

CHRISTIAN INTERNATIONAL SCHOOL OF THEOLOGY

Student Handbook

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FOREWORD

The 2005 edition of the student handbook is published with the end view of properly orienting students on their academic and school life. It contains the history, philosophy and objectives of CHRISTIAN INTERNATIONAL SCHOOL OF THEOLOGY. It also includes digest of various school policies. The students are encouraged to read the handbook. Questions on specific policies or program maybe referred to the School Director or Office of Student Services. The guidelines for disciplinary action should be well understood. The handbook is available at the Office of Student Affairs or Student Services.

The handbook should be kept handy. The School rules and regulations should be continuously consulted. This is the first step in ensuring that you will have a most fruitful stay in school.

WELCOME TO CHRISTIAN INTERNATIONAL SCHOOL OF THEOLOGY!!!

Academic Dean

I. HISTORY

The year was 1987, Edwin M. Gregorio together with other Bible School students, formed a teaching team in Manila for church-based Bible School named Christian Ministry Institute. It became one of the venues by which advancements made in Bible Curriculum and Theology.

In answer to the needs of the fast moving theological education, The Institute was envisioned to train individuals to become world class missionaries, pastors, educators and teachers. In 2002 a tie-up ministry has to be taken under the leadership of Dr. Michel Kung a Burmese missionary and thus the birth of Christian International School of Theology (CIST).

Now, the teaching team's dream to open CIST all over the country and the world proves true with a total of 3 branches in Myanmar, Thailand and the Philippines. CIST has never stopped committing itself in the service of its students by accelerating and upgrading its curriculum to meet the demands of the ministry.

II. PHILOSOPHY AND MISSION STATEMENT

[School Philosophy and Mission](#) | [Specific Aims](#)

A. School Philosophy and Mission

The educational philosophy of CHRISTIAN INTERNATIONAL SCHOOL OF THEOLOGY (CIST) rests on its commitment to be of service to students through the provision of an environment where there would be opportunities to relate theories and knowledge to practical training. The Center focuses the students to a life and a future already integrated with the real working world. With this theory in Education, CIST then dedicated itself to the molding of future professionals in attaining, a dream, to take an active role in the education and training of the students through continuous innovation of education program and evaluation of industry needs.

B. Specific Aims

1. Provide the students with the necessary tools and knowledge to enable them to be functionally creative, economically productive and to attain their potentials as professionals.
2. Provide the students with the necessary information and training to enable them to understand interrelationship of every day living.

3. Establish quality education to prepare students for leadership in meeting the challenges of national motivation, necessary to become effective professional leaders in the community where they belong.
4. Inculcate in them the value of universal values such as self – respect, honesty, obedience, thrift, compassion, punctuality, social responsibility, self – reliance, and self – discipline.
5. Aim to produce a fully functional individual with insights and sense of purpose in life; and,
6. Hope to produce a total person possessing broad judgment, tolerant, intelligent, capable of making positive contribution to our country’s development and the goals of the national government towards national consciousness, and social responsibility for the common good of humanity, in general.

III. CIST MISSION

The global mission of CHRISTIAN INTERNATIONAL SCHOOL OF THEOLOGY

exists to provide a wholistic, quality, Bible – based education in all levels and disciplines with the objective of producing professional Christian Leaders responsive to the need of the local and the international community for the glory and honor of God Almighty

IV. ADMISSION POLICIES

[New Students](#) | [Transferees](#)

A. NEW STUDENTS

High school graduate must pass the school entrance test. All applicants shall be interviewed by the admission officer / admission assistant. The following documents are required when seeking admission:

1. Form 138
2. Certificate of Good Moral Character
3. Four colored pictures (Two 1”x1”, two 2”x2” blue background)

B. TRANSFEREES

A student who has been enrolled in a post secondary course in another school who desires to transfer to CIST shall be admitted if he has qualified in the CIST Entrance Test. All applicants shall be interviewed by the admission officer and registration coordinator for accreditation of subjects. College graduates are exempted from taking entrance examination. The following documents are required when seeking admission.

1. Transcript of Records or True Copy of Grades
2. Transfer Credential
3. Certificate of Good Moral Character
4. Four colored pictures (Two 1"x1", two 2"x2" blue background)

V. ENROLLMENT POLICIES

[Enrollment Procedures](#) | [Student Load](#) | [Prerequisites of Subjects](#) | [Adding / Dropping of Subjects](#) | [Dropping of Subject/s Before Midterm](#) | [Withdrawal of Enrollment](#) | [Shifting of Course](#)

A. ENROLLMENT PROCEDURE

1. Accomplish Class Schedule Form (CSF)
2. Go to the Advising
3. Accomplish registration form
4. Proceed to Assessment Area
5. Pay your tuition and other fees
6. Start your enlistment

B. STUDENT LOAD

The regular load is 19 units. Academic load of working students shall be limited to 4 – 5 subjects or 12 – 15 units per semester. Request for overload shall require approval of the Registrar / School Director.

