 8.3**).

SECTION 9: STUDENT INTERNSHIP

In compliance with CMO No. 104, s. 2017, SEAIT implements the following policy on student internship to provide students with practical, hands-on experience in a professional work environment. This policy aims to bridge the gap between academic theory and industry practice while ensuring the safety, health, and well-being of all student interns.

9.1. Student Eligibility and Requirements

To qualify for the internship or on-the-job training program, a student must meet the following criteria:

1. Academic Standing. Must be currently enrolled in the program's internship/on-the-job training course and must have completed all prerequisite courses as specified in the curriculum.
2. Medical Clearance. Must submit a medical certificate issued by a licensed physician certifying that the student is physically and mentally fit to undergo training.
3. Parental Consent. Students must submit a notarized consent and waiver form from a parent or guardian.
4. Insurance. All student interns are required to be covered by a personal accident insurance policy for the duration of their internship.
5. Orientation. Attendance at the Pre-Internship Orientation conducted by the Program Head or Internship Coordinator is mandatory.
6. Internship Fees. Students must pay the internship fee (if applicable) at the Accounting Office.
7. Other Documents. Student interns must submit the following documents before deployment: a resume, an application letter, a personal data sheet, and other documents needed by the Internship Coordinator.

9.2. Student Intern Responsibilities

During the internship period, the student intern shall:

1. Abide by the rules and regulations of the Host Training Establishment (HTE) and the policies of SEAIT.
2. Perform the tasks and duties specified in the Training Plan with diligence and professionalism.
3. Maintain a daily journal or logbook of activities to be checked by the HTE supervisor and the SEAIT Internship Coordinator.
4. Immediately report any issues, safety concerns, or harassment to the SEAIT Internship Coordinator.
5. Complete the required number of hours as prescribed by the curriculum.

9.3. Training Plan

No internship shall commence without a formal Memorandum of Agreement (MOA) between SEAIT and the HTE.

A customized Internship Training Plan must be developed that details the learning objectives, tasks, and schedule to ensure the student is not assigned to menial labor unrelated to their field of study.

9.4. Prohibited Acts

Students are strictly prohibited from:

1. Engaging in any activity that may endanger themselves or others at the HTE.
2. Gambling, theft, reporting to work under the influence of alcohol or prohibited drugs, and other acts stated in **section 13.2**.
3. Disclosing confidential information regarding the HTE's business operations.
4. Submitting forged or fraudulent documents to the HTE and the Internship Coordinator.

9.5. Evaluation and Grading

The final grade for the internship will be determined by:

1. The HTE Supervisor's evaluation of the student's performance (e.g., punctuality, technical skills, attitude).
2. The SEAIT Internship Coordinator's assessment of the student's reports, journals, and final internship portfolio.
3. Compliance with the required internship hours.

9.6. Additional Policy

The following are the additional policies for student internships:

1. During the internship period, interns shall render eight (8) hours of training per day. The training schedule (in-and-out times) shall be determined by the HTE and shall depend on the nature of the training. Regardless of the training schedules, a maximum of 48 training hours per week shall be observed.
2. In cases where an intern is required to render overtime work by the HTE, the trainee must submit an overtime request form stating the overtime schedule, the location, and the nature of the overtime work. The request must be signed by the trainee's supervisor and duly noted by the Program Internship Coordinator/Instructor.
3. Pregnant students are allowed to undergo internship training provided that they submit a medical certificate from their attending OB-GYN stating that they are medically fit to undergo and are able to complete the internship. Their training will be adjusted to suit their conditions.

SECTION 10:GRADUATION

10.1. Requirements for Graduation

The following requirements shall apply to all candidates for graduation:

1. No candidate for graduation will be permitted to participate in the graduation ceremony unless they have successfully completed all courses prescribed in their respective degree program.
2. Students shall not be allowed to graduate, process their application for graduation, participate in the graduation rites, or secure their diploma and credentials if there are pending administrative cases and/or disciplinary sanctions against them.

10.2. Application for Graduation

Students in their final term who are eligible to graduate should signify their intention to graduate by filing an Application for Graduation. Students do not need to be certain they will pass the courses they are enrolled in during their final term to apply for graduation. The process for the application for graduation is as follows:

1. Get the Application for Graduation Form from the Registrar's Office. Fill out the form.
2. Submit the Application for Graduation Form, along with other required documents, to the Registrar's Office on or before the deadline.

If students fail to apply for graduation, they will not be eligible to participate in the graduation ceremony. Refer to the announcement by the Registrar's Office regarding the start and deadline for applying for graduation.

10.3. Graduation Clearance

Generally, students who fail to submit their graduation clearance on time will not be allowed to join the graduation ceremony. Refer to the approved SEAIT School Calendar for the deadline for submission of graduation clearance. Students who failed to submit their clearance on time may be allowed to join the ceremony at the discretion of the school administration; however, their names will not be included in the graduation program.

10.4. Latin Honors

Students who have shown consistent and exemplary academic performance will be recommended for the following Latin Honors:

1. Summa Cum Laude – awarded to students with 1.000 to 1.250 cumulative GWA with no grade below 1.50 in all courses
2. Magna Cum Laude – awarded to students with 1.251 to 1.500 cumulative GWA with no grade below 1.70 in all courses
3. Cum Laude – awarded to students with 1.501 to 1.750 cumulative GWA with no grade below 2.00 in all courses

Refer to **section 7.3.2** regarding the calculation of the cumulative GWA and the courses that are included in its calculation.

In addition to the grade requirement above, students must satisfy the following conditions to qualify for Latin Honors:

1. Students have only been enrolled in SEAIT. Transfer students are not eligible to receive Latin Honors.
2. Students have a regular semester load based on their respective program curricula from the first semester to the final term of their enrollment. Shifters are not eligible to receive Latin Honors.
3. Students must not have enrolled in more than the maximum units prescribed in their program curriculum.
4. Students must not have been convicted of violating school policies or of this student handbook.
5. Students who have previously been awarded a degree are not eligible for any Latin Honors.

10.5. Other Graduation Awards

10.5.1. Loreto Tamayo Academic Excellence and Juan Tamayo Leadership Award

The Loreto Tamayo Academic Excellence Award is awarded to a student who has demonstrated exceptional academic performance while actively participating in student organizations and school activities, thereby maintaining a well-rounded student life. On the other hand, the Juan Tamayo Leadership Award is awarded to a student who has demonstrated exceptional leadership by leading various student organizations and actively participating in school activities while maintaining strong academic performance.

Applications for these awards are by nomination only. Heads of academic and administrative offices may nominate qualified students. A selection committee will screen each nominee. The selection committee must include one (1) faculty member or administrative staff member and one (1) student representative. The selection committee is tasked with screening and interviewing the nominees and recommending to the School President the recipient of these awards.

Only one (1) student can be the recipient of each award. However, awards may not be given if no nominee meets the minimum score required to qualify.

10.5.2. Dean's Medal of Distinction

Only one (1) graduate may be awarded the Dean's Medal of Distinction for achieving the highest cumulative GWA in their respective college. Only students with Latin Honors may qualify for this award.

10.5.3. Additional Awards

Only academic awards are to be awarded during the graduation ceremony. Other awards may be presented during the graduation ceremony with the President's approval.

10.6. **Graduation Practice**

Graduating students are expected to attend the scheduled practice prior to the actual ceremony. Students with no practice attendance may not be allowed to participate in the ceremony. The school may impose lighter sanctions for students who have incurred many absences during practice.

To maintain order during practice, all school policies remain in effect. Students who violate provisions of this handbook may be sanctioned based on **section 13.2**.

10.7. **Graduation Regalia**

The official graduation regalia consists of the prescribed academic gown (toga), the hood (representing the specific degree or strand), the cap, and the tassel. The gown must be clean, pressed, and of the correct length, typically reaching the mid-calf. The cap must be worn flat on the head, not tilted, with the tassel placed on the left side before the degree is conferred and moved to the right side upon the official declaration of graduation.

10.7.1. Adornments

Only school-sanctioned academic honors (refer to **sections 10.4** and 10.5) may be worn over the graduation gown. This includes medals for academic excellence and leadership awards. Personal decorations, such as flower leis, or unapproved pins and medals, are not permitted during the formal ceremony and processional but may be worn during post-ceremony celebrations.

10.7.2. Attire Under the Regalia

Graduates are expected to wear formal or semi-formal attire underneath their gowns. For men, this typically includes a collared shirt with a tie or a Barong Tagalog, paired with dark slacks and dress shoes. For women, a dress, skirt, or slacks with a blouse is recommended, ensuring the hemline does not exceed the gown's length. Footwear should be formal and comfortable for walking across the stage; flip-flops, sneakers, or overly casual footwear are strictly prohibited.

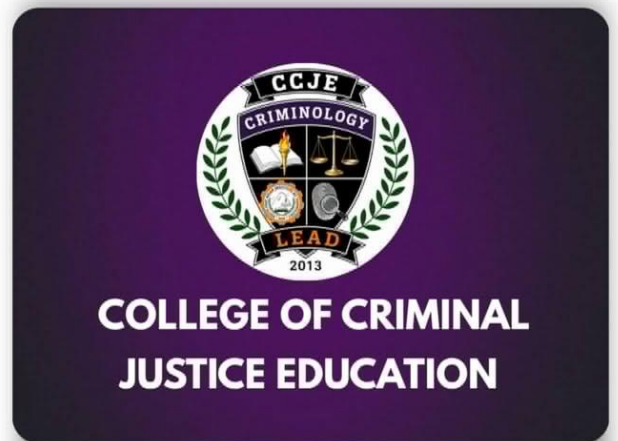
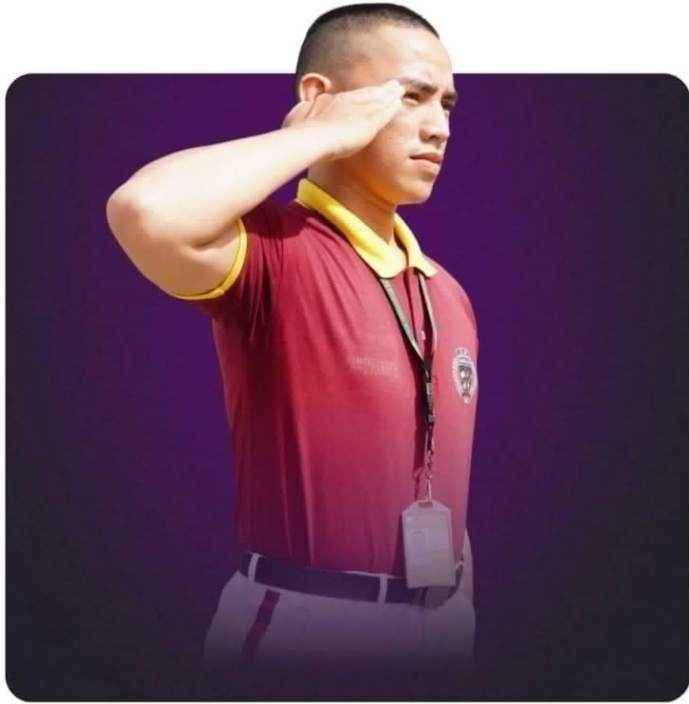
10.7.3. Cultural and Religious Considerations

The school respects the diverse religious and ethnic backgrounds of the students. Students may incorporate religious headwear or traditional indigenous attire, provided these items are worn with the same level of dignity as the standard regalia. Students intending to wear significant cultural or religious alternatives to the standard attire are

encouraged to inform the Office of Student Affairs and Services in advance to ensure proper coordination.