A student who incurs a failing grade (5.00) and / or drop any subjects during a semester will not be permitted to an overload during the following semester to recover his failure.

A graduating student shall be allowed to carry a maximum of 27 units during the terminal

semester.

An overload may also be prior to the last term of the course provided that the load during the semester does not exceed 19 units.

C. PREREQUISITIES OF SUBJECTS

A student shall not be permitted to take advance subjects until he has satisfactorily passed the prerequisite subjects.

Subjects enrolled without the prerequisite shall not be credited regardless of the grade obtained.

D. ADDING / DROPPING OF SUBJECTS

A student who wishes to change / add / drop subject/s should accomplish dropping / adding form which is available at the Registration Office, provided however, that such change will not be conflict with his other schedule.

Accomplished form should then be filed at the Accounting Office not later than the second week of classes to effect a refund. If form is not filed after the second week, no refund will be effected.

E. DROPPING OF SUBJECTS

A grade of D (officially dropped) means the student has officially dropped the subject/s. Dropping of subjects will not be allowed during and after the midterm examinations. Dropping of subjects should be approved by the School Director, Registrar and faculty members concerned.

A student who incurs absences for more than 20% of the required total number of laboratory or lecture periods is given a grade of UD (unofficially dropped) provided said absences were incurred before the midterm examination and that the student did not officially drop the said subject/s. If absences were incurred after the midterm examinations, the final grade will then be 5.00 if the midterm grade is failing and UD if passing.

F. WITHDRAWAL OF ENROLLMENT

Withdrawal of enrollment is allowed until the day before the final examination, however, charges will be based on the date of filing of the withdrawal form at the Accounting Office whether or not the student has attended classes.

DATE OF FILING	CHARGES
Before the start of classes	Registration, miscellaneous and other fees, with 100% refund of tuition fees and laboratory fees
Within the first week classes	10% of the tuition and laboratory fees
Within the second week of classes	20% of the tuition and laboratory fees
After the second week of classes	100% of the tuition fee and laboratory fee

Registration and miscellaneous fees including other fees are non – refundable.

G. SHIFTING OF COURSE

The student may elect to change his / her course upon accomplishing an application form for this purpose duly approved by the School Director. The student shall be furnished by the Registration Office with a copy of credited subjects in his new course.

VI. DISCONTINUANCE OF STUDIES / LEAVE OF ABSENCE

Discontinuance of studies results either to the issuance of transfer credentials (Honorable Dismissal) issued by the Registration Office for reasonable cause upon petition of the student or an order of dismissal by the School President after the commission of a major offense specified in the code of Conduct for students. A student who would like to leave the school temporarily must first secure permission from the School Director stating the definite period and the reason for his leave.

VII. TRANSFER CREDENTIALS

Request for transfer credentials shall be filed with the Registration Office. A student shall secure clearance form from the registration office, and have it signed by the respective department heads before transfer credential or certificate of transfer is issued.

VIII. PERSONALIZED SYSTEM OF INSTRUCTIONS (PSI)

- A. The system of instruction under PSI is premised on the condition that a student is about to drop from enrollment because of conflict in time / schedule of his classes and employment and not because of financial constraints.
- B. Under this program the student agrees not to drop his course; thus, he shall not be excluded from the original enlistment. Secondly, he shall take the option to continue his studies with the school.

The PSI option, as a program, has the following salient features:

1. The reporting schedule of the student who availed of the PSI program shall be relatively new and different from the usual schedule.
2. Such schedule should be a result of mutual agreement between and among the School Director, the instructor and the student.
3. Under this scheme, the progress of the student's learning capabilities shall be evaluated by an instructor whose availability is similar to the student's available time.
4. As the system indicates, the student goes into a guided self – study learning program where he is encouraged to use the telephone lines for consultations

C. REQUIREMENTS

To qualify for PSI Program, the applicant should prepare the following documents:

1. Duly – signed PSI Form.
2. Latest certificate of employment, explicitly stating the report / office schedule of the applicant.
3. Registration Form (Xerox copy only).

D. MECHANICS

1. The student applicant presents an accomplished PSI Form and submits the requirements as specified for evaluation and approval.
2. An instructor, preferably a former instructor of the applicant, shall be assigned to such particular applicant. With an education coordinator, the student and the instructor agree on the following area:

3. When all requirements and documents are satisfied and duly submitted and processed, the student enters into an agreement with the Center by signing a written contract or agreement.

IX. DELOADING SYSTEM

- A. CIST packaged a program for students who would like to give up schooling from the Center mainly due to financial constraints, but have no conflict with their class reporting time.
- B. “Deloading System” shall allow a student to drop off, at least retaining six (6) units. The financial capability of student or his parents determines the number of units to be sliced off as per his enlistment.
- C. With this arrangement, the student shall be given re – adjustment relative to the remaining or outstanding balance with the School.
- D. A student who avails of this deloading system shall not be covered by the standing policy of the School on dropping.
- E. Requirement. The following documents are required for submission before an applicant could avail of the system.
 1. Duly – signed “Deloading System Form”
 2. Endorsement from the Education Coordinator
 3. Registration Form (Xerox Copy)

X. SCHOLARSHIP, HONORS, AND GRADUATION AWARDS

A. SCHOLARSHIP GRANTS

1. CIST SCHOLARSHIP FOR ACADEMIC EXCELLENCE

The program is open to both incoming freshmen and continuing students with at least one (1) semester of residency. It covers full waiver in the tuition and other fees. One grantee is selected for every 100 students. Incoming freshman student qualifies by passing the competitive examinations. Continuing students must have at least a cumulative GWA of 1.75. The number of awardees is largely based on the student enrollment population for a given term.

QUALIFICATIONS AND REQUIREMENTS

For Incoming Freshman Students:

1. The applicant must submit a Certificate of Good Moral Character.

2. The applicant must not be presently enjoying any form of financial assistance or scholarship grant.
3. The applicant must not be related to any of the offices or faculty members within the fourth civil degree by consanguinity.
4. The applicant should have taken and passed the Competitive Scholarship Examination.
5. The applicant should have finished the secondary education of the graduating class with 85% general weighted average in the high school card (Form 138).

For Continuing Students:

6. The applicant must submit a Certificate of Good Moral Character.
7. The applicant must not be presently enjoying any form of financial assistance or scholarship grant.
8. The applicant should have obtained a cumulative general weighted average of 1.75 or better, must be up-to-date with all the academic and non – academic requirements; and must have no grade lower than 2.0 in any of his / her academic subject.
9. The applicant must have been enrolled in the school for at least one (1) semester with a minimum load of 19 units each semester.
10. The applicant must not be related to any of the officers or faculty members within the fourth civil degree by consanguinity.

2. HIGH SCHOOL VALEDICTORIANS AND SALUTATORIANS

This scholarship grant shall cover full waiver in tuition fees. Valedictorians shall be given 100% while Salutatorians shall be given 50% waiver in tuition fee.

Grantee shall be a student who has successfully completed secondary education in any DECS recognized private or public secondary school.

REQUIREMENTS:

1. Accomplished application form;
2. Certification from the High School Principal that the applicant is;
 - a. A Valedictorian or Salutatorian of a H.S. graduating class;
 - b. Of good moral standing;
3. Passed the CIST Entrance Examination.

DURATION AND RENEWAL

The grant shall be for one (1) semester and subject to renewal each succeeding term upon the fulfillment of the following requirements:

4. The grantee must have enrolled all required academic and non – academic subjects during the previous and subsequent terms;
5. A cumulative general weighted average (CGWA) of 1.00 – 1.45 to avail of 100% discount on tuition fees; a CGWA of 1.46 – 1.75 to avail of the 50% waiver in tuition fees.
6. No grade lower than 2.00 in any academic or non – academic subjects;
7. Good moral standing during the grant;
8. Submission of certification of grades from the School Registrar to the School Director.
9. Accomplish renewal of Scholarship Form.

3. STUDENT LEADER SCHOLARSHIP

The Student Council President, the Editor – in – Chief of newsletter shall enjoy fee waiver for one school year upon fulfillment of all of the following requirements;

1. GWA of at least 2.5 during the previous term with no failing grade in any subject;
2. Compliance with the rules on minimum load of 15 units.
3. Good moral standing and have not been found guilty of any offense by the Office of Student Affairs or Student Services.

4. SPECIAL SCHOLARSHIP GRANTS

(As may be provided by Law) Philippine veterans who are eligible for financial aid under the Republic Act No. 65 are eligible for admission upon presentation of their eligibility certificated issued by the Philippine Veterans Board subject to compliance with the admission requirement.

5. EXTERNAL SCHOLARSHIP GRANTS

The school honors grants directly subsidized either by the government by the private entity. A grantee should immediately present to the Office of School Director all documents for the early processing of his scholarship papers.