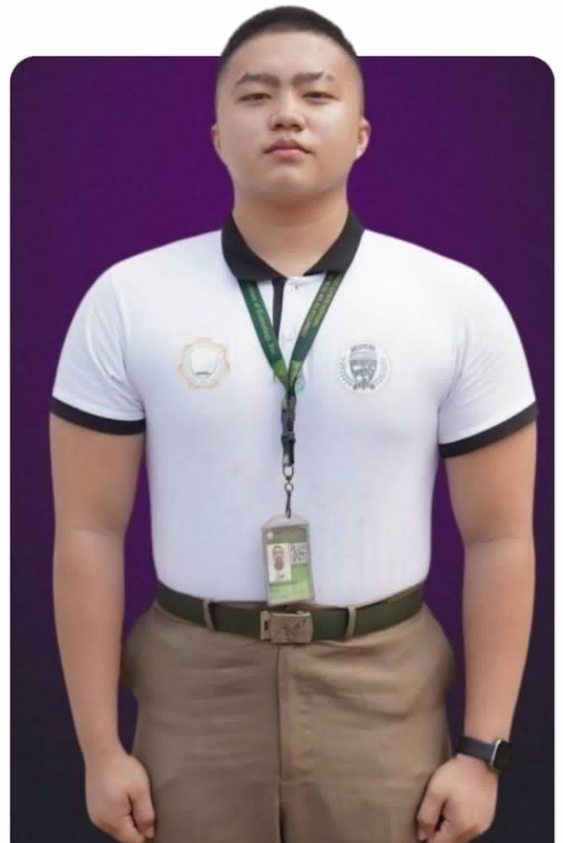
10.7.4. Compliance

To maintain the integrity of the commencement exercises, faculty marshals will conduct a final inspection of regalia during the assembly before the processional. Any student found in violation of the regalia policy may be asked to correct the issue or may be excluded from the formal march. The school offers rental for the official regalia. Students must ensure they have secured the correct set for their specific academic program.



Bachelor of Science in Criminology (BSCRIM)

BSCRIM provides knowledge and skills in law enforcement, criminal investigation, public safety, and crime prevention. Students study criminal behavior, forensic science, and the justice system. The program aims to develop competent professionals who uphold peace, order, and security. Graduates are prepared for careers in criminal justice and public service.





COLLEGE OF BUSINESS AND GOOD GOVERNANCE (SEAIT) provides various academic programs designed to develop competent, ethical, and service-oriented professionals

- Bachelor of Science in Tourism Management (BSTM)
- Bachelor of Public Administration (BPA)
- Bachelor of Science in Hospitality Management (BSHM)
- Bachelor of Science in Accounting Information System (BSAIS)
- Bachelor of Science in Social Work (BSSW)
- Bachelor of Science in Business Administration Major in Marketing Management (BSBA-MM)
- Bachelor of Science in Accountancy (BSA)



SECTION 11: STUDENT DRESS CODE

A student dress code helps foster a positive and respectful learning environment at SEAIT. While the school recognizes students' rights to self-expression through clothing, SEAIT's dress code aims to strike a balance between personal expression and a school environment where clothing is not a distraction but rather demonstrates respect and professionalism among students.

As a general rule, SEAIT requires all students to dress themselves with respect and dignity at all times. Wearing the prescribed uniform is a must. When not in uniform, students are required to dress decently, meaning wearing attire that is suitable, appropriate, and acceptable in the Filipino social setting. Additionally, decent attire means avoiding clothing that is overtly revealing or inappropriate.

Students who fail to adhere to the proper dress code will not be permitted on school premises.

11.1. School Uniform

The following is the policy relating to the wearing of school uniforms:

1. The standard uniform is typically worn on Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays, Saturdays, and Sundays are designated as wash days, during which students may wear their program uniform/shirt or other decent casual attire. **Figure 11-1** shows the prescribed standard uniform for male and female students.
2. The school ID is part of the prescribed uniform. Students are required to wear their school ID at all times upon entry and while on campus. The school implements the "No ID, no entry" policy for all faculty, staff, and students. Use of ID slings that are not prescribed by the school is not permitted.
3. When wearing the school's standard uniform, male students must wear black shoes, while female students must wear black sandals with short heels, both paired with black or white socks only.
4. Modification of the standard school uniform is generally not allowed except to accommodate religious clothing restrictions. However, the modifications must be approved by the school. Students wearing an unapproved version of the modified school uniform may be denied entry at the entrance gate.

School uniforms are available at the Property Management Office on a first-come, first-served basis.



Figure 11-1. Prescribed school uniform.

11.2. PE Uniforms

The following is the policy relating to wearing the Physical Education (PE) uniform:

1. The PE uniform is not a substitute for the standard school uniform. PE uniforms are to be worn only during PE classes.
2. Students wearing PE uniforms from outside the campus may be denied entry. Students are advised to wear the standard uniform upon entry and to change into the PE uniform during the designated PE class time.
3. Sports or running shoes are encouraged and permitted during PE classes only.

PE uniforms are available at the Property Management Office on a first-come, first-served basis.

11.3. Program Shirt

The following is the policy relating to the wearing of the program shirt:

1. The program shirt is worn every Wednesday and Saturday.
2. Each department must have its own unique program shirt. Only one design is permitted for each academic program.
3. Pants and sports or casual footwear may be paired with the department shirt uniform.

Program shirts are available at the Property Management Office on a first-come, first-served basis.

11.4. Program Uniform

Academic programs may prescribe a different set of uniforms to meet the objectives of their degree program. The design of these uniforms must be approved by the school.

11.4.1. For BS in Tourism Management

The executive uniform for BS Tourism Management students, as shown in **Figure 11-2**, is a formal, navy-blue ensemble designed to project professionalism and hospitality-industry readiness. It features a tailored blazer with brass buttons, a matching vest or skirt, and pants, and a distinct institutional crest. No alteration to the design, cut, or fabric is permitted, and no additional accessories or elements may be added beyond the prescribed official pieces.

1. Male Uniform. The executive uniform for male students comprises a navy single-breasted blazer, matching straight-cut trousers, and a white button-down shirt, with a nameplate and a breast-pocket crest that complete the polished, corporate look.
2. Female Uniform. The executive uniform for female students comprises a navy fitted blazer, a matching pencil skirt three (3) inches above the knee over black stockings, with a white blouse and a light-blue floral scarf or tie accent. The ensemble is accessorized with a crest pin and gold-toned buttons for a refined, service-oriented appearance.

The executive uniform is worn every Thursday.

11.4.2. For BS in Hospitality Management

The executive uniform of BS Hospitality Management students, as shown in **Figure 11-2**, is a sleek, black formal set, emphasizing approachable efficiency for front-line service roles. It includes a well-fitting blazer, matching trousers or skirt, and a branded nameplate, with strict enforcement of the rule that no design alterations or extra embellishments are allowed.

1. Male Uniform. The executive uniform for male students consists of a black single-breasted blazer, matching slim-fit trousers, and a crisp white dress shirt. A black-toned necktie and a small institutional pin complete the sharp, guest-ready look.
2. Female Uniform. The executive uniform for female students consists of a fitted black blazer over a white button-up blouse, matched with a knee-length pencil skirt over black stockings, and a nameplate pin that adds a polished, welcoming touch.

The executive uniform is worn every Thursday.



Figure 11-2. Executive uniform of BS Tourism Management (left) and BS Hospitality Management students (right).

11.4.3. For BS Criminology

Figure 11-3 shows the Goa uniform worn by BS Criminology students from their first to third year, every Monday, Tuesday, Thursday, and Friday.



Figure 11-3. Goa uniform (left) and internship uniform (right) of BS Criminology students.

11.5. NSTP Uniform

Figure 11-4 shows the uniforms of cadets and officers under the NSTP ROTC program. The ROTC cadet uniform is only worn during ROTC formation and classes.



Figure 11-4. ROTC uniform for cadets (left) and officers (right).

11.6. Internship/OJT Uniforms

Figure 11-3 shows the internship uniform of BS Criminology students.

Other academic programs may prescribe an internship uniform suitable for their degree program. The design of these uniforms must be approved by the school.

11.7. Other Guidelines

The following specific guidelines are to be followed in addition to the preceding rules:

1. The wearing of clothing that depicts objectionable pictures or words, as well as tight-fitting and tattered jeans, shorts, miniskirts, sleeveless tops, revealing clothes, and slippers and sandals, is prohibited.
2. Hats or caps and sunglasses must be removed upon entry into the campus, as well as inside the classroom, library, and offices.
3. Striking hair colors, such as red, blue, pink, and other unnatural colors not typically found in Filipinos, are not permitted.
4. Visible piercings are not allowed for male students. Likewise, visible piercings, except in the ears, are not allowed for female students. Moreover, wearing more than one earring in each ear is not allowed for female students. Earrings must be decent and small.

5. Wearing heavy makeup, like in pageants, is not allowed.
6. Visible tattoos depicting offensive imagery are not allowed. Such tattoos must be covered by a decent piece of clothing that does not affect the appearance of the school uniform.
7. Any nail polish color is allowed. Nail extensions are limited to one (1) cm only.
8. Members of the LGBT group must wear the prescribed uniforms for male and female students, corresponding to their sex at birth. When not in uniform, they should wear decent attire as described in this dress code. Cross-dressing is not allowed in any school-related activities.
9. For approved school activities that may require students to wear clothing not specifically addressed in this dress code, the organizers of the activities must obtain approval from the Office for Student Affairs and Services. Also, the event organizers must notify the Safety and Security Office.
10. All students are expected to maintain a neat and well-groomed hairstyle. For male students, long hair that extends beyond the shoulders should be tied back neatly. BS in Criminology students are required to maintain their hair in accordance with their academic department's guidelines. LGBT students with long hair must tie their hair neatly.
11. Female Muslim students wearing a niqab or burka may be asked to remove their face covering in a private place with a female security personnel to check their identity.

11.8. Non-admission to Classes

Students not wearing appropriate attire, as outlined in the SEAIT Dress Code, may be denied permission to join the class by the course instructor.

11.9. Program-Specific Grooming Standards

In addition to the policy above, students enrolled in the following program must follow these program-specific rules.

11.9.1. For BS Criminology

All BS Criminology students shall observe the following standards of appearance while inside the campus, during official activities, and when wearing the prescribed uniform:

1. Male students shall maintain a neat, clean, and professional appearance at all times. The prescribed haircut for male students shall be the Army Cut or White Sidewall haircut. Male students shall maintain these standard haircuts throughout the semester.
2. Female students are not required to maintain a specific haircut or hair length. However, hair shall be kept neat, clean, and properly groomed at all times. Hair extending below the shoulders shall be properly secured in a ponytail or bun while wearing the prescribed uniform. During drills, laboratory activities, field

exercises, and other official criminology activities, female students shall wear a hairnet or other approved hair restraint prescribed by the program.

11.9.2. For BS Hospitality Management

Students must avoid long, colored, and dirty nails. Nail extensions are also prohibited during classes.