6. GRADUATION AWARDS

1. STUDENT LEADERSHIP AWARD

The award is presented to the member of the graduating class who has outstanding participation in extra curricular activities which promotes student and School welfare. Nominees must have exhibited exemplary character and at least one year residence in the School. They should have a minimum weighted average of 2.50 with no failing grade in any academic subject and should have further complied with the rules on minimum load. All nominations must be submitted to the Office of the Student Services.

2. CORPORATE ACADEMIC AWARD FOR EXCELLENCE (Most Outstanding Students)

This award is given to graduating students who have the required residence and whose general weighted average is 1.75 with no grade lower than 2.0 in any subject. The candidate must pass the competitive written and practical examinations to be administered by the Education Unit.

The award is categorized as follows:

Theologian of the Year

Debater of the Year

Preacher of the Year

Drama-Artist of the Year

Evangelist of the Year

Student who is candidates for this award should have taken not less than 17 units. Working students who are also candidates for academic excellence should have taken not less than 15 units. They must have completed at least 75% of the total number of units requirement of CIST. The candidate must possess good moral character and must have not been subjected to disciplinary action.

XI. GENERAL POLICIES FOR STUDENTS

[Attendance](#) | [Grading System](#) | [Grade Complaints](#) | [Examination Guidelines](#) | [Application for ID Card, ID Validation](#) | [Graduation](#) | [Standard of Conduct](#) | [Student Organization](#) | [Requirements for Recognition / Renewal of Student Organization](#) | [Ban on all Forms of Fraternities and / or Illegal Organizations](#) | [Student Activities](#) | [Source Verification of Posters / Teasers / Leaflets](#) | [Guidelines on Student Activities](#) | [Selling of Tickets / Solicitation](#) | [School Paper](#)

A. ATTENDANCE

Attendance is the student's responsibility to attend to all his classes. A student who has incurred absences of more than 20% of the prescribed number of class and laboratory hours in a given subject shall be automatically dropped from the class roll.

B. GRADING SYSTEM

NUMERICAL EQUIVALENT	PERCENTILE EQUIVALENT	DESCRIPTION
1.00	98 – 100%	Excellent
1.25	95 – 97%	Very Superior
1.50	92 – 94%	Superior
1.75	89 – 91%	Very Good
2.00	86 – 88%	Very Satisfactory
2.25	83 – 85%	Good
2.50	80 – 82%	Satisfactory
2.75	77 – 79%	Fair
3.00	75 – 76%	Passed
5.00	Below 75%	Failed

C. Other Valid Remarks are as follows:

	FG	REMARKS
1. Student officially drops/withdrawal enrollment	D	Officially Dropped
	W	Authorized Withdrawal
2. Student absences are more than the allowed number before the midterm	D	Officially Dropped(with dropping form)
	UD	(No Dropping form)
3. Student absences are more than the allowed number after the midterm a. MG is below 3 b. MG is 3 or better	5	Failure due to Absences
	UD	Unofficially dropped
4. Failure due to poor academic performance	5	Failed

D. GRADE COMPLAINTS

Complaints on grade obtained shall be entertained only within a period of two weeks after the posted schedule for grade distribution. Grade complaints will not be entertained after the said period.

E. EXAMINATION GUIDELINES

The following testing rules / procedures should be observed during the examination;

0. Wear ID properly.
1. Bring your examination permit and clearly write the subject and section at its back. A student shall not be allowed to take the examination without the permit.
2. Be sure that the proctor signs the permit during the examination period.
3. Place all the things except examination documents in front of the room.
4. Come on time. Late comers may be allowed to take the examination provided they will not extend the examination period.
5. Honesty is always the best policy. Cheating shall be punished with a grade of zero (0) percentage in the examination.
6. Leaving the room during examinations shall not be allowed. Attend to your personal needs before the examination starts.
7. Ensure that you sign the attendance sheet (2 copies) for each subject taken.

All conflicts in examination schedule should be settled within the examination week. Schedule of examination for subjects with conflicts will be prepared and announced by the Education Coordinator. Students must notify their respective teachers of said conflict/s one week before the scheduled exam. No exam shall be administered to student who fails to notify their teachers about the conflict in schedule.

Midterm exam in the laboratory is schedule a week after the midterm examination week and the final exam is scheduled a week before the finals.

F. APPLICATION FOR ID CARD, ID VALIDATION

All students must secure identification cards from the Registration Office. Student must present Identification Cards when entering the school premises and should be worn at all times. The ID must always be the basis for identifying a student when he transacts business with the School.

In case of loss ID card, a student should execute an affidavit of loss and submit same to the Registration Office. Student pays an amount P100.00 to the Accounting Office and present the receipt to the registration Office with his 1"x1" colored picture (blue background).