SECTION 12: STUDENT ORGANIZATIONS

SEAIT recognizes the right of students to freely and peaceably assemble by forming student organizations that shall represent their interests and address academic and social concerns, in accordance with existing laws and CHED memoranda. These organizations serve as platforms for students to develop leadership skills, engage in civic activities, enhance their academic pursuits, and promote social responsibility, all while upholding the institution's core values and missions.

12.1. Principle

The following principles shall apply to all student organizations:

1. The right of students to form student organizations that will embody their ideals, interests, and concerns.
2. The independence of student organizations to decide for themselves without external interference from individuals, groups, and school officials, subject to the school's policy.
3. The student organization serves as a training ground for future leaders of the community and society.
4. All student organizations are accountable to their members and the institution for the transparent management of funds and the ethical conduct of their programs.
5. SEAIT maintains the responsibility to provide guidance, monitor activities, and moderate organizational conduct to ensure a safe and productive learning environment.

12.2. Formation of Student Organizations

12.2.1. Classification of Student Organizations

Student organizations may be classified into the following:

1. Program-related organizations are formed by students enrolled in the same degree programs. These organizations focus on their specific degree programs and support curricular enhancement. Only one course-related organization is permitted per degree program.

2. Religious organizations are formed by students who share common beliefs, practices, and rituals centered around a specific faith or spiritual tradition. These organizations must promote spiritual growth among students.
3. Civic organizations are formed by students who engage in community outreach, volunteer work, and environmental sustainability initiatives.
4. Special-interest organizations are formed by students who share common ideas and interests, such as those in sports, music, the arts, literature, and others.
5. The student government is the highest governing body of the student body, representing the rights and interests of students. Only one student government is recognized by the institution to represent the student body to the school administration.

SEAIT strongly opposes the formation of fraternities and sororities on campus. Students are also discouraged from joining such groups outside the school.

12.2.2. Accreditation Requirements

All student organizations must be accredited by the Office of Student Affairs and Services (OSAS). Accreditation is valid for one (1) academic year and is subject to renewal. The following are the requirements when forming student organizations:

1. Duly accomplished accreditation form
2. Mission, vision, and logo of the organization
3. Appointment letter of the organization adviser
4. Constitution and bylaws
5. List of officers and members
6. Proposed calendar of activities and budgetary plan
7. President's report, minutes of meetings, and financial report (for renewal only)
8. Endorsement from the Program Head (for program-related organizations only)

OSAS shall convene a committee to screen the requirements of each student organization. Depending on the evaluation, OSAS may grant conditional or full accreditation to student organizations based on the criteria to be promulgated by OSAS and the provisions of this handbook.

12.2.3. Additional Policy

The following rules apply when forming a new student organization:

1. The name and logo of the student organization must be distinct from those of the academic and administrative offices of the school. Adopting a name and logo from external organizations requires OSAS approval, but the name and logo must be altered.
2. The adviser of the student organization must be a regular full-time faculty or staff member of the school. For program-related organizations, the adviser must be a faculty member of their academic department.

3. The mission and vision of student organizations must align with the values and objectives of SEAIT.
4. A minimum of twenty (20) students is required to start an organization. This limit may be lowered for program-related organizations with low enrollees.
5. The deadline for student organization accreditation is on Friday, three (3) weeks from the start of classes in semester one. Refer to the announcements regarding the deadline for submitting the requirements to form student organizations.

12.3. Funds and Expenditures

Student organizations can source funds from membership fees, contributions, and income-generating projects. However, student contributions for specific activities must be approved by the OSAS.

Student organizations should exercise transparency and accountability in their expenditures. Officers or members who have misappropriated student organization funds will be subject to disciplinary sanctions (refer to **section 13.2**) without prejudice to any legal actions that may be taken against them.

All funds and expenditures must be liquidated within two (2) weeks following each activity. Subsequent organizational activities will not be permitted, and/or the student organization may be suspended until the liquidation report is submitted. Furthermore, all student organizations are required to submit their semestral financial statements to the OSAS.

12.4. Student Organization Activities

Student organizations should plan and calendar their semestral activities based on the school calendar. The calendar of activities must be submitted to the OSAS. The following rules apply to all student organizations when planning to conduct an activity:

1. Student organizations must submit an activity form that includes the activity's name, objectives, date, venue, target participants, and source of funds to the OSAS. Only activities listed in the organization's calendar will be allowed. No student organization may conduct activities without an approved activity form.
2. Activities to be conducted outside the campus must comply with the provisions of CMO 63, s. 2017 on off-campus activities (refer to **section 14.3**). Non-compliant student organizations are not allowed to conduct activities outside the campus.
3. Student organizations should carry out activities that align with their mission and vision.
4. Activities that disrupt regular classes, aside from approved student rallies and assemblies, are not permitted. Refer to **section 13.2** regarding sanctions for disrupting classes.
5. Student organizations that plan to host inter-school activities must seek the approval of the School President.
6. All income-generating activities shall be approved by OSAS.

7. Activities that may endanger the lives and well-being of students, faculty, and staff of the school are strictly prohibited. Organizations involved in hazing, violence, discrimination, or illegal activities will be subject to sanctions, including suspension or revocation of recognition (refer to **section 13.2**).
8. Student organizations can impose penalties for students' non-participation in their activities, as outlined in their constitutions and bylaws. However, the penalties imposed must not be monetary, cruel, or excessive. These penalties require OSAS approval. Moreover, no academic merit or demerit may be assigned to students for their participation or non-participation in student activities.
9. Student organizations should submit a report to the OSAS after conducting an activity.

12.5. Sanctions

The following are the sanctions that may be meted out to organizations for violating any provisions of this handbook:

1. Reprimand. Organizations may be reprimanded for first-time minor offenses, such as, but not limited to, conducting activities without an approved activity form, engaging in disruptive activities, failing to comply with other policies, and disobeying legitimate orders from the school administration.
2. Suspension. The operation of an organization may be suspended due to repeated minor offenses or first-time major offenses, such as collecting contributions and donations without approval, imposing cruel and excessive fines, engaging in dangerous activities, misappropriating funds, or holding unauthorized rallies. Organization officers involved may also be subject to the penalties outlined in **section 13.2**.
3. Freezing of funds. Funds of organizations may be frozen if they fail to submit a liquidation report after an activity, the organization is suspended, and collects contributions or donations without approval from OSAS.
4. Revocation of recognition. An organization may have its accreditation revoked for engaging in illegal and life-threatening activities, as well as repeated major offenses. Organization officers involved may also be subject to the penalties outlined in **section 13.2**.

12.6. Supreme Student Council

SEAIT recognizes students' rights to self-governance through a democratically elected Supreme Student Council. Through the student council, students can exercise their right to participate in school issues that affect their welfare and to represent their interests (Batas Pambansa Blg. 232).

The Supreme Student Council is the only recognized student council government in SEAIT and is the official representative of the entire student body. Its main purposes include:

1. Representing student voices in school governance.
2. Advocating for student rights and welfare.
3. Organizing meaningful co-curricular and civic activities.
4. Supporting school programs and community development initiatives.
5. Developing student leadership, responsibility, and democratic values.

While operating within the school's administrative framework, the student council is granted reasonable autonomy to plan and implement programs, express views, and participate in decision-making processes. The school supports the student council with guidance, recognition, and resources through the OSAS, while respecting its student-led nature.

12.7. Student Publication

SEAIT recognizes students' right to establish and maintain a student publication, as embodied in the Campus Journalism Act of 1991 (RA 7079), which promotes freedom of expression, responsible journalism, and active participation in democratic processes. The school recognizes only one (1) official student publication, which shall serve as the primary campus press organization and be authorized to represent the school's journalistic and publication-related activities.

The school publication shall:

1. Inform the student body about relevant news, issues, and developments.
2. Provide a platform for students to express their opinions and creativity.
3. Promote transparency and accountability within the school community.
4. Train students in journalism, writing, media ethics, and critical thinking.
5. Support national values, including democracy, civic engagement, and academic freedom.

The student publication shall have the freedom to operate independently. However, they shall uphold the highest standard of journalism, such as:

1. Truthful and balanced reporting
2. Ethical journalistic practices
3. Respect for human rights and dignity
4. Sensitivity to community standards and school values

The editorial board controls the entire aspect of the publication. However, in extreme cases, the school administration may prohibit the publication of any material that is libelous, obscene, or in violation of school policies.

SECTION 13: STUDENT DISCIPLINE

SEAIT is committed to maintaining a safe and orderly environment that is conducive to learning and personal growth. The institution views student discipline not merely as a

system of rewards and punishments but as a vital component of students' holistic character development. By enrolling at SEAIT, students enter into a social contract to uphold the highest standards of conduct, academic integrity, and mutual respect. This policy protects the rights of the entire academic community while guiding individual students toward self-discipline, accountability, and ethical responsibility in accordance with the institution's core values and applicable national laws.

13.1. General Principles

No disciplinary sanction shall be imposed upon any student except for cause as defined in this Handbook and after due process has been observed. Every student has the right to:

1. Be informed in writing of the nature and cause of the accusation.
2. Defend oneself or be assisted by a representative of choice.
3. Present evidence and witnesses on one's behalf.
4. A formal hearing before the Disciplinary Board for major offenses.
5. Appeal the decision to the appropriate office.

13.2. Classification of Offenses and Sanctions

Offenses are categorized as minor or major offenses, based on their impact on the SEAIT academic community, safety, and institutional integrity.

13.2.1. Minor Offenses

Table 13-1 shows the minor offenses and their respective sanctions.

Table 13-1. Minor offenses and sanctions.

Offense Category	Specific Acts/Violations	1 st Offense	2 nd Offense	3 rd Offense
Appearance & Identification	Non-wearing of ID	Written Warning	Reprimand & Guidance Referral	1-3 Days Suspension
	Lending/using another's ID			
	Improper uniform or grooming standards			
	Wearing caps and sunglasses in class			
Campus Decorum & Environment	Sitting on armchairs/tables	Written Warning	Community Service (4-8 hours)	1-3 Days Suspension
	Leaving chairs in the hallway			
	Littering			
	Spitting			
	Loitering			
	Disrupting classes or official school activities			
	Improper gadget use during class			

	Energy waste (leaving AC/fans/lights on)			
	Gambling on campus			
Administrative & Facility Use	Unauthorized use of the school name, rooms, or equipment	Reprimand	Probation (1 Semester)	1-3 Days Suspension
	Posting/removing notices without permission			
	Charging personal electronics without permission			
	Unauthorized distribution of faculty learning materials			
Conduct & Respect	Disrespect or insubordination to personnel/guards	Reprimand	Probation (1 Semester)	1-3 Days Suspension
	Refusal to attend/participate in official activities		Community Service (4-8 hours)	
	Reckless driving/speeding on campus		Fine/Loss of Parking Privilege	
Data Privacy & Health	Taking photos/videos of others without consent	Warning & Health or Privacy Seminar	Probation (1 Semester)	1-3 Days Suspension
	Bringing a cigarette or a vape inside the campus			
	Smoking or vaping in the campus vicinity			

13.2.2. Major Offenses

Table 13-2 shows the major offenses and their respective sanctions.

Table 13-2. Major offenses and sanctions.