G. GRADUATION

The institution confers titles only to a student who has satisfactorily completed all the academic requirements in the curriculum based from the student's records in the office of the Registration Coordinator.

1. EVALUATION

Student files application for evaluation of academic credit prior to the last term of his course. The evaluator checks, verifies, evaluates all the records of the student. Results of the evaluation are posted in the bulletin board before the last enrollment of the student.

2. DELIBERATION

A preliminary deliberation shall be conducted when the pre – final grades are available and the final deliberation after the submission of final grades for students. List of candidates indicating deficiencies shall be posted in the bulletin board after the deliberation.

3. STANDARD OF CONDUCT NORMS AND DECORUM

1. A student of CIST is expected to act in accordance with the accepted norm of behavior in the classroom, laboratories, corridors and other places inside or within the perimeter of the school. Courtesy and respect should prevail in dealing and communicating with faculty members, administrative officials, security / maintenance personnel and fellow students. The use of polite language in a vernacular such as “po” or variation of this, cheerful greetings of “Good Morning / Afternoon / Evening are example of politeness, refinement and etiquette.

2. Student who fails to cooperate with the usual classroom procedures, or those who display acts of disrespect are immediately reported to the Student Affairs Office for appropriate disciplinary action.

3. Silence in passing corridors, ascending the stairs, leaving the class and taking examination should be strictly observed. Stamping of feet, howling, shouting and boisterous laughter should be avoided.

4. The blackboard and white board and teacher's tables and chairs are strictly for instructional purposes. Student should refrain from sitting into teacher's chair / table during vacant hours or before and after class hours.

5. Sexual / sensual display of intimacy, public display of affection are strictly prohibited in and within the 500 meters radius of the school.

6. The wearing of earrings of male students is similarly prohibited. Male students sporting long hair should tie, braid or bale their hair to appear neat and groomed.

7. An CIST student is required in and outside the school. Any student who does not measure to the expected standard may be requested to withdraw from the school after the disciplinary procedure has been undertaken by the Office of Student Affairs.

8. Cooperation in the upkeep of the school building is highly anticipated among students. Student should refrain from writing graffiti on walls of classrooms / buildings, bulletin boards, and other conspicuous places / location within the school premises. Any reported violation should be reported to the Office of the Student Affairs for appropriate disciplinary sanctions.

10. The school encourages the use of facilities for purpose it may deem serve but reserves the right to deny the use of such due to non – compliance to procedures / regulations on the use of facilities.

11. Students who want to participate in off – campus undertakings such as contests, conferences and other similar project should initially seek approval from the School Director through a written communication fostering intention to be involved in such activity.

H. STUDENT ORGANIZATIONS

Student organizations exist solely on the basis of camaraderie, unity and purposes of explicitly stated in the organization's constitution. Duly recognized student organizations are allowed to do so but are subjected to reasonable rules and regulations as promulgated by the School authorities.

The Office of the School Director is tasked to approve student organizations responsible in implementing the following:

1. Recognition and Suspension of Student Organization as the need arises in accordance with the violation as set forth by the Office of the School Director. Application for recognition is scheduled within the first two months of the first semester of a particular school year.

2. Approval of faculty advisers as recommended by the officer of the student organizations.

3. Approval and disapproval of student activity as reckoned from the school mission and institutional objectives.

4. Mediates and renders a decision in cases of conflict between among organizations.

I. REQUIREMENTS FOR RECOGNITION / RENEWAL OF STUDENT ORGANIZATION

0. Application Form to be secured from the Office of the Student Affairs within the required period (first two months of the first semester).
1. Constitution and By – Laws.
2. Members – a composition of 10 – 20 for a start.
3. Set of Interim Officers with pertinent information as Year Level, Course, Address and Telephone Number.
4. Annual Program of Activities.
5. Progress report of organizations seeking renewal.
6. Faculty Adviser/s.
7. Monetary Collection / Financial Report.

J. BAN ON ALL FORMS OF FRATERNITIES AND / OR ILLEGAL ORGANIZATIONS

All forms of fraternities and / or illegal organizations are not allowed in this school. Hence, all bonafide students of ACLC are emphatically dissuaded to join this kind of associations. Any student proven and / or found to be a member of any fraternity and / or illegal organization shall be subjected to a severe sanction.

K. STUDENT ACTIVITIES

Organizers of Student activities must secure a permit from the School Director at least seven (7) days before the scheduled activity. The School Director may regulate as to time, place, manner such activities in order to ensure that normal academic function shall not be disputed.