Offense Category	Specific Acts/Violations	1 st Offense	2 nd Offense	3 rd Offense
Academic Integrity	Cheating	Reprimand	1-2 Weeks Suspension	Exclusion (Transfer)
	Plagiarism			
	AI misuse – submitting AI-generated work as original			
	Forgery/Tampering of school records	1-2 Weeks Suspension	Exclusion (Transfer)	Expulsion
	Academic Bribery			
Violence & Public Safety	Carrying deadly weapons	Immediate Suspension	Exclusion (Transfer)	Expulsion
	Physical assault against students and staff			
	Hazing			

	Illegal strikes/assemblies			
Digital & Social Misconduct	Cyberbullying	1-2 Weeks Suspension & Counseling	Exclusion (Transfer)	Expulsion
	Hacking of school portals			
	Defamation of school/staff			
	Possession/distribution of pornographic materials			
	Gross immorality (PDA)			
	Theft			
Safe Spaces & Harassment	Sexual harassment	1-2 Weeks Suspension & Counseling	Exclusion (Transfer)	Expulsion
	Catcalling			
	Stalking			
	Gender-based online harassment			
	Creating a hostile environment on campus based			
Substance Abuse & Damage	Selling/possession of prohibited drugs	1-2 Weeks Suspension & Counseling	Exclusion (Transfer)	Expulsion
	Drinking liquor on campus			
	Entering the campus under the influence of liquor			
	Vandalism			
	Arson			
	Smoking a cigarette or vaping on campus			
Institutional Reputation	Bringing disrepute to the school name while in uniform or on official off-campus trips	1-2 Weeks Suspension & Counseling	Exclusion (Transfer)	Expulsion
Student Organizations	Misappropriation of school/organization funds	1-2 Weeks Suspension & Counseling	Suspension of the Student Organization for 1 Semester	Exclusion (Transfer)
	Joining/recruiting for fraternities			
	Conducting activities without permission			
Administrative	Conducting off-campus activities without school approval	1-2 Weeks Suspension & Counseling	Exclusion (Transfer)	Expulsion
Habitual Misconduct	Accumulation of three (3) minor offenses of any nature	Treated as a major offense	1-2 Weeks Suspension	Exclusion (Transfer)

13.2.3. Definition of Penalties

The following are the definitions of the penalties in section 13.2.1 and section 13.2.2.

1. Reprimand. A formal letter of censure placed in the student's permanent record.

2. Probation. A trial period during which the student must show improved conduct. Violation of any rule during probation leads to automatic suspension.
3. Suspension. A temporary detachment from the school not exceeding 20% of the prescribed class hours. A student is not allowed to attend classes during the suspension. If the suspension covers the graduation dates, a suspended student is not allowed to attend the graduation ceremony.
4. Exclusion. The school is allowed to exclude or drop the name of the undesirable student from the school rolls. A transfer credential is issued immediately after the resolution for exclusion was promulgated.
5. Expulsion. An extreme penalty that debars the student from all public and private schools in the Philippines. This requires the prior approval of the CHED Chairperson.

13.3. Due Process

SEAIT adopts the following process for handling students who violate this handbook.

13.3.1. Offenses Caught in the Act

The following shall be the process for handling violations caught in the act.

1. Apprehension. Any school official or employee can apprehend students for minor or major offenses committed in their presence. Students who witness another student committing an offense may report the erring student to any school employee for immediate action.
The apprehending personnel identify the student and inform them of the specific violation. The student's ID may be temporarily confiscated or recorded. Apprehending personnel must remain polite and avoid using physical force unless there is an immediate threat to safety.
2. Issuance of Incident Report. The apprehending personnel fill out an Incident Report Form. The form must include: the student's name, date, time, location, specific violation, and a brief description of the incident. The student must sign the form (note that signing at this stage does not necessarily mean the student is guilty).
3. Filing with the Student Affairs and Services Office. The incident report must be submitted to the Office of Student Affairs and Services (OSAS) within 72 hours of the incident. OSAS records the offense.
4. Notice to Explain. OSAS issues a formal Notice to Explain to the student. The student is given 72 hours from receipt of the notice to submit a written explanation.
5. Hearing. For minor offenses, the Head of OSAS has the authority to conduct a hearing.
For major offenses, the Disciplinary Board convenes upon the notice of the Head of OSAS. The student may bring a parent/guardian or a legal representative.

Evidence on both sides may be presented, and the student is allowed to cross-examine or rebut in defense of their case.

6. Notice of Resolution. For minor offenses, the Head of OSAS has the authority to decide on the complaint and shall inform the student of the decision and the specific penalty, if applicable. Refer to **section 13.3.7**.

For major offenses, when the Disciplinary Board has reached a decision, the student shall receive a written notice of the decision, including the facts of the case and the specific penalty, if applicable. The notice must also state how the student can appeal the decision.

13.3.2. Offenses Not Caught in the Act

The following shall be the process for handling violations not caught in the act.

1. Filing a Formal Complaint. Any student, school employee, or outside party who has personal knowledge of the offense may submit a complaint affidavit to OSAS. The complaint affidavit must include the student's name, date, time, location, specific violation, and a description of the incident. Only a signed affidavit can initiate a formal hearing.
2. Preliminary Investigation. Before summoning the student, the Head of OSAS must verify the complaint's validity by reviewing evidence and interviewing witnesses.
3. Notice to Explain. Once the Head of OSAS determines that there is enough evidence to suggest a violation, a formal Notice to Explain is sent to the student. The student is informed that a complaint was filed against them, including any non-confidential evidence. The student is given 72 hours upon receipt of the notice to submit a written explanation.
4. Hearing. For minor offenses, the Head of OSAS has the authority to conduct a hearing.

For major offenses, the Disciplinary Board convenes upon the notice of the Head of OSAS. The student may bring a parent/guardian or a legal representative. Evidence on both sides may be presented, and the student is allowed to cross-examine or rebut in defense of their case.

5. Notice of Resolution. For minor offenses, the Head of OSAS has the authority to decide on the complaint and shall inform the student of the decision and the specific penalty, if applicable. Refer to **section 13.3.7**.

For major offenses, when the Disciplinary Board has reached a decision, the student shall receive a written notice of the decision, including the facts of the case and the specific penalty, if applicable. The notice must also state how the student can appeal the decision.

13.3.3. Handling Anonymous Reports

SEAIT recognizes that students may hesitate to report sensitive issues due to fear of retaliation. While the school encourages formal, signed complaints to ensure a

thorough investigation, anonymous reports are accepted and processed to maintain a safe and accountable campus environment.

Such reports shall undergo a preliminary validation process. No disciplinary action shall be taken based solely on an anonymous report unless it is supported by independent, verifiable evidence gathered during a fact-finding investigation. All proceedings shall maintain the confidentiality of the report to the extent permitted by law.

The following shall be the process for handling anonymous reports of offenses:

1. Initial Investigation. OSAS or a grievance committee shall evaluate the report within three (3) working days. A report is considered actionable if it meets the following criteria:
 - a. It contains specific details (e.g., date, time, location, and individuals involved).
 - b. The allegations constitute a violation of the Student Handbook.
 - c. The claims can be verified through independent means or institutional records.
2. Fact-Finding Investigation. If the report is deemed actionable, a fact-finding investigation shall be initiated. The committee shall:
 - a. Review institutional records, such as CCTV footage, attendance logs, or financial documents.
 - b. Conduct general interviews with potential witnesses without disclosing the existence of the anonymous report.
 - c. Gather physical or documentary evidence that supports or refutes the allegations.
3. Corroboration and Formal Charge. If the investigation yields independent evidence that corroborates the anonymous report, a formal charge shall be filed against the accused. The anonymous report shall serve as the “trigger” for the investigation, but the independent evidence gathered shall form the basis of the case.

Refer to **section 13.3.2** regarding due process procedures and the rights of the accused.

If the fact-finding investigation fails to produce independent evidence to corroborate the anonymous report, the case shall be closed and filed for record purposes. No entry regarding the complaint shall be made in the personal file of the accused student or SEAIT employee.

The anonymous reporting must not be used to harass or defame individuals. If it is proven that a student or employee intentionally used an anonymous reporting channel to submit false evidence or malicious allegations, such an act shall be classified as a major offense. Refer to **section 13.2.2** for applicable sanctions.

13.3.4. Waiver of Right to be Heard

Failure of the student to reply to the Notice to Explain or to attend scheduled hearings by OSAS or the Disciplinary Board, despite due notice, shall be construed as a waiver of their right to be heard. Hearings and investigations may still proceed, and the case may be decided based on the evidence on record.

13.3.5. Appeal and Finality of Decision

A student may file their appeal with the appropriate office within 72 hours of receipt of the Notice of Resolution. Refer to **section 13.3.7** on where to file the appeal.

After 72 hours, or if no appeal is filed, the OSAS decision and the Disciplinary Board's recommendation, whichever applies, becomes final. The decision or recommendation becomes executory only after the approval of the appropriate office. Refer to **section 13.3.7**.

13.3.6. Composition of the Disciplinary Board

The following persons shall compose the Disciplinary Board.

Table 13-3. Composition of the Disciplinary Board.

Position	Designation
Chairperson	Head of the Office of Student Affairs and Services
Vice-Chairperson	Concerned College Dean
Member	School Legal Officer
Member	Faculty Representative (to be appointed by the VPAA)
Member	Student Representative (to be appointed by the Student Council)
Observer (No voting power)	Guidance Counselor

13.3.7. Appeal and Approval of Disciplinary Sanctions

The following table shows who recommends and approves sanctions for violations of this handbook. The table also shows where a student can file their appeal.

Table 13-4. Recommendation, approval, and appeal of disciplinary sanctions.

Type of Penalty	Who Recommends?	Who Approves?	Where to Appeal?
Warning, Reprimand, Community Service, Probation	Head of the Office of the Student Affairs & Services	Head of the Office of the Student Affairs & Services	Vice President for Academic Affairs
Minor Suspension (1-3 days)	Head of the Office of the Student Affairs & Services	Head of the Office of the Student Affairs & Services	Vice President for Academic Affairs

Major Suspension (More than 3 days)	Disciplinary Board	Vice President for Academic Affairs	President
Exclusion	Disciplinary Board	President	CHED
Expulsion	Disciplinary Board & President	CHED Chairperson	

13.4. References

13.4.1. Anti-hazing Act of 2018 (RA 11053)

Republic Act No. 11053 strictly prohibits hazing in all forms within fraternities, sororities, and other student organizations. The law defines hazing as any act that results in physical or psychological suffering, injury, or cruelty inflicted on a recruit or member as a prerequisite for admission or continued membership. Violations carry severe penalties, including life imprisonment and substantial fines, which apply not only to those who perform the act but also to those who are present during the hazing.

13.4.2. Safe Spaces Act (RA 11313)

The Safe Spaces Act, or Republic Act No. 11313, protects individuals from gender-based sexual harassment in public spaces, educational institutions, workplaces, and online. Often referred to as the “Bawal and Bastos Law,” it penalizes acts such as catcalling, wolf-whistling, misogynistic or homophobic slurs, and unwanted sexual advances. On online platforms, the law prohibits the use of technology to harass, threaten, or intimidate others, including the unauthorized sharing of private photos or videos.

13.4.3. Anti-Bullying Act of 2013 (RA 10627)

Bullying is defined as any severe or repeated use of written, verbal, or electronic expression, or a physical act or gesture, directed at another student that causes physical or emotional harm or creates a hostile environment. This includes physical violence, social exclusion, and cyberbullying. The law emphasizes protecting the identities of those who report bullying incidents and mandates that schools provide clear procedures for reporting and intervention to safeguard the well-being of the student body.

13.4.4. Comprehensive Dangerous Drugs Act of 2002 (RA 9165)

The Comprehensive Dangerous Drugs Act of 2002 is the primary law governing the prevention and control of illegal substances in the Philippines. It maintains a zero-tolerance policy regarding the possession, use, sale, and distribution of dangerous drugs. Educational institutions are mandated to maintain drug-free campuses, which involves integrating drug prevention education into the curriculum and conducting authorized random drug testing for students in accordance with the law. While the act

imposes heavy penalties for drug-related crimes, it also emphasizes the rehabilitation and treatment of individuals who have become drug-dependent.

13.4.5. Data Privacy Act of 2012 (RA 10173)

Republic Act No. 10173 protects the fundamental human right to privacy of communication while ensuring the free flow of information. As students, you are “data subjects” with the right to know how your personal information—such as academic records, contact details, and home addresses—is collected, processed, and stored by the school. The institution is legally obligated to implement security measures to protect your data from unauthorized access or breaches. Generally, your personal information cannot be shared with third parties without your explicit consent, except in specific cases provided by law for public safety or legal requirements.

SECTION 14: OFF-CAMPUS ACTIVITIES

SEAIT is committed to experiential learning outside the campus that bridges classroom theory with real-world application. This policy ensures that all local off-campus activities have an academic impact and are conducted to ensure the safety of the students.

14.1. Definition of Terms

The following are the definitions of common terms used in this policy:

1. Off-Campus Activity. Any authorized curricular or non-curricular activity involving students conducted outside SEAIT premises.
2. Curricular Activity. Required activities that are part of the course syllabus and carry academic credit, such as educational tours or field trips.
3. Non-Curricular Activity. Activities that are not part of the academic curriculum, such as competitions, volunteer work, retreats, or approved student organization activities.
4. Authorized Service Provider. An LTFRB-registered entity contracted for transportation or tour services.

14.2. Scope

This policy applies to all off-campus activities, curricular or non-curricular, involving SEAIT students. Activity organizers and students must adhere to this policy throughout the off-campus activity, from assembly time to dispersal. SEAIT employees and students acting as official representatives of SEAIT, even in a private capacity, are expected to maintain proper decorum.

Off-campus activities must adhere to this policy, regardless of their location within the Municipality of Tupi. While being closer to school may reduce certain travel-related

risks, it is essential that all administrative requirements are met. This includes obtaining parental consent, ensuring appropriate insurance coverage, and developing comprehensive risk management plans.

14.3. Requirements

The following requirements must be submitted to the Office of Student Affairs and Services prior to the off-campus activity.

14.3.1. For Activities Outside Tupi

The following documents must be submitted at least twenty (20) working days before the off-campus activity to allow for administrative review and submission to CHED:

1. Activity Proposal and Itinerary. The activity proposal must include the objectives, alignment with course outcomes or the organization's mission and vision statement, and relevant information about the off-campus activity. The itinerary must include a minute-by-minute travel schedule. Required document: Activity proposal and itinerary.
2. Risk Assessment and Management Plan. A document identifying hazards during the activity and the plan of action for emergencies. Required document: Risk Assessment and Management Plan.
3. Insurance Certificate. Participating students must have travel insurance for the duration of the off-campus activity. Required documents: Proof of Insurance from an insurance provider.
4. Orientation of Students and Parents. A preliminary briefing for students and parents regarding the details of the off-campus activity. Required documents: Minutes, Attendance, and Documentation of the meeting.
5. Notarized Parent's Consent and Waiver. Students and their parents must submit a signed waiver and consent form before the student may participate in an off-campus activity. Forms must be notarized to be valid for overnight or long-distance travel. For a one-day off-campus activity within Tupi, a photocopy of the parent's or guardian's ID must be attached to the consent form. Required documents: Signed parent's consent and waiver form, notarized as required.
6. Medical Clearance. Students with known health issues must submit valid medical certificates. Required document: Medical certificate signed by a physician indicating that the student can safely join the activity. For students without known health issues, a waiver stating they have none will suffice.
7. Faculty Supervision. A faculty or staff member must accompany the students at all times. If the original moderator cannot attend, a substitute must be officially designated in writing. Required document: Appointment letter signed by the faculty or staff.
8. Invitation Letter. For interschool activities, such as a student summit and similar events, there must be an official invitation addressed to the President containing

the details of the activity. Required document: Invitation letter from the sponsoring organization.

9. Authorized Service Provider. Transportation for the off-campus activity must be accredited by the LTFRB. This requirement can be waived when using school vehicles. Required documents: Driver's License, LTFRB Franchise documents, and Vehicle OR and CR.

14.3.2. For Activities Within Tupi

The following documents must be submitted at least seven (7) working days before the off-campus activity to allow for administrative review:

1. Activity Proposal and Itinerary
2. Risk Assessment and Management Plan
3. Insurance Certificate
4. Notarized Parents' Consent and Waiver
5. Medical Clearance

Refer to section 14.3.1 for the details regarding the requirements.

14.4. **Process**

The following are the steps when applying for an off-campus activity:

1. Initiation. For curricular activity, the faculty-in-charge must submit the proposed off-campus activity to OSAS. The proposal must be approved by the College Dean.
2. Off-Campus Activity Form. OSAS will provide the proponents of the off-campus activity with the form and inform them of the requirements and process.
3. Submission of the Requirements. The proponents must submit all the requirements to OSAS before the prescribed period. Refer to **section 14.3.1** and **section 14.3.2**. Late submission of requirements shall be grounds for the disapproval of the off-campus activity. Note: Submit the documents earlier to give time for review and compliance.
4. Validation of the Documents. OSAS, through its focal person, reviews the documents, the activity's safety protocols, and the service provider's credentials.
5. Approval. Final approval of the off-campus activity is granted by the President, through the recommendation of the Vice President for Academic Affairs.
6. CHED Notification. For curricular trips, OSAS shall notify the CHED Regional Office at least fifteen (15) working days prior to the off-campus activity.
7. Pre-Departure Orientation. A mandatory final briefing of the students before their departure. The absence of this briefing may result in the cancellation of the activity. The proponents must submit proof of the conduct of such orientation to OSAS at least five (5) working days before departure.
8. Post-Activity Report. The proponents must submit a post-activity report to OSAS within five (5) working days after the activity.

14.5. Additional Policy

14.5.1. Alternative Activities

No student shall be penalized for non-participation in educational tours or field trips. Faculty must provide an equivalent individual task (e.g., a research paper or case study) that yields the same learning output.

14.5.2. Educational or Field Trip Limit

To maintain academic focus, a specific batch or group of students is generally limited to one (1) major off-campus activity per semester.

14.5.3. Extended Jurisdiction

Any violation of the SEAIT Student Handbook (e.g., alcohol consumption, brawls, or sexual misconduct) committed during an off-campus activity will be treated as if it were committed on-campus.

14.5.4. No-Collection Policy

No fees related to the off-campus activity shall be collected beyond those approved by the school administration. All financial transactions must be coursed through the Finance Office, unless otherwise advised by the school administration.

14.5.5. Limit to Off-Campus Activity for Student Organizations

Student organizations are limited to one (1) off-campus activity per semester.

14.5.6. Conducting Off-Campus Activities without Approval

The following shall be the sanctions for conducting off-campus activities without approval of the school:

3. For student organizations, the officers acting as organizers may face suspension. Refer to **section 13.2.2**. Administrative sanctions may be imposed on the organization's adviser or moderator if found to be culpable for violating this policy. The student organization may be suspended for one (1) semester.
4. For curricular off-campus activities, students acting as organizers may face suspension. Refer to **section 13.2.2**. Administrative sanctions may be imposed on the faculty member and school officials if found to be culpable for violating this policy.

SECTION 15: NO COLLECTION POLICY

SEAIT is committed to maintaining a transparent, ethical, and professional educational environment. To prevent financial exploitation, ensure equal opportunity, and maintain

the integrity of the grading system, the school enforces a “No Collection” policy. Academic success shall be based solely on merit, and it should not be purchased, negotiated, or substituted through financial or material contributions.

15.1. Scope

This policy applies to all students, faculty members (full-time and part-time), administrative staff, and student organizations during all school-sanctioned activities, whether on or off-campus.

15.2. Prohibited Collections

The following acts are strictly prohibited to ensure the boundary between academic performance and financial transactions:

15.2.1. Direct Faculty Collection

Faculty members are not permitted to collect money for books, modules, equipment, “class funds”, and for similar purposes. For approved class activities requiring funds, faculty members must not handle the money directly. Collections must be managed by designated student treasurers under the supervision of the Office of Student Affairs and Services (OSAS).

15.2.2. Quid Pro Quo

“Quid pro quo” (giving something of value in exchange for a benefit) is a grave violation of professional ethics. Prohibited acts include, but are not limited to:

1. Conditioning Grades. Requiring students to purchase tickets (e.g., pageants, raffles, movies), merchandise, or gifts as a condition for a passing grade or “bonus points.”
2. Material Substitutions. Accepting money or items (e.g., curtains, printers, paint, office/cleaning supplies) in lieu of required academic projects, examinations, or attendance.
3. Paid Favors. Faculty or staff asking for money or items of value in exchange for thesis reviews, consultations, faster administrative service, or priority access.

15.2.3. Mandatory Collections

Forcing students to contribute money for “Teacher’s Day” gifts, faculty birthdays, or staff parties is strictly prohibited. Any participation in such events must be entirely voluntary and free from academic pressure.

15.3. Authorized Collections

To ensure transparency and accountability, any collection of funds for legitimate school purposes must follow these protocols:

1. OSAS Approval. Any collection for curricular activities (e.g., culmination programs, field trips, pinning ceremonies) of at most one hundred (100) pesos must be approved in writing by the Head of OSAS.
2. OVPAA Approval. Any collection for curricular activities exceeding one hundred (100) pesos must be accompanied by a formal project proposal and a financial breakdown, which must be submitted to the Vice President for Academic Affairs for approval, with the OSAS recommendation.
3. Student Organizations. Refer to section 12.3 of this handbook.
4. Transparency. All authorized collections must be supported by a detailed liquidation report available for review by the contributing students. After the activity, the designated “student treasurer” must submit a financial report of the expenses to OSAS within two (2) weeks of the activity.

15.4. Donations

All donations, whether in cash or in kind, must be entirely voluntary. No student, faculty, or staff member shall be coerced, pressured, or required to provide a donation as a condition for enrollment, graduation, or academic favor.

15.4.1. Acceptance and Approval

To maintain accountability, all donations must follow the official approval process:

1. Institutional Level. Donations intended for the school (e.g., laboratory equipment, library books, computers, furniture, or facility improvements), including donations directed to academic and administrative offices, must be coursed through the Office of the President.
2. Student Organizations. Donations to recognized student organizations must be reported to and approved by the OSAS Head before acceptance.
3. Student Assistance. Donations intended to help students must be coursed through OSAS.

15.4.2. Prohibited Donations

The school prohibits the acceptance of donations that:

1. Create a conflict of interest or compromise the school’s academic integrity.
2. Are intended as a “quid pro quo” for passing grades, special treatment, or the bypass of school regulations.
3. Come from sources that conflict with the institution’s vision, mission, and core values.