L. SOURCE VERIFICATION OF POSTERS / TEASERS / LEAFLETS

The school recognizes the student freedom of expression. However, to ensure the responsible ventilation of views options and the like, students are required to have the source of poster, teasers and similar items be verified at the School Director's Office.

M. GUIDELINES ON STUDENT ACTIVITIES

The school firmly believes in developing the potentials of the individuals, nurturing his leadership capability and fostering the spirit of camaraderie and unit among students. It is in the contention that the students are encouraged to form academic organizations to be

able to actively participate and subsequently enjoy their temporary stay in the school. The following are the implementing guidelines:

0. Proposed student activity should be coursed through the Office of the School Director a week before the actual event.
1. Any monetary collection that the organization undertakes requires the approval of the School Director. If the organization is engaged in ticket selling, the tickets should be properly stamped at the office of the Student Affairs or Student Services taking into account the number as reflected in the proposal and the expenses incurred plus the intended amount for a particular project to be implemented. In like manner, a financial statement should be submitted after the activity.
2. Students who engage in such activities requiring the use of facilities shall coordinate with Property Custodian in writing, informing and seeking approval a week prior to the intended event.
3. Outside activities require the submission of waiver to be duly signed by parents or guardians and consequently forwarded to the Office of the School Director a week before the activity. A formal letter addressed to the School Director must contain the following: itinerary of activity to include the names of students who wish to join, purpose and financial requirements.
4. A one (1) week moratorium on all co – curricular and extra – curricular activities prior to the calendar dates of the Exams shall be strictly observed to allow student enough time to prepare and review for the exam at hand.

N. SELLING OF TICKES / SOLICITATION

Any group which intends to sell tickets or solicit contribution as part of a fund raising activity must initially secure a written approval from the School Director. In the same manner, solicitation of any kind by faculty members from the students is strictly prohibited.

O. SCHOOL PAPER

The CIST, though basically considered a technical school, shares the idea that the students should be nurtured and assisted in the expressions of their young like through the school paper. In coordination with the office of the Student Affairs, and the Coordinator for General Education, the school shall conduct a competitive editorial examination.

The areas of examination include: editorial writing, news writing, feature writing, copy reading, lay – outing, caption writing and school newspaper management.

Students selected to compose the editorial staff shall serve in the capacities that hey shall

be assigned at least for two (2) semesters. Students selected to serve as the Editor – in – Chief, shall enjoy 100% scholarship.

XII. STUDENT SERVICES AND FACILITIES

A. LIBRARY

The library is open from Monday to Saturday. Only bonafide members of the academic community are allowed to use the library. Outsiders may use the library facilities only upon prior written request from the Librarian of the applicant's institution. CIST students must secure a library card in order to borrow books from the library. Books in the circulation section may be borrowed from three (3) school days while reserved books can only be borrowed overnight.

CIST maintains an open shelf system in order that the books will be more accessible to the students.

1. LIBRARY DISCIPLINE

- a. Library users must observe silence. Idle conversation and other unnecessary noise must be avoided.
- b. Keep the library clean. Littering should be avoided on the floor or table. Waste baskets are provided for this purpose.
- c. Keep things in order. Arrange the chair before leaving.
- d. Smoking, eating and drinking are strictly prohibited inside the library.
- e. Vandalism of any form shall be dealt in accordingly.
- f. Books must be returned to the shelves properly.
- g. Handle books and other material with care.
- h. Students caught hiding or stealing books or other library property, tearing out of pages of books or periodicals and forging signatures are subject to suspension of their library privileges. More serious misdemeanors shall be dealt with by the School Director.

2. BORROWING PRIVILEGES AND POLICIES

- a. A student may borrow one book for overnight use subject to renewal if in demand.
- b. Books stamped "NOT FOR HOME USE" are exclusively for library use.
- c. Fiction books may be borrowed for three (3) days subject for renewal if not in demand, while general reference books, thesis, newspapers, serials, vertical files, rare collections must be read in the library only.
- d. Book may be taken for overnight use from 3:00 p.m. depending upon the demands for the books and must be returned at 9:00 a.m. the following day.
- e. No books materials such as maps, globe, pictures, vertical files and newspaper clippings may be borrowed for classroom use upon arrangement with the librarian.
- f. Books can only be renewed when presented to the librarian for proper recording.

- g. No one is allowed to borrow books in behalf of others.
- h. One (1) week before the final examination, books and other library materials will not be allowed for home use.

3. SUSPENSION OF LIBRARY PRIVILEGES

The following are grounds for suspension:

- a. Lending of library cards to another person;
- b. Taking out of library material without librarian's permission;
- c. Tearing, writing on the pages of the books, defacing it or any form of vandalism;
- d. Forging signature of library staff;
- e. Discourtesy, misconduct or any misdemeanor towards the library staff;

First Offense = one week
Second Offense = one month
Third Offense = one semester

Length of suspension will be on a case to case basis and depending upon the degree of the act.

XIII. GUIDELINES ON DISCIPLINARY ACTIONS

[Code Of Conduct](#) | [Role of Student Affairs](#) | [Student Disciplinary Tribunal](#) | [Offenses](#) | [Classification of Offenses and Corresponding Penalties](#) | [Sanctions](#) | [Jurisdiction and Venue](#)

A. CODE OF CONDUCT

Students are expected to abide by the rules and regulations of the School. Violation of any rule could either result to a major or minor offense. A minor offense results to a reprimand or suspension, a dismissal or an expulsion order for major offenses. Students are advised to read the Manual for Disciplinary Action for particulars.

B. ROLE OF STUDENT AFFAIRS

The Head of Student Affairs or Student Services shall determine whether an offense committed constitute major violations. He shall likewise, determine the appropriate sanctions / penalty against offenses. He shall act as presiding officer and Chairman of the Student Disciplinary Tribunal (SDT) for cases involving major offenses.

C. STUDENT DISCIPLINARY TRIBUNAL

All complaints for violations of School rules and regulations are heard and investigated upon the Student Disciplinary Tribunal. Based on its findings, it submits its recommendation to the Head of Student Affairs or Services as presiding officer with one representative from the faculty and the student as members.

D. OFFENSES

Offenses are those pertaining to violation of any of the rules and regulations governing student conduct and discipline as contained in the Student Handbook. The set of guidelines to be distinguished from the rules and regulations governing scholastic delinquency. They are to be strictly considered as non – academic infractions and are therefore outside the jurisdiction of the officers of the academic department. They are classified into major and minor offenses.

E. CLASSIFICATION OF OFFENSES AND CORRESPONDING PENALTIES

I. MAJOR OFFENSES

Those that merits suspension, dismissal or expulsion, such as:

1. Any act which impedes, obstructs and prevents or defeats the rights of the student to attend his classes;
2. Carrying deadly weapon and / pr dangerous weapon including improvised weapon, explosive and incendiaries inside the campus;
3. Exploding of firecrackers pyrotechnics, pillbox bomb, Molotov cocktails and the like;
4. Drug abuse;
5. Bringing inside the campus intoxicating drinks, prohibited and regulated drugs.
6. Use of intoxicating drinks and / or regulated drug inside the school; coming into the school and being in the school premises under the influence of alcohol.
7. Possession and / or use of marijuana in any form;
8. Willful disregard of authority, disrespect, discourtesy and disobedience to any school official, member of the faculty, administration of their respective;
9. Physical assault and / or physical injuries;
10. Direct physical assault upon any person;
11. Organized rumbles and physical assault in band;
12. Threat and coercion;

13. Possession, distribution or perusal of pornographic magazines, pictures, films, cartridges, cards, key chains, figurines and the like;
14. Robbery and stealing;
15. Theft and qualified theft;
16. Extortion;
17. Malversation of the school and student organization funds;
18. Unauthorized solicitations;
19. Selling of unauthorized tickets, raffles, lotteries, and other fund raising paraphernalia;
20. Malicious acts committed against others within the school premise;
21. Using profane or indecent language and committing vulgar and offensive acts;
22. Acts of lasciviousness, voyeurism, exhibitionism and other offensive acts;
23. Unjust vexation;
24. Defamation, libel and slander;
25. Immorality;
26. Malicious mischief;
27. Vandalism or destruction of school property belonging to any member of faculty, administration and non – teaching staff;
28. Forgery and falsification and attempt hereof;
29. Possession of gambling paraphernalia;
30. Gambling or playing cards inside the school premise or within the 500 meter radius of the school;
31. Cheating, lying giving false statement;
32. Misrepresentation;
33. Dishonesty, including mental dishonesty;
34. Illegal intrusion in the classroom and / or offices.
35. Planning (premeditating individually or in groups) organized activities inimical to the best interest of the School;
36. Connivance with syndicated activities inimical of the School;
37. Illegal rites, ceremonies, ordeals, including hazing and initiations;
38. Possession and distribution / posting of unauthorized printed materials inimically to public interest;
39. Perjury;
40. Acts of subversion, insurgency and sedition;
41. Having been convicted to a criminal offense before the court of law;
42. Molestation;
43. Violation of school circular, tampering and destroying;
44. Membership in subversive organization;
45. Membership (active or inactive) in fraternity and / or illegal organization;
46. Using the name and seal of CHRISTIAN INTERNATIONAL SCHOOL OF THEOLOGY on printed matters such as programs, invitation, announcement, tickets, certificates, etc., without the permission of the School Director or his authorized representatives. Likewise, representing the School whether individually or in groups, in – and – off school

- conferences, seminars, congresses, rallies, assemblies, congregations, etc., without the authorization from the President or authorized representatives.
47. Committing any act punishable under existing law of the land within and outside the school and violation of the laws of the TESDA and CHED;
 48. Serious public display of intimacy / affection (PDA).