15.4.3. Documentation and Transparency

1. Acknowledgment. All accepted donations must be documented with an Official Receipt or a Deed of Donation.
2. Inventory. In-kind donations must be officially turned over to the Property Management Office for proper tagging and inclusion in the school’s inventory.

3. Reporting. A summary of significant donations and their utilization shall be made available to the relevant stakeholders to ensure transparency.

15.4.4. Solicitation

Unauthorized solicitation in the name of the school or any of its offices is strictly prohibited. Any fundraising activity or solicitation letter must bear the school's official seal and the President's signature for academic and administrative offices, and the OSAS Head for student organizations.

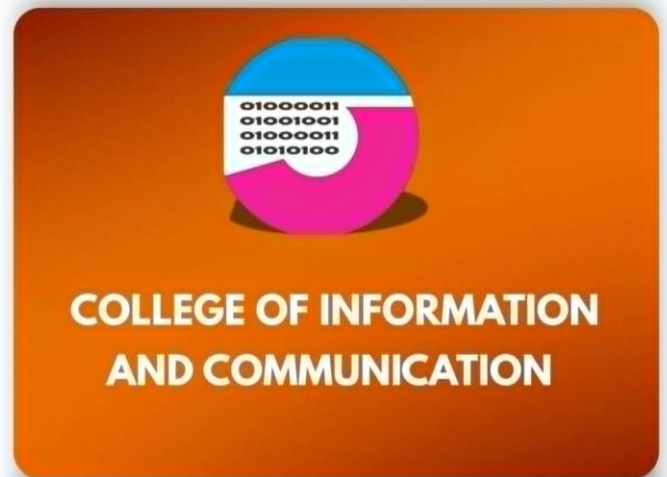
15.5. **Grievance Mechanism**

Students are encouraged to report any violations of this policy. Refer to **sections 13.3.1** to 13.3.3 for the appropriate action.

15.6. **Sanctions**

SEAIT employees violating this policy may face administrative sanctions without prejudice to other legal repercussions that may arise from violations of this policy.

Likewise, students violating this policy may face sanctions outlined in **section 13.2** of this handbook.

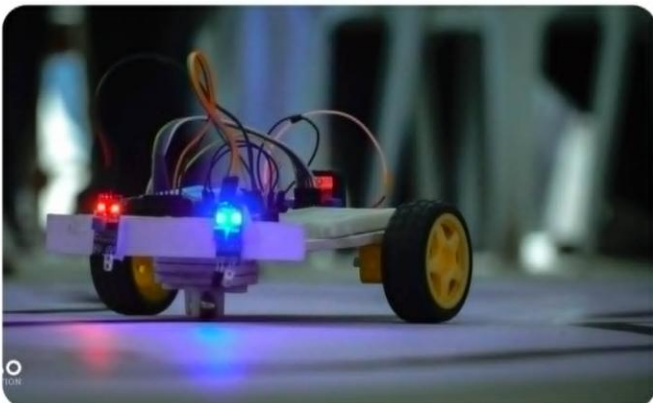
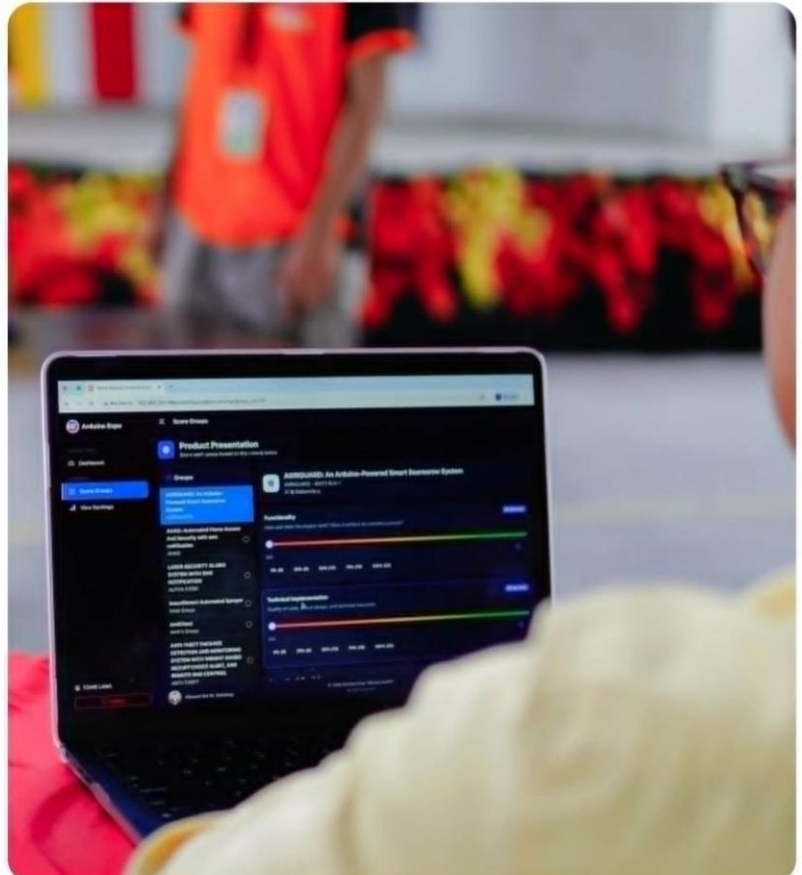


Bachelor of Science Information Technology (BSIT) Major in Business Analytics

The Bachelor of Science in Information Technology (BSIT) major in Business Analytics equips students with skills in information technology, data analysis, and business decision-making.

Bachelor of Science in Information Technology (BSIT)

BSIT focuses on the study of computer systems, software development, networking, and database management. Students acquire technical skills in programming, web development, cybersecurity, and system administration. The program prepares graduates to address technological challenges and develop innovative IT solutions. It also emphasizes critical thinking and problem-solving abilities.





COLLEGE OF AGRICULTURE AND FISHERIES

BS Agriculture Major in Animal Science

This program focuses on animal production, nutrition, breeding, and livestock management. Students learn scientific methods to improve animal health and productivity.

BS Agriculture Major in Crop Science

BS Agriculture major in Crop Science focuses on crop production, plant breeding, soil science, and sustainable farming practices. Students gain knowledge in improving crop yield and quality while protecting the environment.

Bachelor of Science in Fisheries (BS Fisheries)

BS Fisheries prepares students for the management, conservation, and utilization of aquatic resources. The program covers aquaculture, fish production, marine ecology, and fisheries management.



SECTION 16: ENROLLMENT IN REVIEW CENTERS

In accordance with RA 10609, SEAIT recognizes and protects the right of students enrolled in programs with professional licensure examinations to enroll in review centers of their choice. SEAIT is committed to ensuring that students are free from any form of compulsion or academic coercion regarding their board exam preparations.

16.1. Scope

This policy applies to all students enrolled in programs that require a professional licensure examination administered by the Professional Regulation Commission (PRC) or other regulatory bodies. This includes, but is not limited to, students in Engineering, Agriculture, Criminology, Education, Social Work, and other programs with licensure examinations offered by the school.

16.2. Prohibited Acts

To ensure the student's freedom of choice, the following acts by any faculty member, official, or staff of SEAIT are strictly prohibited :

1. Compelling students to take review classes in a specific review center, especially if such classes are not part of the approved curriculum.
2. Making attendance in a particular review center or a school-sponsored review program a requirement for graduation, giving academic credit, or the completion of the course.
3. Forcing students to pay fees for a specific review center, including bundled charges for transportation, board, and lodging associated with a preferred center.
4. Withholding a student's Transcript of Records (TOR), Diploma, Certifications, or any other essential documents required for a licensure exam application as a means to force the student to attend a specific review center.

16.3. Optional Review Programs

SEAIT may offer its own in-house review programs or partner with specific centers to provide students with convenience and discounted rates. However, participation in these programs shall be strictly voluntary. Students who choose to enroll in external review centers shall not be discriminated against nor penalized in their academic standing.

16.4. Pre-review Courses

There shall be no additional payments or contributions for review courses that are part of the curriculum.

16.5. Accountability and Penalties

Any school official, faculty member, or employee found to be in violation of this policy and RA 10609 shall be subject to administrative sanctions by the school, without prejudice to the criminal and civil penalties provided under the law.

16.6. Grievance Mechanism

Any student who feels compelled, coerced, or threatened regarding their choice of review center may file a formal complaint through OSAS or the OVPAA. Refer to **sections 13.3.1** to 13.3.3 for the appropriate action.

SECTION 17: STUDENT-ATHLETES

This policy provides a transparent framework for the benefits and incentives of SEAIT student-athletes. It applies to all varsity members in both Basic Education and College levels, including new recruits and transferees.

17.1. Benefits

17.1.1. Allowance

Allowances are granted based on the athlete's performance and the highest level of competition reached. These are reviewed periodically to ensure continued eligibility. Student-athletes will receive an allowance if:

1. The student qualifies for the national PRISAA or Palarong Pambansa, or its equivalent.
2. The student places silver or bronze in the regional PRISAA or SRAA, or its equivalent.

Student-athletes who secure awards/medals in national-level competitions may receive additional one-time cash incentives at the discretion of the SEAIT administration.

17.1.2. Dormitory

Free dormitory accommodation is prioritized for national-level qualifiers and regional placers, subject to space availability. Other athletes may be granted privileges upon the recommendation of the Sports, Culture, and Arts Office and the approval of the school administration.

17.2. Dormitory Rules

To ensure a safe and orderly living environment, all athlete-residents must comply with the following:

1. A strict curfew of 10:00 PM is observed. Residents must be inside the dormitory by this time unless they have official travel orders or training permits.
2. Prohibited acts are as follows:
 - d. Theft or unlawful taking of property.
 - e. Possession or consumption of alcoholic beverages, tobacco, or vapes.
 - f. Possession, use, or distribution of illegal drugs (Major Offense).
 - g. Vandalism, arson, or deliberate damage to school property.
 - h. Physical fights, disorderly conduct, or sexual harassment.
 - i. Admitting unauthorized guests or partners into private rooms.
3. The disciplinary provisions of this handbook also apply to student-athletes residing in the dormitory.

17.3. Performance Evaluation and Recruitment

All student-athletes shall undergo performance evaluation at the end of every semester (for college students) or every two quarters (for basic education students), or their equivalent. Newly recruited athletes shall be evaluated under the same criteria to determine eligibility for benefits.

17.3.1. Composition of the Evaluation Committee

The qualifications, performances, and benefits of student-athletes shall be evaluated by the Evaluation Committee composed of the following:

1. Head, Sports, Culture, and Arts Office
2. Assistant Head, Sports, Culture, and Arts Office
3. Coach of the student-athlete
4. Representative, Student Affairs and Services Office
5. Representative, Guidance Services and Testing Center

17.3.2. Requirements for Evaluation

Student-athletes and new recruits must submit the following:

1. Personal Data Sheet;
2. Official copy of grades (TOR or report card);
3. Certificates of participation/achievement in athletic events;
4. Photos or videos of participation in competitions.

The Sports, Culture, and Arts Office may require additional documents or evaluation procedures, subject to approval by the school administration.

17.4. Disciplinary Sanctions

17.4.1. Grounds for Probation

A student-athlete may be placed on probation for:

1. Academic underperformance – failing one enrolled subject.

2. Behavioral infractions – violations of this Policy or the SEAIT Student Handbook.
3. Athletic underperformance – absences, tardiness, or inadequate participation during training or competitions.

17.4.2. Support During Probation

The school shall provide guidance and support to help probationary student-athletes meet required academic and athletic standards.

17.4.3. Allowance During Probation

Student-athletes on probation shall receive a reduced monthly allowance, as determined by the Evaluation Committee, regardless of their previous classification.

17.4.4. Grounds for Disqualification from Benefits

A student-athlete's allowance and dormitory privileges may be revoked for any of the following:

1. Disqualification or ineligibility in any level of competition.
2. Two or more failing grades in a semester.
3. Suspension resulting from major violations under the Student Handbook.
4. Two consecutive semesters under probation.
5. Violations of dormitory rules or the SEAIT Student Handbook.

SECTION 18: EMERGENCY DRILLS

To ensure the safety and preparedness of the SEAIT community, the school conducts regular, unannounced emergency drills. Participation is mandatory for all students, faculty, and staff present on campus at the time of the alarm.

18.1. Fire Drill Protocols

In the event of a fire alarm (continuous ringing or siren), the following procedures must be observed:

1. Immediate Evacuation. Stop all activities immediately. Leave the room in an orderly fashion.
2. No Running/No Panic. Walk briskly, but do not run. Avoid pushing others to prevent stampedes or injuries.
3. Use Stairs Only. Use the closest stairs and emergency exits to the assembly area.
4. Assembly Area. Proceed directly to the designated Evacuation Area/Assembly Point. Remain with your class for a headcount.
5. Wait for Clearance. Do not re-enter any building until the "All Clear" signal is given by the Safety Officer.

18.2. Earthquake Drill Protocols

When the earthquake signal is given (intermittent ringing or a verbal announcement), follow the “Duck, Cover, and Hold” protocol:

1. Duck. Get down on your knees.
2. Cover. Take shelter under a sturdy desk or table to protect your head and neck from falling debris. If no cover is available, crouch against an interior wall away from windows.
3. Hold On. Hold onto your shelter and stay in position until the shaking stops.
4. Evacuate. Once the signal to evacuate is given, proceed to the designated open-space assembly area. Watch out for falling objects, power lines, or glass.
5. Assembly Area. Proceed directly to the designated Evacuation Area/Assembly Point. Remain with your class for a headcount.

18.3. Conduct and Compliance

18.3.1. Seriousness of Purpose

Emergency drills are life-saving exercises. Any student found engaging in “horseplay,” making unnecessary noise, or intentionally ignoring drill instructions (refer to **section 13.2**) will be reported to the Office of Student Affairs and Services (OSAS) for disciplinary action.

18.3.2. Visitors

Students are responsible for ensuring that any guests or visitors they are with follow the evacuation procedures and reach the assembly point safely.

18.3.3. Persons with Disabilities

Students with physical disabilities or mobility issues should inform their instructors and the OSAS at the start of the semester to ensure a personalized evacuation plan is in place.

18.4. Response During an Actual Earthquake

In the event of an actual earthquake, the primary goal is to minimize injury through calm and deliberate action.

1. Maintain Composure. Do not panic. Sudden movements from fear may cause you to fall, often leading to injuries. Staying calm allows you to think clearly and follow safety protocols.
2. Immediate Protection. If you are indoors, immediately perform the “Duck, Cover, and Hold” maneuver. Stay away from windows, glass partitions, heavy shelves, and overhead light fixtures.
3. Stay Put. Do not attempt to run out of the building while the ground is shaking. Most injuries occur when people try to enter or exit buildings during the shaking, due to falling objects.

4. Open Space. If you are outdoors, move to a clear area away from buildings, trees, streetlights, and power lines. Once in the open, stay there until the shaking stops.

18.5. Role of Faculty and SEAIT Employees

During an actual earthquake, all SEAIT employees are designated as safety leaders. Their roles are as follows:

1. Instruction and Command. Faculty members present in classrooms must immediately take charge and give clear, loud verbal instructions to students to “Duck, Cover, and Hold.” They are responsible for preventing panic and horseplay.
2. Evacuation Leadership. Once the shaking stops, the faculty member or the highest-ranking employee in the area will lead the orderly evacuation of students toward the designated Assembly Point. They must ensure that no student is left behind in the room or office.
3. Safety Assessment. Employees should quickly check for any injured persons in their immediate vicinity. If a student is seriously injured and cannot be moved, the faculty member must stay with them or delegate a responsible person to do so while the rest of the class evacuates.
4. Headcount and Reporting. Upon reaching the Assembly Area, faculty members must conduct a headcount of their students based on the class list. Any missing or injured students must be reported immediately to the Safety Officer or the Emergency Response Team at the command post.
5. Utility Management. Designated staff members are responsible for shutting off the electricity and water to prevent secondary hazards such as fires or flooding.

SECTION 19: INTELLECTUAL PROPERTY

SEAIT is committed to encouraging excellence, creativity, and innovation. The school recognizes and protects the rights of students, faculty, and staff to their intellectual creations while ensuring that these works contribute to the common good and the school’s mission.

This policy is governed by RA 8293 (Intellectual Property Code of the Philippines). By signing the enrollment agreement (for students) or the employment contract (for employees), the student or employee agrees to the intellectual property ownership terms stated in this handbook.

19.1. Definition of Terms

1. Intellectual Property (IP). Includes patents, copyrights, trademarks, industrial designs, and technical know-how.

2. Author/Creator. The person who originates or expresses an idea in a tangible form.
3. Substantial Use of Resources. The use of school funds, specialized laboratories, or technical equipment beyond the typical use of the library, office space, or standard computer facilities.
4. Commissioned Work. Work specifically hired or requested by the school for a fee or as part of a specific project contract.

19.2. Ownership of Copyright

Copyright protects original literary, scientific, and artistic works (e.g., theses, term papers, software code, artworks).

19.2.1. Student Works

Students generally own the copyright to their individual works, including theses and dissertations. However, by enrolling, students grant SEAIT a non-exclusive, royalty-free license to archive, reproduce, and display the work for academic and promotional purposes.

19.2.2. Employee Works as Part of Duty

Copyright for works created by employees as part of their regularly assigned duties belongs to the school.

19.2.3. Scholarly Works by Faculty

Faculty members own the copyright to their scholarly publications, textbooks, and research papers, even if produced during their employment, provided they were not specifically commissioned by the school.

19.2.4. Commissioned Works

Ownership of works specifically commissioned by SEAIT belongs to the school unless a written contract states otherwise.

19.3. Ownership of Patents and Inventions

Patents protect new, useful, and non-obvious inventions or processes.

19.3.1. Institutional Ownership

SEAIT shall own the IP rights to inventions created by students or employees if:

1. The invention was the result of a specific research assignment or regularly assigned duty.
2. The creator made substantial use of school resources, specialized laboratories, or institutional funding.

19.3.2. Individual Ownership

The creator owns the invention if it was developed entirely on their own time, without using school resources, and outside the scope of their employment or academic requirements.

19.3.3. Joint Ownership

If an invention is created through a combination of individual effort and significant institutional support, ownership and royalty sharing shall be negotiated through a formal Technology Transfer Agreement.

19.4. **Use of SEAIT Trademark and Logo**

The name, seal, and logos of SEAIT are the exclusive intellectual property of the institution.

19.4.1. Unauthorized Use

No student or employee may use the school's logo or name for commercial purposes, external publications, or social media pages without written authorization from the Office of the President.

19.4.2. Merchandise

Any merchandise (e.g., shirts, pins, stickers) bearing the school's name must be approved by the Head of the Office of Student Affairs and Services (OSAS).

19.5. **Academic Integrity and Plagiarism**

Students and employees must respect the IP rights of others. Plagiarism, the act of using another's ideas, words, or works without proper attribution, is a grave violation of academic integrity.

Proven cases of plagiarism or IP infringement will be subject to disciplinary action, ranging from a failing grade in a course to suspension or dismissal, as outlined in **section 13.2** of this handbook.

19.6. **Dispute Resolution**

Any disagreements regarding IP ownership or royalties shall be referred to the Research and Development Office and the school's Legal Counsel for mediation. If unresolved, the case shall be handled in accordance with the procedures stipulated under RA 8293.

19.7. **Reference (RA 8293)**

RA 8293 protects the exclusive rights of scientists, inventors, artists, and other gifted citizens to their intellectual property and creations. The law covers three primary areas: Copyright (protecting original literary, scientific, and artistic works), Patents (protecting new and useful inventions or processes), and Trademarks (protecting brand names

and logos). In the academic community, this law provides the legal framework for policies against plagiarism and the unauthorized reproduction of instructional materials, ensuring that students and faculty members receive proper credit and ownership rights over their scholarly and creative outputs.

SECTION 20: CHEATING AND PLAGIARISM

Academic integrity is the cornerstone of the SEAIT educational experience. The institution expects all students to be honest in their academic work. Any form of academic dishonesty undermines the value of a SEAIT education and violates the trust between the student, the faculty, and the institution.

20.1. Cheating

Cheating is the use of unauthorized assistance, materials, or methods to gain an unfair advantage in any academic exercise. Examples include, but are not limited to:

1. Unauthorized Materials. Using “cheat sheets,” books, or electronic devices during an examination without the express permission of the course instructor.
2. Collusion. Copying from another student’s paper or allowing another student to copy from one’s own work during a quiz or exam.
3. Information Leaking. Obtaining, possessing, or distributing copies of examination questions or “test banks” before the scheduled exam.
4. Impersonation. Having someone else take an exam or perform an academic task on your behalf.
5. Contract Cheating. Paying a third party to complete assignments, projects, or theses.

20.2. Plagiarism

In accordance with RA 8293, plagiarism is the act of representing the words, ideas, or work of another as one’s own without proper attribution. Examples include:

1. Word-for-Word Plagiarism. Copying phrases, sentences, or paragraphs directly from a source (print or digital) without using quotation marks and citations.
2. Collage Plagiarism. Patching together portions of different texts and ideas without original thought or proper credit.
3. Self-Plagiarism. Submitting the same work (or significant portions of it) for credit in more than one course without the prior approval of the current instructor.
4. Idea Plagiarism. Paraphrasing an author’s unique theory, specialized logic, or creative idea without acknowledging the original source.

20.3. Avoiding Plagiarism

To maintain academic integrity and respect intellectual property, students must adhere to these essential practices:

1. Mandatory Citation. Every idea, statistic, or piece of data not original to the student must be attributed to the source using the prescribed citation style (e.g., APA).
2. Quoting and Paraphrasing. Direct text must be enclosed in quotation marks. When paraphrasing, students must entirely rewrite the concept in their own voice and structure; merely changing a few words is still considered plagiarism.
3. Self-Plagiarism. Students may not submit the same work for more than one course without written permission from the current instructor and proper self-citation.
4. Group Accountability. In collaborative assignments, all members are collectively responsible for the integrity of the final submission.
5. Checking. Students are encouraged to use plagiarism-detection software (e.g., Turnitin) to review their drafts before final submission.

20.4. Generative AI and Academic Work

SEAIT acknowledges the role of Artificial Intelligence (AI) in modern research and academic works. However:

1. Unauthorized AI Use. Using AI tools to generate essays, code, or solutions and submitting them as your own original work is considered a form of cheating.
2. Permitted AI Use. AI may only be used if the course instructor explicitly allows it for a specific assignment. In such cases, the student must disclose the use of AI and describe how it was utilized.