II. MINOR OFFENSE

Offense not included in the foregoing enumeration shall be considered minor offenses that merit simple suspension, warning / reprimand disciplinary probation. However, violation of any of the minor offenses enumerated below for two (2) consecutive times shall be penalized under the sanction provided for major offenses.

3. Improper use of laboratory equipment, workrooms, libraries, the chapel, canteen and other school facilities.
4. Entering the faculty restroom, lounges, and comfort rooms without permission or authority.
5. Male students entering the comfort rooms for female or vice versa.
6. Entering the school premise without an ID card or using someone else's ID card, registration cards, gate pass, receipts, etc.
7. Lending and / or tampering by altering such as changing original photos of ID cards, registration cards and other school forms.
8. Spitting on the floors, corridors, stairways or any acts which may result to the unsanitary, dirty or disorderly condition of the school.
9. Unauthorized operation of the school equipment including electrical switches.
10. Loitering along the corridors, staying or sitting on stairways entrances, gates, exits, foyers, railings, passages, fire escapes, and the like; or any act that may hamper or block the flow of human traffic.
11. Unauthorized bringing out of chairs, tables, books, laboratory equipment, PE paraphernalia and equipment, modules, chalk boards, audio visual equipment and paraphernalia and the like from the rooms and buildings.

F. SANCTIONS

The Manual of Private Schools, 1992, 8th Edition, Annotated, Article 14, section 77 describes the four (4) categories of disciplinary administrative sanction which maybe imposed on erring students commensurate with the nature and gravity of the violation of school rules and regulations as follows:

0. DROPPING.

A school may drop from the roll during the school year or term a student who is considered undesirable. The student who is dropped should immediately be issued his transfer credentials.

1. SUSPENSION.

A school may suspend an erring student during the school year or term for maximum period not exceeding 5 days of the prescribed schooldays. Suspension which will involve the loss of the entire year or term shall not be affected unless approved by the School Director.

2. EXPULSION.

The penalty of the expulsion is an extreme form of administrative sanctions which debars the students from all Public and Private Schools. To be valid and effective, the penalty for expulsion requires the approval of the Commission on Higher Education (CHED). Expulsion is usually considered proper punishment for gross misconduct or dishonest and / or such offenses as hazing, carrying deadly weapons, immorality, drunkenness, vandalism, hooliganism, assaulting a teacher or nay school authority or his agent or student, instigating, leading to a stoppage of classes or entering school premises, forging or tampering school records or transfer forms, or securing or using such forged transfer credentials.

3. EXCLUSION.

This is a penalty in which the school is allowed to exclude or drop the name of the student from the school enrollment list for being undesirable and may release transfer credentials.

III. MAJOR OFFENSES

1. Probation with automatic suspension for the rest of the semester in case of violation of the condition imposed thereof.
2. Suspension for a period not less than one (1) semester.
3. Suspension for one (1) semester (short term)
4. Suspension for two (2) semesters (long term)
5. Suspension for an indefinite period (indefinite suspension) Dismissal or dropping from the school.
6. Expulsion

IV. MINOR OFFENSES

4. Warning or reprimand by the School Director in case of first offense.
5. Disciplinary probation.

6. In case of minor personal offense, written apology to the person/s concerned.

G. JURISDICTION AND VENUE

The office of the School Director where the respondent student is officially enrolled as of the date of alleged commission of the offense shall have jurisdiction over the case regardless of the concerned parties shall be immediately informed of the approval of the transfer within three (3) school days by the Coordinator who made the request.

PLEDGE OF LOYALTY

In gratitude to you, Alma Mater, I pledge my loyalty to
You and your ideas, to perpetually uphold your standards

And

Traditions, and to endeavor to serve my country and
Fellowmen to my utmost ability, mindful that wherever
Destiny shall bring me, I shall have to live up to your
Highest and fullest expectations, worthy of a true progeny

Of my Alma Mater, the
CHRISTIAN INTERNATIONAL SCHOOL OF THEOLOGY

Never to be complacent, we shall ever persevere
For progress and service.

CIST HYMN

UNDER COMPOSITION