20.5. Sanctions for Cheating

Academic dishonesty is classified into two categories based on the gravity and intent:

20.5.1. Minor Academic Offense

Incidents that may be attributed to a lack of understanding of citation rules rather than a deliberate intent to deceive.

Example: Incorrect citation format or minor instances of “collage-writing” in a first-year general education course.

Sanction: Requirement to rewrite the assignment, a grade deduction, and mandatory attendance at a library research workshop. This offense may still be reported to OSAS for recording.

20.5.2. Major Academic Offense

Deliberate acts of cheating or deception, or repeated minor academic offenses.

Example: Cheating on a quiz, midterm, or final exam, plagiarizing a thesis, or contract cheating.

Sanction: A grade of zero (0) for the task or the entire exam, and a formal report to the OSAS for disciplinary proceedings, which may lead to suspension. Refer to **section 13.2** for the possible sanction for cheating and plagiarism.

SECTION 21: PROFESSIONAL STUDENT-TEACHER RELATIONSHIP

As a college student at SEAIT, you have the right to a learning environment defined by mutual respect and professional mentorship. While your instructors exercise authority in the classroom, this authority is intended to support your academic goals. You should expect your instructors to act as professional role models who uphold the highest ethical standards.

21.1. Professional Boundaries

To protect both the student and the faculty, the following boundaries must be observed:

1. Interactions between teachers and students should be primarily focused on academic, research, or school-sanctioned extracurricular activities.
2. Consultations or meetings between a teacher and a student should occur in designated school areas during office hours. Private, off-campus meetings for non-academic purposes are strictly discouraged.
3. All romantic or sexual relationships between a faculty or staff member and a student, regardless of the circumstance, are strictly prohibited. Such relationships compromise the teacher's objectivity and create a conflict of interest.

21.2. Protection Against Sexual Harassment

SEAIT enforces a zero-tolerance policy regarding sexual harassment in the student-teacher relationship:

1. It is a grave offense for any faculty or staff to demand, request, or require sexual favors from a student as a condition for, but not limited to, the following:
 - a. Giving a passing grade or academic honors.
 - b. Granting scholarships, stipends, or allowances.
 - c. Granting any other school-related benefit or privilege.
2. Students are protected from gender-based harassment in all school settings, including:
 - a. Unwanted sexual advances or comments.
 - b. Misogynistic, transphobic, or homophobic slurs.

- c. Persistent uninvited comments on a student's appearance or body.

21.3. Social Media Conduct

The following applies to the professional student-teacher relationship that extends to the digital space:

1. Faculty and students should use official school platforms (e.g., email, learning management system) for academic communication.
2. Teachers should avoid “friending” or “following” current students on personal social media accounts if such interactions blur professional lines or involve sharing inappropriate personal content.
SEAIT employees must avoid fraternizing (inappropriate, overly personal, or romantic social interactions) with students, including social media postings that may suggest “too much closeness” with students.
3. Harassment, bullying, or the sending of unsolicited suggestive content via private messaging is considered a major offense.

21.4. Academic Impartiality and Favoritism

A teacher shall not use their position to show undue favoritism or to discriminate against any student.

1. Teachers shall not accept significant gifts, money, or favors from students or their parents in exchange for academic advantages.
2. If a teacher is related to a student within the third degree of consanguinity or affinity, they must disclose this to the College Dean to ensure an impartial evaluation of the student's work.

21.5. Academic Bribery

Students are strictly prohibited from offering, promising, or giving any gift, service, money, or sexual favor to any faculty or staff member in exchange for, but not limited to, the following:

1. A passing grade or a grade increase.
2. Exemption from exams or academic requirements.
3. Preferential treatment in school activities or honors.
4. A spot in the school's varsity team or team competitions.

Such acts fall under academic bribery and sexual harassment, regardless of whether the offer was accepted or rejected by any SEAIT employee. Refer to **section 13.2** for the corresponding sanctions for these violations.

21.5.1. Reporting

Any faculty or staff member who is approached with such an offer has a duty to:

1. Immediately reject the offer.
2. Document the incident.

3. Report the student to the Office of Student Affairs and Services (OSAS) for disciplinary action (Refer to **section 13.3**).

21.5.2. Mutual Consent

If a student offers a favor and the teacher accepts it, both parties are liable.

21.6. Grievance Mechanism

Students are encouraged to report any violations of this policy. Refer to **sections 13.3.1** to 13.3.3 for the appropriate action.

STUDENT AFFAIRS AND SERVICES OFFICE

The Office of Student Affairs and Services (OSAS) manages the non-academic aspects of college life. Our mission is to foster a student-centered environment that promotes social, emotional, physical, spiritual, and leadership development, aligned with the institution's core values.

A. Objectives

The following are the objectives of OSAS:

1. To coordinate programs that enhance students' personal growth and social responsibility.
2. To provide opportunities for students to participate in school life and the broader community.
3. To promote a code of conduct that ensures a safe, productive, and harmonious academic environment.

B. Scope

Student Development and Leadership

We empower student leaders to realize their full potential through specialized training and mentorship, fostering a positive and vibrant campus atmosphere.

Student Activities and Organizations

The OSAS supervises all recognized student organizations and campus activities. We ensure that these initiatives are well coordinated, aligned with departmental goals, and contribute to a balanced student life.

Student Discipline and Conduct

To maintain an environment conducive to learning, the OSAS enforces the non-academic policies stipulated in the Student Handbook.

1. We monitor student conduct on and off-campus.
2. The office investigates reported cases of misconduct and recommends appropriate sanctions to the Disciplinary Board.
3. Conversely, we periodically recognize exemplary leadership and athletic achievements through formal awards and ceremonies.

C. Services

OSAS provides the following essential student services:

1. Issuance of Certificates of Good Moral Character.
2. Supervision of Student Assistance Program.
3. Approval of publicity materials and coordination of student uniforms.

D. Student Assistance Program

The student assistance program provides employment opportunities at SEAIT for students who require financial aid.

1. Interested students must undergo a preliminary interview with the OSAS Head
2. The final hiring decision rests with the employing office, based on the applicant's skills, financial need, and academic standing.
3. Terms of Employment: Employing offices supervise the student's work and provide an hourly wage. Student Assistants must maintain satisfactory academic performance to remain in the program.

LIBRARY AND LEARNING RESOURCES

The Library and Learning Resource Center (LRC) supports the institution's vision and mission by providing access to diverse information resources and services that meet the academic and research needs of the SEAIT community.

A. Library Services

The LRC offers a range of specialized services to assist users in their academic endeavors:

1. Assistance with specific inquiries and guidance on how to conduct effective library research and use resources.
2. Management of book loans and assistance in locating materials using the Library Information-Based Retrieval and Organization System.
3. Access to restricted-loan materials requested by faculty to supplement specific course requirements.
4. Access to journals, magazines, newspapers, and unpublished theses, including guidance on using electronic serial databases.
5. High-speed internet access for research, retrieval of e-books, and exploration of the World Wide Web.
6. Behind-the-scenes processing to ensure all new and retrospective materials are cataloged accurately and made available quickly.

B. General Rules and Regulations

To maintain a productive research environment, all patrons must adhere to the following:

1. Large bags must be deposited at the baggage counter. Patrons must keep valuables (phones, wallets, gadgets) with them. The LRC is not liable for lost items left in the baggage area.

2. A valid School ID is required for entry and use of facilities. IDs are non-transferable; lending your ID to another person is a violation that will be reported to OSAS (refer to **section 13.2**).
3. Environment:
 - a. Maintain a quiet atmosphere. Discussion is permitted only if related to research and conducted in a low tone.
 - b. Observe respect and courtesy toward fellow students and staff at all times.
 - c. Food and drinks are strictly prohibited inside the LRC.
4. Vandalism, mutilation, or marking of library materials and furniture is strictly prohibited.
5. Laptops, tablets, and phones are permitted for research purposes only.
6. Trash must be disposed of in bins. Chairs and book holders must be neatly arranged before leaving.
7. Please leave used books on the table for recording purposes rather than re-shelving them.

C. Borrowing Policy

The LRC aims to maximize access to collections through the following procedures:

1. A valid School ID must be presented for every transaction.
2. Students may borrow up to three (3) books at a time.
3. Books may be kept for three (3) days, renewable for an additional three (3) days if no other clients have requested the material.
4. Borrowing or renewal is not permitted if the student has any outstanding overdue materials.
5. The borrower is held fully responsible for the condition and timely return of all items checked out under their name.
6. Unreturned books will be fined five pesos (P5.00) per day per book. If the total amount of fines exceeds the book's current price, or the book is unreturned for more than 60 days, the book shall be considered lost, and the student must replace the book or pay the book's current price plus administrative and shipping costs.

GUIDANCE SERVICES AND TESTING CENTER

The Guidance Services and Testing Center under Student Services is committed to supporting students' personal, academic, and career development. It provides counseling, guidance programs, and psychological testing services that help students better understand themselves, improve decision-making skills, and achieve their educational and life goals. The center aims to promote students' well-being, confidence, and overall success in a supportive and caring environment.

A. Services

The following are the services offered by the GSTC:

1. Counseling Services. Provides individual and group counseling to help students address personal, academic, emotional, and social concerns.
2. Psychological Testing Services. Administers entrance examinations, aptitude tests, personality tests, and other psychological assessments for educational and career guidance purposes.
3. Career Guidance and Placement Services. Assists students in career planning, course selection, job readiness, and employment preparation.
4. Student Orientation Services. Conducts orientation programs for new and continuing students regarding school policies, student welfare, and available support services.
5. Referral Services. Refers students to appropriate professionals, agencies, or offices when specialized assistance is needed.
6. Follow-up Services. Monitors and evaluates students' progress, adjustment, and development after counseling or interventions.
7. Information Services. Provides students with educational, vocational, personal, and social information relevant to their growth and development.
8. Values Formation and Development Programs. Organizes seminars, workshops, and activities that promote leadership, character building, mental wellness, and responsible behavior.
9. Evaluation Services. Conducts teacher evaluation and assessment activities to support effective teaching, learning, and continuous improvement.
10. Consultation Services. Collaborates with parents, teachers, and school administrators regarding student concerns and development.
11. Research and Information Services. Provides relevant educational, career, and personal development information to support student growth and decision-making.
12. Gender and Development (GAD) Services. Promotes gender sensitivity, equality, inclusivity, and awareness through seminars, programs, and student support activities.

SEAIT HYMN

SEAIT, dear, we praise you
As we sing our glorious song
You're a tower with a light
That signals guide
To share and remarks, an insatiable pride
Of glowing dreams and goals we longed.

We thank you, dear SEAIT
For the skills and knowledge that you raise
You snuggled fresh minds to rise and shine
Moving towards competence, integrity,
And excellent education.

Oh, hail, dear SEAIT
Pride of South Central Seas
Fostering sphere of technology
With visors high, God will always be.

Hail oh hail
Our honor, our home
Entrusted herein is a great venture
SEAIT strives 'til forevermore.

Long live! Long live!
Our Alma Mater dear
Our dreams and desires will never die
Long live SEAIT

(2x)

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**"COMMITTED TO THE TOTAL
DEVELOPMENT OF THE STUDENTS "**

**South East Asian Institute of Technology, Inc.
NATIONAL HIGHWAY, CROSSING RUBBER, TUPI, SOUTH COTABATO**